Hosting a Zoom Meeting
The following instructions describe how to initiate a Zoom meeting and invite participants to join using the Zoom desktop client.

1. Access Zoom by double-clicking the Zoom icon on the desktop or by searching for Zoom in the Windows start menu.

2. Log in once the application launches.
   a. On auto logon computers, use the email sign-on option.
   b. Single Sign On (SSO) should only be used if you are logged in to the computer on the UC Davis production network.
   c. Make sure the domain is ucdavishealth.
   d. Click Continue.

3. From the open application, click New Meeting.
**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.

4. After starting a meeting, a uniquely generated 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.

5. Alternatively, there is an **Invite** button to invite participants to join the meeting (the mouse may need to be moved the bottom of the screen for this option to appear).
   a. Click **Default Email** to send an invitation to the participant(s), by clicking
b. There is also a Copy URL icon to copy and paste the link to share with the participant(s).

Please note: When inviting non-UCDH individuals, such as vendors or patients, be aware that emails send from your (hs credentials) email address.

Helpful Information

- Trouble seeing the participants video? Hover the mouse over their name on the Participants pane until the More menu appears. Then, select Ask to Start Video.

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

- 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.

6. At the end of the meeting, click End Meeting at the bottom of the screen.
Joining a Zoom Meeting

The following instruction will describe how to join a Zoom meeting using the Zoom desktop app.

1. There are a few ways to join a zoom meeting:
   - If you received a link to a Zoom meeting, click the meeting link.
   - If you received only the meeting ID, use a web browser and manually enter https://ucdavishealth.zoom.us/j/999999999, using the meeting in place of 999999999 (no spaces or dashes).
   - Join a zoom meeting using the Zoom application.
   - Enter the Meeting ID and your name.
   - Click Join.
2. After being auto connected or admitted into the meeting, make sure both the audio and video are unmuted (no red slash over the icons – may need to move the mouse to the bottom of the screen for this option to appear.

Other Device Types
The steps to host and join a Zoom meeting from an Android and iOS device are similar as described but with slight differences. For 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.