Hosting a Zoom Meeting

The following instructions describe how to initiate a Zoom meeting and invite participants to join using Zoom on an iPad.

1. Access Zoom by selecting the Zoom application.
   - If the Zoom application is not yet downloaded, search ***Zoom Cloud Meetings*** in the App Store and download the application.
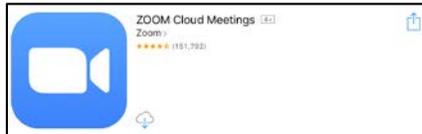
2. Open the application and sign in.
   a. Select **Sign In**.
   b. Select **SSO** (Single Sign On).

*Zoom App Home Screen*
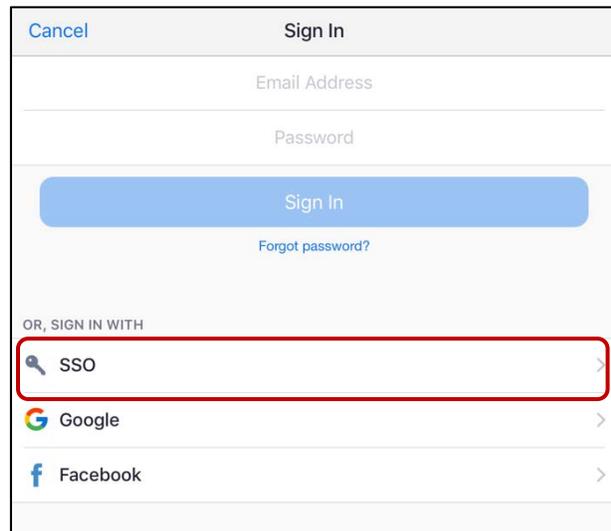
Sign In Screen

   c. Make sure the domain is **ucdavishealth**.
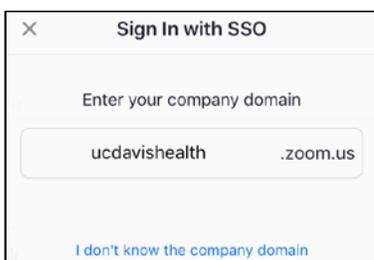
Company Domain Field

   d. When the UCDHS login screen appears, sign in with your **hs credentials**.
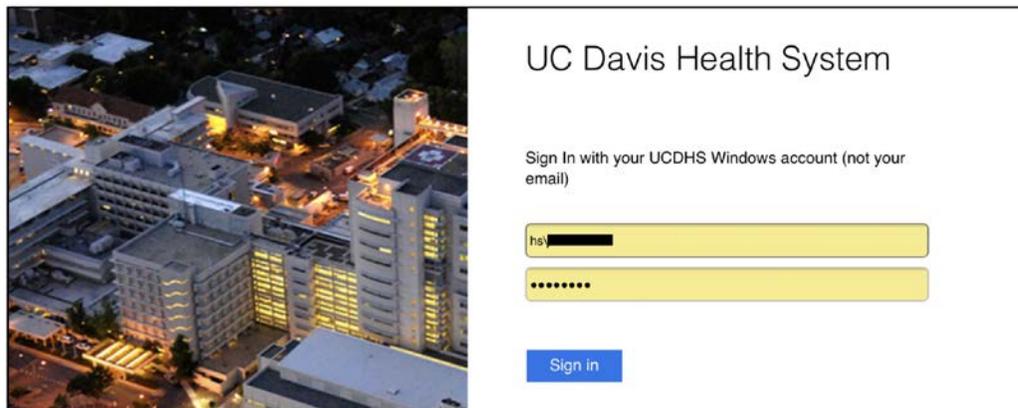
UCDHS Login Screen

3. Click **Launch Zoom** to open the desktop application.
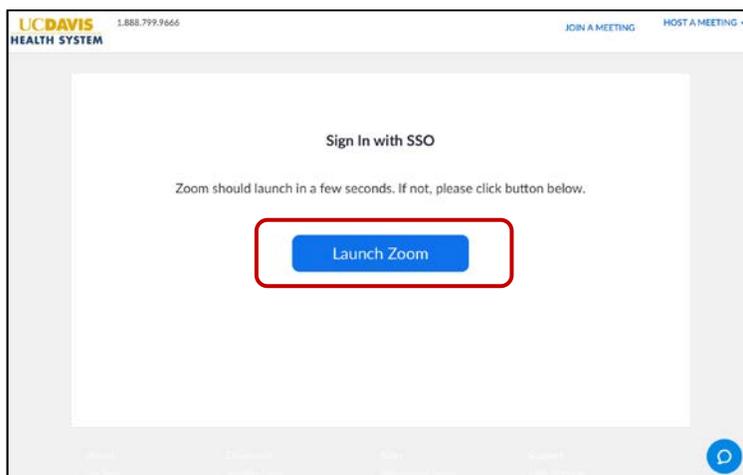
4. From the open desktop application, click **New Meeting**.
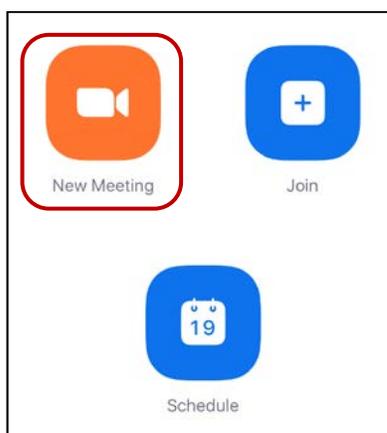
Zoom Home Screen

5. Configure the meeting settings and start a meeting.
    a. Enable **Video On**.
    b. Enable **Use Personal Meeting ID (PMI)**.
    c. Select **Start a Meeting.**
    d. After selecting **Start a Meeting**, complete responses for each pop-up.
        i. Select **OK** to let Zoom access the camera so participants can see you.
        ii. Select **OK** to let Zoom access the microphone so participants can hear you.
        iii. When presented with the options for **To hear others please join audio**, we recommend selecting **Call using Internet Audio**. Alternatively, you will need to select **Dial In**.

Cancel	Start a Meeting	
Video On		🟢
Use Personal Meeting ID (PMI) 999 999 9999		🟢
	Start a Meeting	
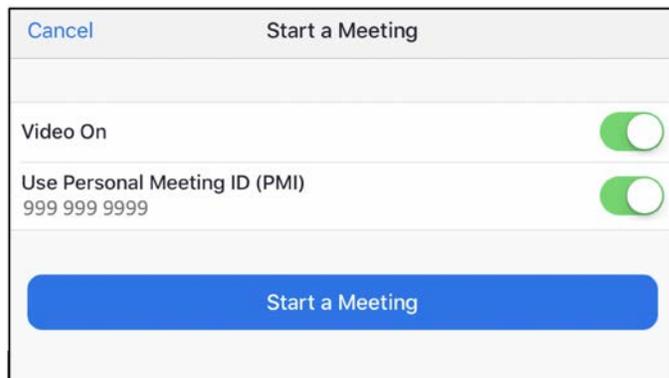
About the Personal Meeting ID (PMI)

Very Important: To ensure the security of our conferencing services, disable the PMI option when starting a meeting so the meeting will initiate with a new, randomly-generated code.

6. After starting a meeting, a 10-digit meeting ID displays at the top of the screen.
    a. Share the meeting ID number (see **Joining a Zoom Meeting**) with participant(s).
    b. Participant(s) enter this 10-digit ID into their Zoom application to join that meeting.

7. After starting a meeting, the meeting ID displays at the top of the screen.
    a. Share the meeting ID code (see **Joining a Zoom Meeting**) with participant(s).
    b. Participant(s) enter this meeting ID code into their Zoom application to join that meeting.

End Meeting	999-999-9999 🔒	Mute	Stop Video	Share Content	Participants	More

Zoom Meeting Menu Bar
* You may need to tap the screen for the Menu Bar to appear

8. Alternatively, there is an **Invite** button to invite participants to join the meeting.

a. To access invite options, select the **Participants** icon from the Menu Bar.
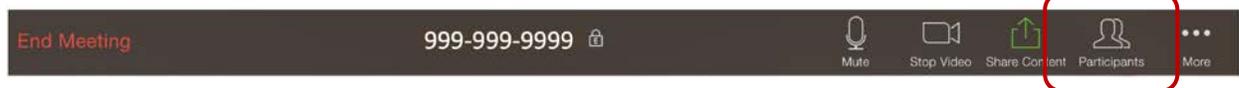
b. Select the **Invite** button from the **Manage Participants** pane.
c. The **Invite Participants** pane provides multiple ways to send an invite. When inviting participants with a UCDH Zoom account, one option is to select **Invite Contacts**, which opens a search bar to type the names of participants to invite.
d. Alternatively, another option is to select **Send Email.**

Please note: When inviting non-UCDH individuals, such as patients, be aware that emails send from your email address.
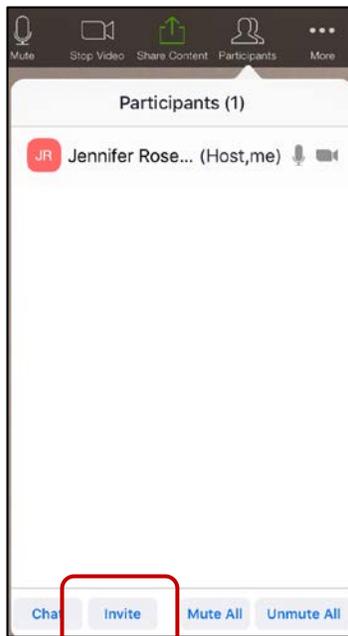
Manage Participants Pane
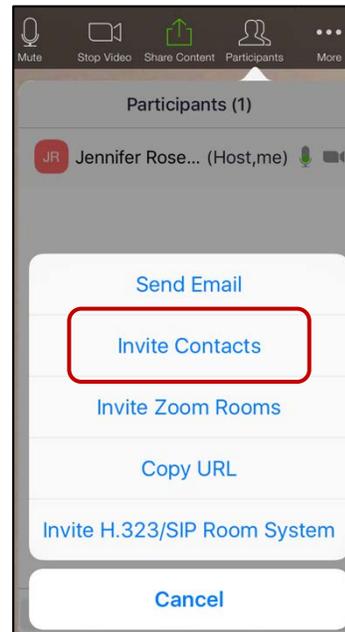
Invite Participants

Helpful Information

- Trouble hearing or seeing a participant? If the **Manage Participants** pane shows next to the participant's name, their audio/video is off. Gray icons ( ) indicate their audio/video is on.
- Still not seeing your participant? Select the participant's name within the **Manage Participants** pane. Then, select **Ask to Start Video**.

- If you cannot hear your participant's audio, click **Unmute all** in the **Manage Participants** pane.

*Ask to Start Video Link*
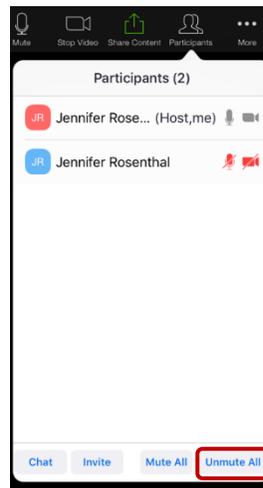
Unmute All Option

- Ensure that the **waiting room** setting is disabled so participants automatically enter your meeting as they join.

- It is recommended to **Lock Meeting** (located in the More menu) only once all desired participant(s) have joined. This step is particularly important if using your PMI.

9. At the end of the meeting, click **End Meeting** in the menu bar.

* You may need to tap the screen for the Menu Bar to appear

10. Sign out of your Zoom account. This step is essential when sharing the iPad with other users.
    a. Select **Settings** on the home screen.
    b. Enter **My Profile** by selecting your name (first line item).
   c. Scroll down to select **Sign Out**.
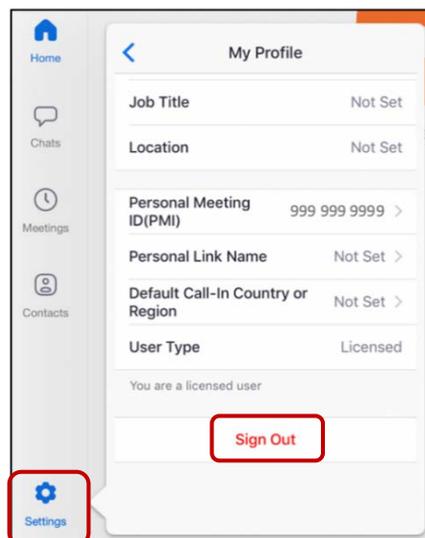
Joining a Zoom Meeting

The following instructions describe how to join a Zoom meeting using Zoom on an iPad.

1. Zoom must be downloaded onto the iPad/iPhone.
    a. For UCDH individuals, follow steps 1 and 2 from the **Hosting a Zoom Meeting** instructions.

2. There are a few ways to join a zoom meeting:

   - If you received a link to a Zoom meeting, click the meeting link.

   > [Host's Name] is inviting you to join a Zoom meeting.
   >
   > Join Zoom Meeting
   > https://ucdavishealth.zoom.us/j/9999999999

   - If you received only the meeting ID, use a web browser and manually enter https://ucdavishealth.zoom.us/j/9999999999, using the meeting ID in place of 999999999 (no spaces or dashes).

   - Join a zoom meeting using the Zoom application.

Non-UCDH can skip the Sign In
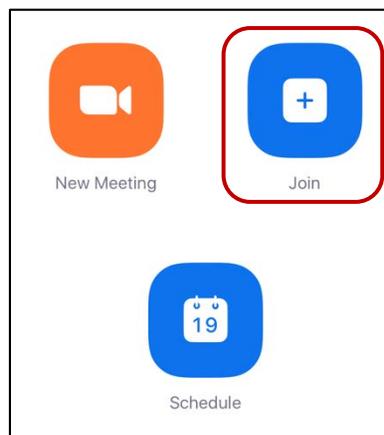
Zoom Home Screen after Sign In

   o Enter the Meeting ID and your name.
   o Click **Join**.
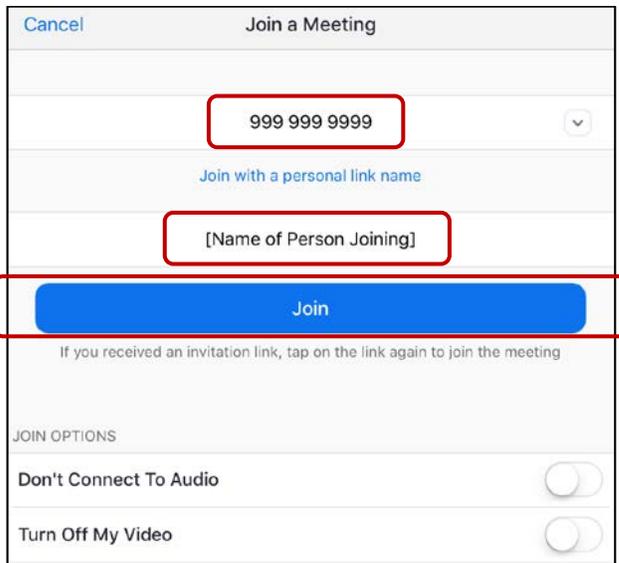
3. After being auto connected or admitted into the meeting, make sure both the audio and video are unmuted. Red icons with slashes indicate the audio/video is off.
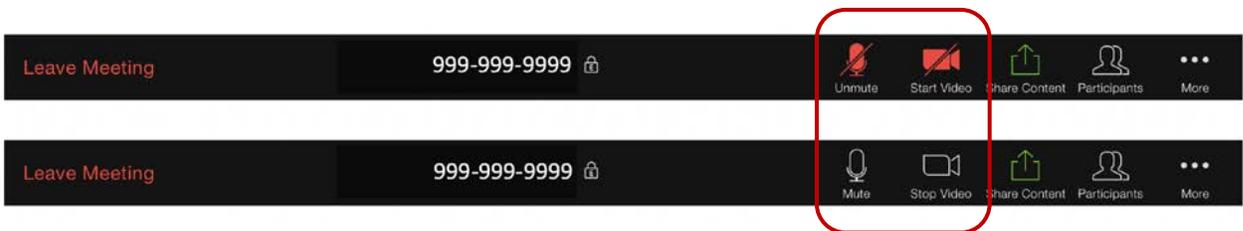
4. Leave the meeting by selecting **Leave Meeting** in the Menu Bar.

You may need to tap the screen for the Menu Bar to appear

For additional Android and iOS instructions and other useful guidance, visit https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started.
If you need assistance with using Zoom, please call the help desk at (916) 734-4357.