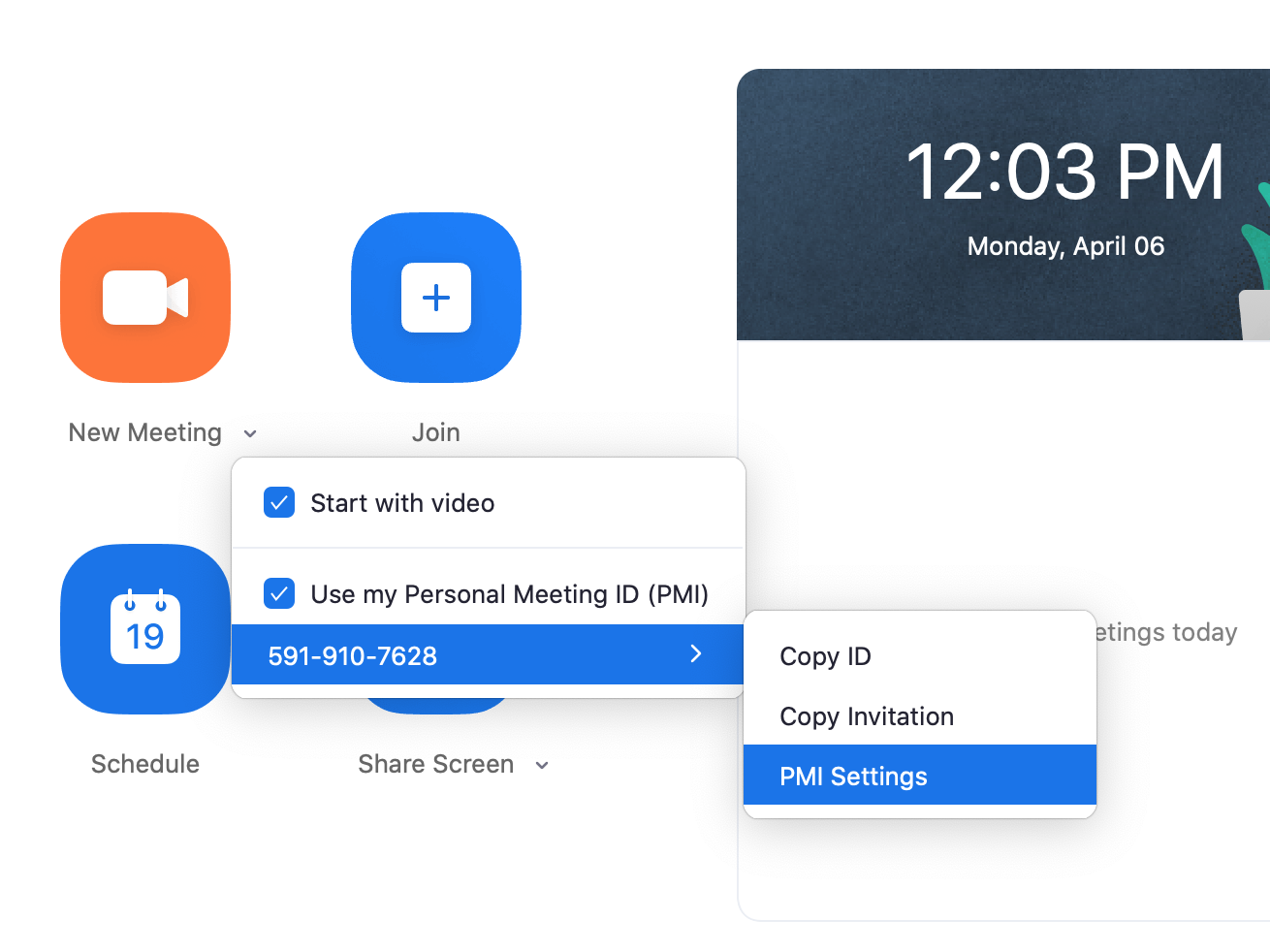
**Setting up your Zoom Account for Telehealth video visits**

The following are steps that will help you best set up a Zoom account for telehealth visits. You can set up your account through the Zoom web browser or through the Zoom desktop app.



**Option A: Zoom Desktop App (easiest)**

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*Setting up Personal Meeting ID*

1. Open Zoom Desktop app
2. Click the carrot next to “New Meeting”
3. Click “**Use personal meeting ID”:** *this enables the use of your personal meeting ID* *to give to patients*

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*Setting up Waiting Room*

1. From Hover over PMI 🡪 go to PMI settings
2. Click on **Advanced options** 🡪 click **“Enable Waiting Room 🡪** click **“Save”**

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**Option B: Zoom Web Browser**

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**Go to Zoom profile page**

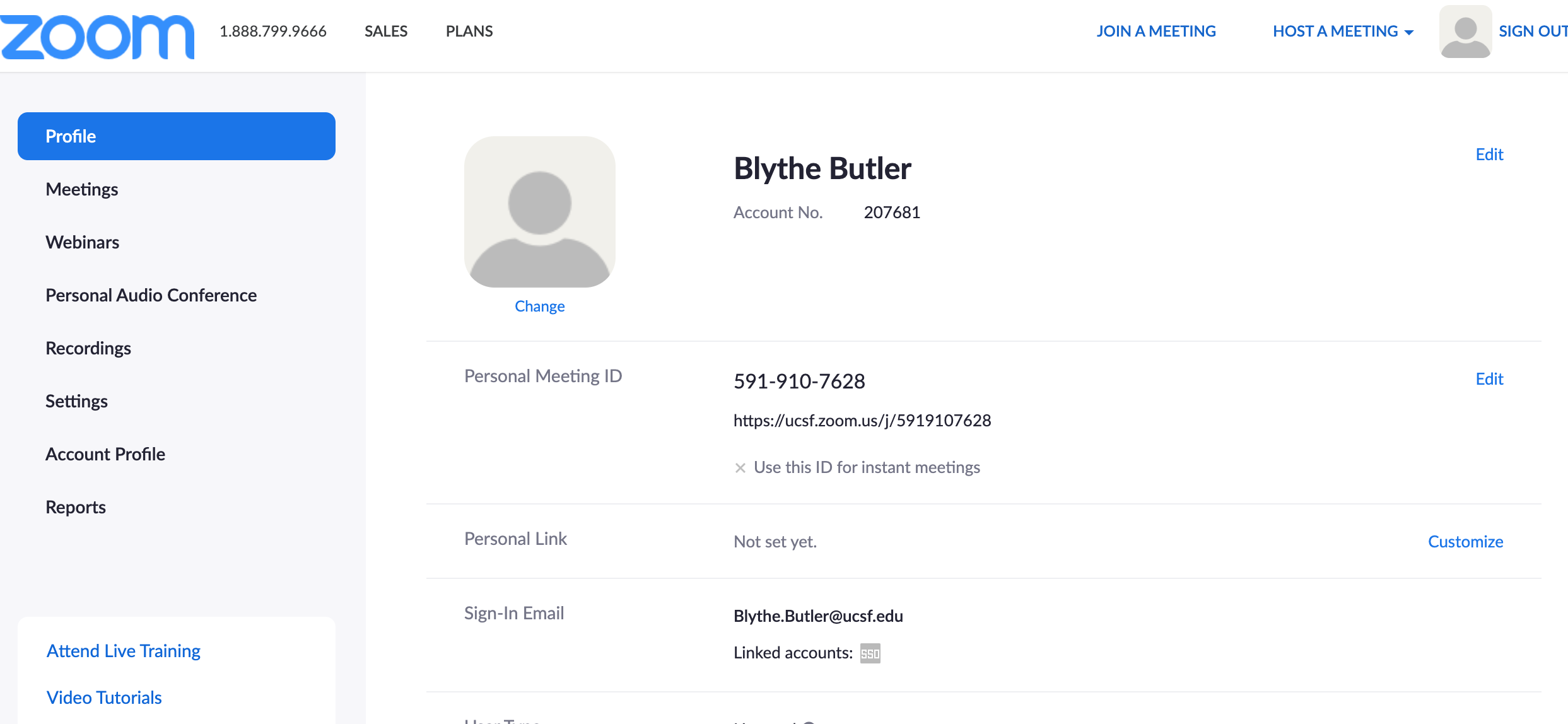
- Go to <https://zoom.us/signin>

- Create account/Sign in with email and password

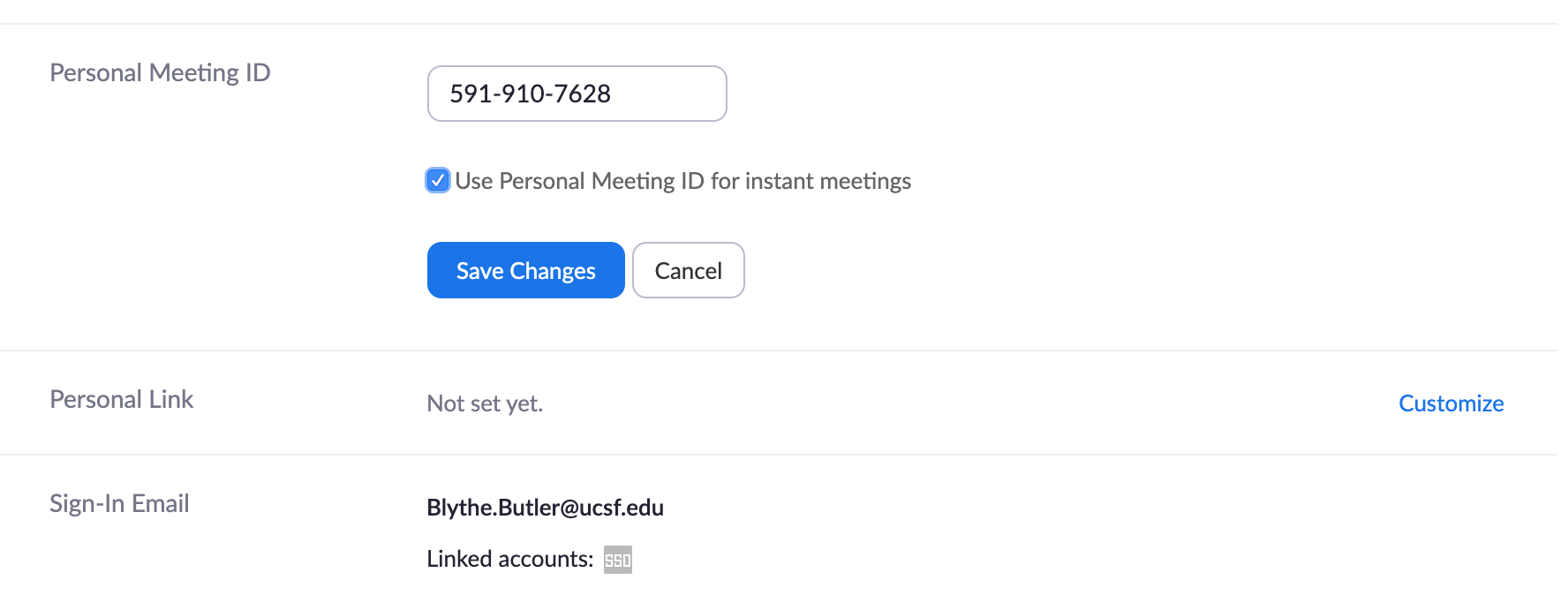
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1. Click on **Profile** on the left-hand side
2. Go to **Personal meeting ID**
3. Click on Edit on the far-right side.



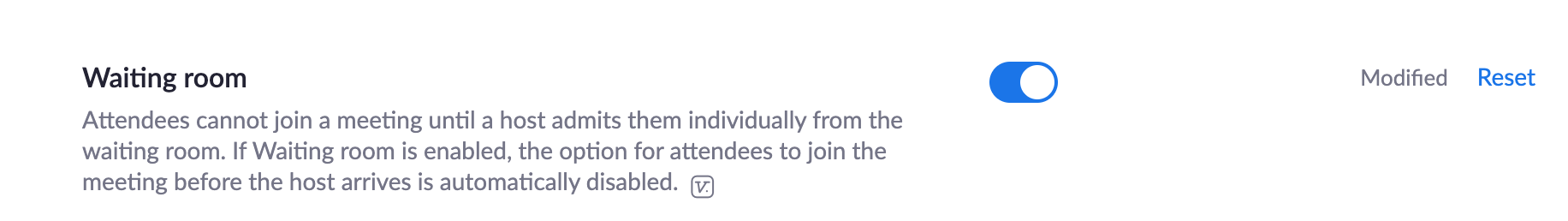
1. Check “Use Personal Meeting ID for instant meeting.”
2. Click **save changes**
3. **Send this number to your clinic administrator** who will be scheduling appointments



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1. Click on **Settings** on the left hand side
2. Scroll down to **In Meeting (Advanced)** and find “**Waiting Room**”
3. Toggle “Waiting room” so it is blue



Questions or feedback on this tool? Please submit here: <http://tiny.ucsf.edu/telemedsurvey>