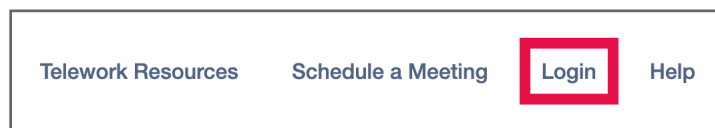


Introduction

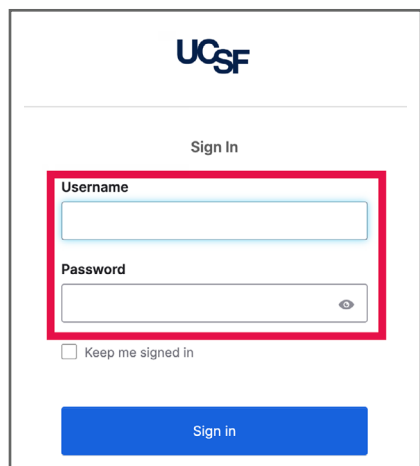
As you will start your time at UCSF, you will need to create a Zoom account associated with your UCSF email address. Let's take a moment to walk through the process for creating a UCSF Zoom account.

Creating your UCSF Zoom Account

1. Navigate to <https://ucsf-healthaffiliates.zoom.us/>
2. Select the **Login** link.



3. On the **UCSF** login screen, enter your **UCSF email address** and **password** before clicking the **Sign in** button.



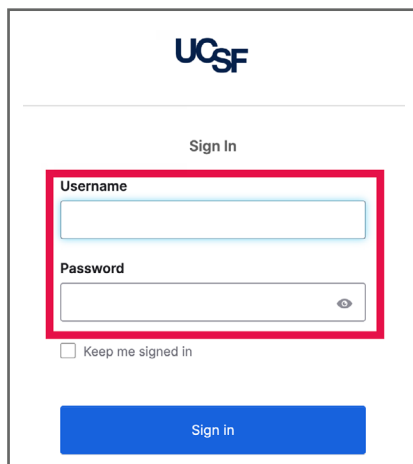
NOTE: If prompted, complete the Duo Multi-factor Authentication prompt to complete the login process.

4. Congratulations! You have successfully created your UCSF Zoom account.

How to add the Zoom Add-In to Outlook Web Email

With your UCSF Zoom account created successfully, you are now able to configure Outlook Web Email to use the Zoom Add-In.

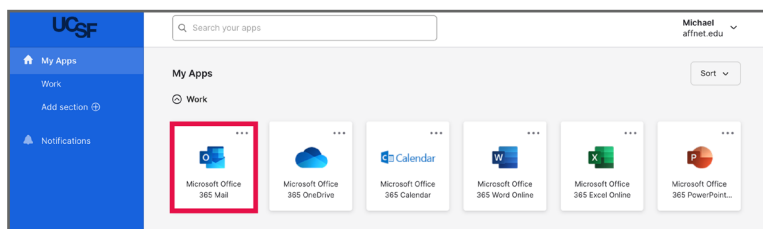
1. Navigate to <https://netlogin.ucsfhealth.org>
2. A UCSF log-in screen will load, enter your **UCSF email address** and **password** before clicking the **Sign In** button.



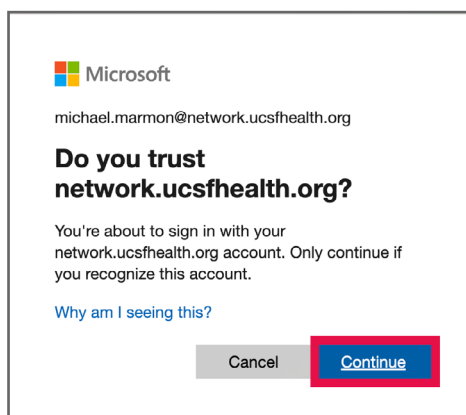
3. If prompted, complete the Duo Multi-factor Authentication prompt.


4. Select the **Yes, this is My Device** option to remember it within Duo.

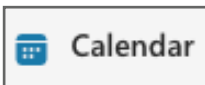
5. From the My Apps landing page, select the **Microsoft Office 365 Mail** tile.



6. If prompted, select **Continue** to trust network. ucsfhealth.edu before loading OWA.

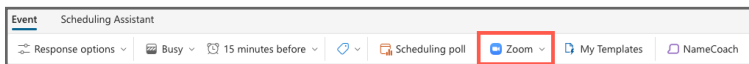


7. Select the  icon.

8. Select the  **Calendar** option.

How to add the Zoom Add-In to Outlook Web Email (continued)

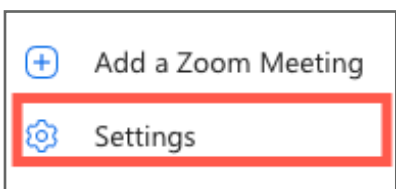
9. Click the **Customize actions** link.
10. Select the **Zoom** next to **Zoom**.
11. Click the **Save** to save your changes.
12. Click the **New Event** button and verify that the **Zoom add-in** appears in the *New Event – Calendar* window.



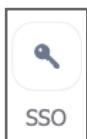
Accessing the Zoom Add-In in Outlook Web Email

The process for accessing the Zoom Add-In within Outlook Web Email is a simple process that can be initiated when you create a meeting invite.

1. From your Outlook Web Email inbox, select the **Calendar** icon ().
2. Click the **New event** button.
3. From the **Zoom dropdown**, select the **Settings** option.



4. In the **Zoom panel**, select the **SSO** option.



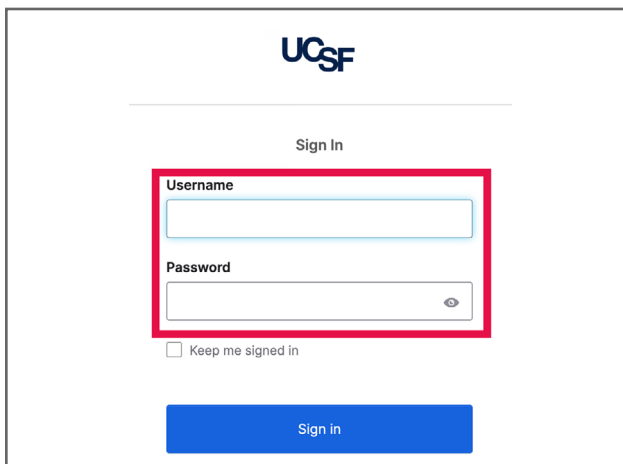
5. On the **Sign in with SSO** screen, enter *UCSF* into the *domain* field before clicking **Continue**.



6. When prompted click **Allow**.



7. On the **UCSF** screen, enter your **UCSF email address** and **password**.



8. Congratulations! You have successfully accessed the Zoom Add-in within Outlook Web Email.

Creating Meeting Invites with Zoom

NOTE: To expedite the process for creating meeting invites, it might be helpful to have your Google Calendar and blank Outlook calendar invites side-by-side to easily copy and paste the meeting information.

1. From the Outlook calendar (), select the **New event** button.
2. Select the **Zoom** icon then the **Settings** option.
3. Enter a **Title** for the meeting.



Creating Meeting Invites with Zoom *(continued)*

NOTE: The **Title** should be *descriptive* of the meeting topic.

4. Enter the **name** or **email address** for the meeting participants.

NOTE: To view the **availability** for an invitee, select the **Scheduling Assistant** tab to view their **availability** from *today moving forward*.

5. Enter the **Start** and **End time** for the meeting

NOTE: If the meeting is all day, simply select the **All day** toggle.

6. Select the **Does not repeat** dropdown to make this invite a **recurring** meeting (e.g., Daily, weekly, monthly or yearly).

7. Enter a **message** or **agenda** for the recipient of the invite.

8. From the **Zoom Settings** panel, you can select the type of Meeting ID: **automatically generated** or **Personal Meeting ID** (e.g., Static ID, which does not change).

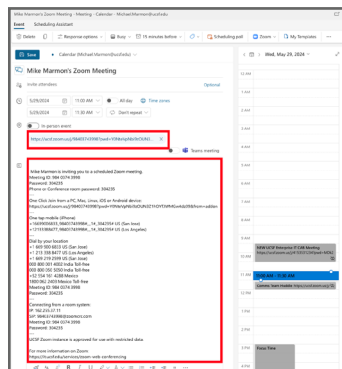
9. Alternative hosts can be added by selecting the **Show** link under the **Advanced Options** heading. Scroll down to the **Alternative Hosts** field before entering the **user's name** or **email address**.

NOTE: A **UCSF email address** is required for *alternative hosts*.

10. From the **Zoom Settings** panel, select the **Add Zoom Meeting** button.



11. Verify that a **Zoom link** has been added to the **location** field and that the **message** field has been updated with the Zoom *meeting* information.



NOTE: Verify that the **Teams Meeting** toggle is **unchecked**.

12. Once your invite is ready, you can click the **Send** button to send it to the intended recipients.



13. Congratulations! You have successfully created a meeting invite within Outlook Web Email with a Zoom meeting link.