

Instructions for Self-Registration and Signup of UHealth Zoom Account [HTTPS://UCHEALTH.ZOOM.US/SIGNIN](https://uchealth.zoom.us/signin)

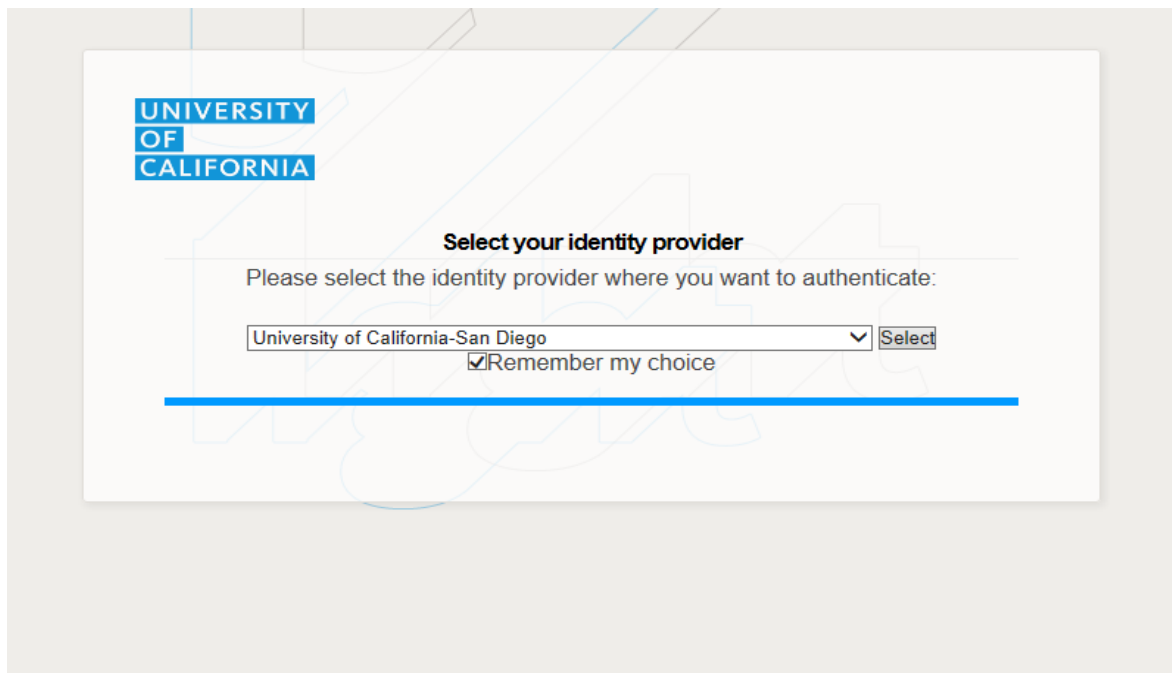
UC San Diego Health and UC Irvine Health have chosen Zoom as its default teleconferencing and video conferencing solution. Below are instructions on how to self-register for a UHealth Basic Zoom account plus a link to request a Pro account for those users that provide a sufficient business need.

Step 1: Self-register for a basic UHealth zoom account from the following URL

<https://uchealth.zoom.us/signin>.

Note: If you intend to be a **HOST** user of meetings that will last more than **40 minutes and you use Zoom to schedule for others**, you need to request a [Zoom Pro](#) account and fill out the online form. For information, go to the following URL <https://uchealth.zoom.us> and click on “[Request a Pro Account](#)”.

For security reasons, we have tied Zoom credentialing to UC Single Sign On using your campus Active Directory account. Click the appropriate campus via the drop down box ie. *University of California-San Diego or University of California-Irvine*. We also recommend clicking on the check box “Remember my choice”.



UNIVERSITY
OF
CALIFORNIA

Select your identity provider

Please select the identity provider where you want to authenticate:

University of California-San Diego

Remember my choice

You will then be redirected to your campus SSO web page where you will be asked to enter your Active Directory username and password. If you do not know your Campus AD username and password, contact the appropriate Campus IS Service Desk:

UC San Diego Health IS – (619) 543-4357

UC Irvine Health IS – (714) 456-3333

Step 2. Zoom meetings can be joined via the website directly <https://uhealth.zoom.us/join> but it is easier to use the Zoom desktop client package if one is going to be using Zoom regularly.

The Zoom Desktop client and Outlook connector should have been preinstalled on your UCHealth workstation computer. To verify look for the Zoom client in “Start”, “All Programs”, and scroll down until you see Zoom. If Zoom is not in the list, look for the Install package in “Start”, “All Programs”, “Microsoft System Center,” and click “Software Center.” Double click on the Zoom installer to install both the Zoom client and Zoom Outlook connector.



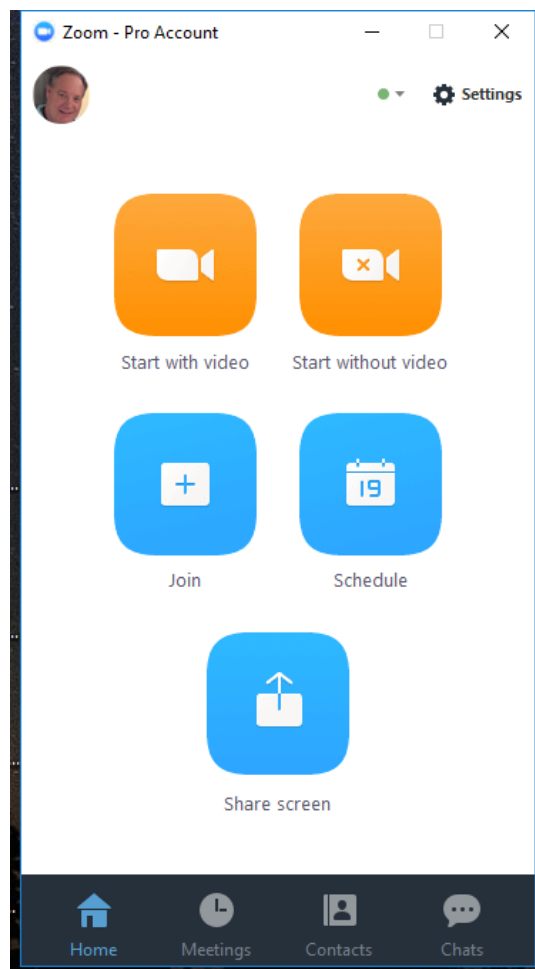
Step 3. Starting Zoom: Click on “Start Zoom” under the All programs link and the Zoom desktop client will launch. You will be asked to sign into your Zoom account at this point. It is crucial to you use the SSO method of signing in with your Active Directory credentials.



Step 4. After you successfully login using SSO, you will be asked to “Enter your company domain” use UCHEALTH as shown in the picture below. DO NOT type UCSD else you will be removed from UCHealth instance of Zoom and placed into UCSD (or Campus) instance of Zoom.



Once the Zoom Desktop client is fully launched, you should see the below program open up on your desktop and have the ability to start using Zoom to Join or Schedule meetings.



Step 5. For verification of the Outlook connector installation, open Outlook and click on your calendar Home page. You should see the Zoom meeting controls as shown in the picture below. If you do not, see the Zoom meeting controls try installing it from the Software Center in **Step 2**.



You are now ready to start using Zoom and attend or schedule/host meetings. If you should need assistance, contact the UC San Diego Health Service Desk or UC Irvine Health Service Desk for assistance.

UC San Diego Health IS – **(619) 543-4357** UC Irvine Health IS – **(714) 456-3333**

If you wish to download Zoom to your home computer, laptop, or smartphone go to the following URL <https://uhealth.zoom.us/download>. If you intend to schedule meetings from your laptop or home computer using Outlook, also download and install the Outlook plugin via the same URL.