

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.

UCSF	
Sign In	
Username	
Password	
٥	
Keep me signed in	
Sign in	

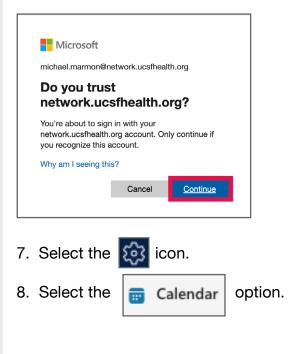
3. If prompted, complete the Duo Multi-factor Authentication prompt.

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.

UC _{SF}	Q Search your apps					Michael ~
My Apps Work	My Apps					Sort v
			 Calendar			
	Microsoft Office 365 Mail	Microsoft Office 365 OneDrive	Microsoft Office 365 Calendar	Microsoft Office 365 Word Online	Microsoft Office 365 Excel Online	Microsoft Office 365 PowerPoint

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



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

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11. (Click the	Save	to	save your changes.
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12. Click the **New Event** button and verify that the **Zoom add-in** appears in the *New Event – Calendar* window.

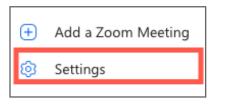
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Accessing the Zoom Add-In in Outlook Web Email

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 Dew event v button.

3. From the **Zoom dropdown**, select the **Settings** option.



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

option.

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

Sign in with SSO	
Enter your company domain	
ucsf .zoom.us	
Continue	

6. When prompted click **Allow**.



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

UC _{SF}	
Sign In	
Username	
Password	
©	
☐ Keep me signed in	
Sign in	

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 v button.
- 2. Select the \bigcirc Zoom \checkmark icon then the **Settings** option.
- 3. Enter a **Title** for the meeting.

📽 Add a title



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.

°°	Invite attendees	Optional	
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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

Ŀ	5/29/2024	 11:00 AM \smallsetminus	 All day Time zones
	5/29/2024	 11:30 AM 🖂	\diamondsuit Don't repeat \lor

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.

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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).

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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**.

Alternative Hosts

Example: john@company.com, peter@schoo

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

10. From the Zoom Settings panel, select the

Add Zoom Meeting

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.

button.

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



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