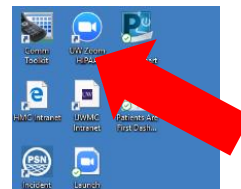


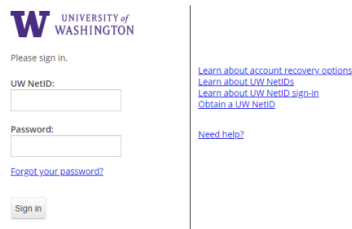
How to Configure Zoom for Providers

Zoom needs to be configured **before** the first visit. The key actions are to customize the Personal link with the provider's name (**see step 4**) and to turn on the Waiting Room (**see step 16**).

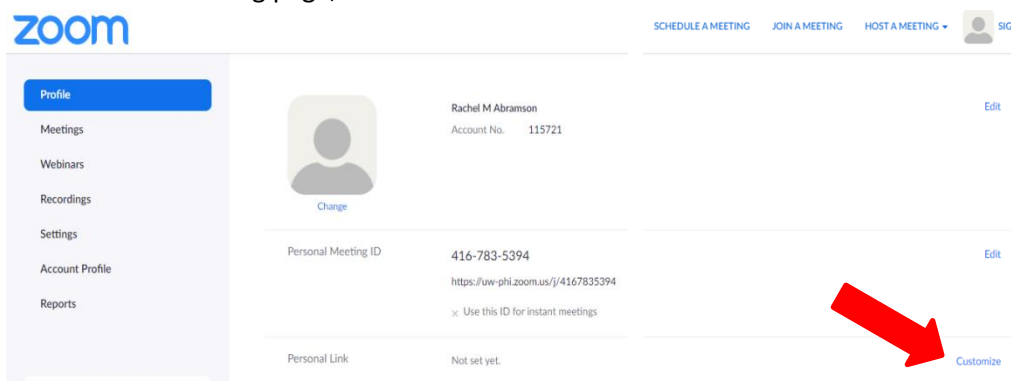
1. Open your browser, navigate to uw-phi.zoom.us and select **HIPAA Account Login**; **OR** open the UW Zoom HIPAA icon on your UW Medicine desktop



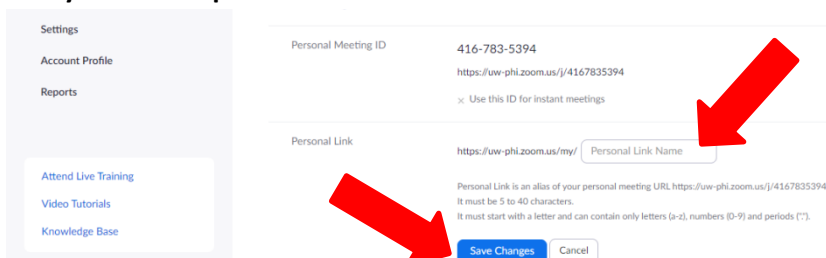
2. User logs in with their NetID credentials



3. On the Profile landing page, click **Customize** in the **Personal Link** section.



4. **IMPORTANT:** Type user's full Name (ex. johnscott for Dr. John Scott) and click **Save Changes**. This will be the link that you send to patients.



5. Configure your settings to match the settings below:

MeetingRecordingTelephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video

Start meetings with host video on

ModifiedReset

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

ModifiedReset

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

ModifiedReset

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

ModifiedReset

Use Personal Meeting ID (PMI) when starting an instant meeting

ModifiedReset

















Only authenticated users can join meetings














The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

ModifiedReset

	In Meeting (Basic)		
Schedule Meeting	Require Encryption for 3rd Party Endpoints (H323/SIP) Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).	<input checked="" type="checkbox"/>	Locked by admin
In Meeting (Basic)	Chat Allow meeting participants to send a message visible to all participants	<input checked="" type="checkbox"/>	Locked by admin
In Meeting (Advanced)	<input checked="" type="checkbox"/> Prevent participants from saving chat ?		
Email Notification	Private chat Allow meeting participants to send a private 1:1 message to another participant.	<input checked="" type="checkbox"/>	
Other	Auto saving chats Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.	<input type="checkbox"/>	Locked by admin
	Play sound when participants join or leave Play sound when participants join or leave	<input type="checkbox"/>	
	File transfer Hosts and participants can send files through the in-meeting chat. ?	<input type="checkbox"/>	Locked by admin
	Feedback to Zoom Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting	<input type="checkbox"/>	Locked by admin
	Display end-of-meeting experience feedback survey Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. ?	<input type="checkbox"/>	

Schedule Meeting	Require a password when scheduling new meetings A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	<input type="checkbox"/>	
In Meeting (Basic)	Require a password for instant meetings A random password will be generated when starting an instant meeting	<input type="checkbox"/>	
In Meeting (Advanced)	Require a password for Personal Meeting ID (PMI)	<input type="checkbox"/>	
Email Notification	Embed password in meeting link for one-click join Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.	<input type="checkbox"/>	Modified Reset
Other	Require password for participants joining by phone A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.	<input type="checkbox"/>	
	Mute participants upon entry Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. ?	<input type="checkbox"/>	
	Upcoming meeting reminder Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. ?	<input type="checkbox"/>	

Schedule Meeting	Co-host Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.		Locked by admin
In Meeting (Basic)	Polling Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ?		Modified Reset
In Meeting (Advanced)	Allow host to put attendee on hold Allow hosts to temporarily remove an attendee from the meeting.		
Email Notification	Always show meeting control toolbar Always show meeting controls during a meeting ?		
Other	Show Zoom windows during screen share ?		Locked by admin
	Screen sharing Allow host and participants to share their screen or content during meetings		
	Who can share? <input checked="" type="radio"/> Host Only <input type="radio"/> All Participants ?		
	Who can start sharing when someone else is sharing? <input checked="" type="radio"/> Host Only <input type="radio"/> All Participants ?		
	Disable desktop/screen share for users Disable desktop or screen share in a meeting and only allow sharing of selected applications. ?		
	Annotation Allow participants to use annotation tools to add information to shared screens ?		
	Whiteboard Allow participants to share whiteboard during a meeting ? <input type="radio"/> Auto save whiteboard content when sharing is stopped		
Schedule Meeting	Remote control During screen sharing, the person who is sharing can allow others to control the shared content		Modified Reset
In Meeting (Basic)	Nonverbal feedback Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. ?		Modified Reset
In Meeting (Advanced)	Allow removed participants to rejoin Allows previously removed meeting participants and webinar panelists to rejoin ?		Modified Reset
In Meeting (Advanced)			
	Breakout room Allow host to split meeting participants into separate, smaller rooms <input checked="" type="checkbox"/> Allow host to assign participants to breakout rooms when scheduling ?		
	Remote support Allow meeting host to provide 1:1 remote support to another participant		
	Closed captioning Allow host to type closed captions or assign a participant/third party device to add closed captions		
	Save Captions Allow participants to save fully closed captions or transcripts		

Schedule Meeting	Far end camera control			
	Allow another user to take control of your camera during a meeting			
	Group HD video			
	Activate higher quality video for host and participants. (This will use more bandwidth.)			
	Virtual background			
	Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.			
	Identify guest participants in the meeting/webinar			
	Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. ?			
	Auto-answer group in chat			Locked by admin
	Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.			
In Meeting (Basic)	Only show default email when sending email invites			
	Allow users to invite participants by email only by using the default email program selected on their computer			
	Use HTML format email for Outlook plugin			
	Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin			
	Allow users to select stereo audio in their client settings			
	Allow users to select stereo audio during a meeting			
	Allow users to select original sound in their client settings			Locked by admin
	Allow users to select original sound during a meeting			
	Attention tracking			
	Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.			
In Meeting (Advanced)	Waiting room			Modified Reset
	Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ?			
	Choose which participants to place in the waiting room:			
	<input checked="" type="radio"/> All participants			
	<input type="radio"/> Guest participants only ?			
	Customize the title, logo, and description ✎			
	Show a "Join from your browser" link			
	Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited			
	Allow live streaming meetings			Locked by admin
Email Notification				
Other				

Schedule Meeting

In Meeting (Basic)

In Meeting
(Advanced)

Email Notification

Other

Email Notification

When a cloud recording is available

Notify host when cloud recording is available



Locked by admin

When attendees join meeting before host

Notify host when participants join the meeting before them



When a meeting is cancelled

Notify host and participants when the meeting is cancelled



When an alternative host is set or removed from a meeting

Notify the alternative host who is set or removed



When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled



Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.



Direct call a room system

Enable direct call to a room system from client



Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit

English



[Send me a preview email](#)

Help

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

Integration Authentication

key: DvElHYBIS7CS4avmh4QBRQ

Secret: pn9Ql0TjR9T5bHnMD9E2Tb8ctmqJyvllBKu

Regenerate