### 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 for **Zoom Cloud Meetings** in the App Store and download the application.

2. Open the application and sign in.
   - Select **Sign In**.
   - Select **SSO** (Single Sign On).
   - Make sure the domain is **ucdavishealth**.
d. When the UCDHS login screen appears, sign in with your **hs credentials**.

![UCDHS Login Screen](image)

3. Click **Launch Zoom** to open the desktop application.

![Zoom Home Screen](image)

4. From the open desktop application, click **New Meeting**.
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**.

![Start a Meeting](image)

### 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.

![Meeting ID](image)

*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.

---

**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](image1)

![Unmute All Option](image2)

• 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.

![End Meeting](image3)

*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**.

![Settings](image4)
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 9999999999 (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
     - Enter the Meeting ID and your name.
     - 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.