Introduction

Zoom is the official video conferencing solution at UCSF for meetings between UCSF faculty, staff, and students including desktops, mobile devices, and conference rooms. As a non-telehealth employee, you will be accessing the UCSF instance of Zoom.

Accessing Zoom Web Conferencing

The process for accessing the UCSF version of Zoom is simple and can be completed within a web browser.

1. Navigate to **https://ucsf.zoom.us** before selecting the **Login** link.
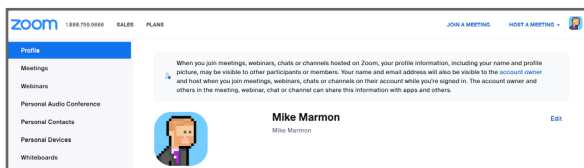

2. The **MyAccess login screen**, enter your **UCSF email address** and **password**.

NOTE: You may be prompted to authenticate your identity with Duo Multi-Factor Authentication.
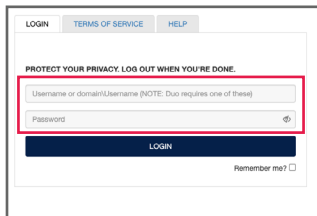
3. **Zoom** will load successfully in the browser.

Navigating Zoom

From the **Zoom** homepage, you can view your upcoming meetings from the **Meetings** tab. Additionally, you can select the **join a meeting** or **host a meeting** links to join an existing meeting or starting a new meeting.

Starting a Zoom Meeting

1. From **Zoom in a browser**, select the **join a meeting** (This requires a code)/ **host a meeting** link or select a **Zoom link** within an Outlook invite.

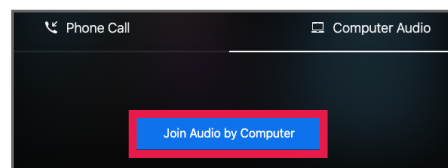3. On the **Launch Meeting** dialog window, select the **Cancel** button.
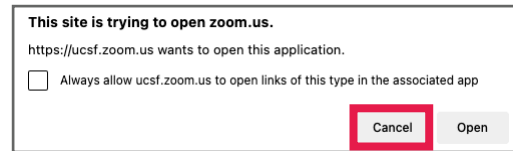
4. Click the **Launch Meeting** button.

5. On the **Launch Meeting** dialog window, select the **Cancel** button a second time.

6. Select the **Join from Browser** link.

7. After the **Zoom meeting** loads, set your audio options by selecting the **Join Audio by Computer** or the **Phone Call** tab


8. After your *audio connection* is set, you will be **muted**, so remember to *unmute* your microphone before speaking.

Setting Your Webcam

1. If your computer has a **webcam**, you can use it in Zoom by selecting the [Video] button.

2. Set the background for your webcam to **blur** or have a **custom virtual background** by selecting the **arrow** next to the *Video* button before selecting the **Blur My Background** or **Choose Virtual Background** options.
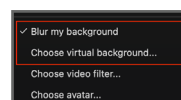
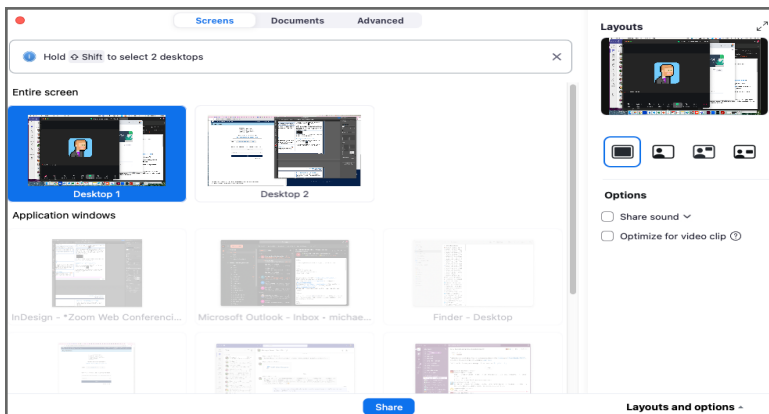3. Once selected, your *background* will change to be *blurred* or selected *background.*

Sharing your Screen in Zoom

1. From the *navigation* at the *bottom* of the Zoom screen, select the [Share] option.

2. The *Share Screen* window will open, select the **Desktop** or **application** screen to be shared.
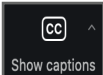
Sharing your Screen in Zoom (Continued)

3. When ready click the **Share** button to begin sharing your screen.

4. The *Share Screen* window will **disappear**, and a **green bar** will surround the selected *desktop* or *application* screen.
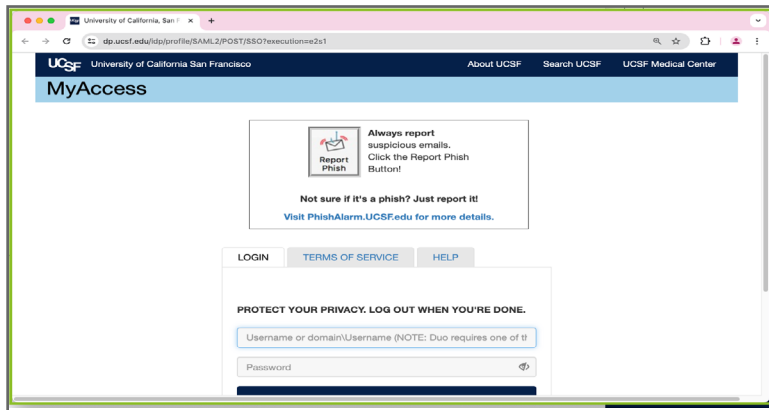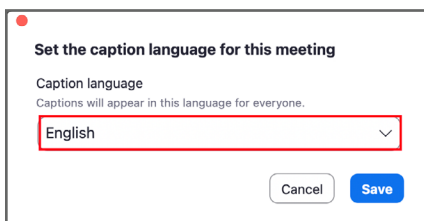

Enabling and Viewing Transcripts

1. Zoom provides users with *live transcription* to highlight the *spoken words* in the users preferred language.

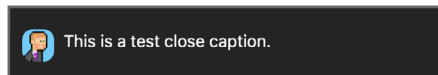2. To view the meeting transcripts, select the option.

3. Select the preferred **speaking language**.

NOTE: Only **English transcription** is currently available, language translation is not allowed at this time.

4. Select the **Save** button to commit your changes.

5. As the participants speak, you will see their **profile picture** next to their **words** in real time!

Ending Zoom meetings

1. Select the **Leave** **Leave Meeting** (or **End** for hosts) icon.

NOTE: If you are the host of the Zoom meeting and there is not a defined co-host, the meeting will end for all users.

3. The Zoom application will close.

Scheduling Zoom Meeting in Outlook

In Outlook, you can add a Zoom meeting to the invitation sent to your colleagues or external stakeholders through the Zoom add-in for Outlook.

1. Select the icon in Outlook .

2. Select the **New event** option.

3. Click the **Zoom** icon.

4. Select the **Add a Zoom Meeting** option.

5. Click **Allow**.

6. Log into Zoom.

   a. Click the **SSO** icon.

   b. Enter **UCSF** into the **Domain** field then click **Continue**.

Scheduling Zoom Meetings in Outlook
(Continued)

c. Enter your **UCSF email address** and **password** into the MyAccess screen (if prompted).

7. The *Meeting Invite* will update to contain a *Zoom link* and the *call-in information.*

8. Enter the applicable **meeting title** and **agenda**, required **invitees** and meeting **time**.

9. Click [▷ Send | ∨] to send the meeting invite to the identified participants.