

## **Zoom Video Conferencing Access for UP Faculty and REPS**

March 17, 2020

### **To UP Mail Users (Faculty and REPS):**

To aid you in your transition to online platforms during this time of global health emergency, please be informed that you can use the Zoom audio and video conferencing software. You can access Zoom at [up-edu.zoom.us](https://up-edu.zoom.us) and this is the licensed version provided to all UP faculty and REPS.

You can follow these steps on how to log in to the Zoom app using our UP Single-Sign-On (SSO).

### **For Desktop/Laptop Use:**

1. Download and install the Zoom Application: go to <https://zoom.us/download>
2. From the Download Center page, click on the Download button under "Zoom Client For Meetings".
3. Allow the application to download the software and follow the installation instructions, if any.
4. Sign into the Zoom application by following the steps below.

#### **How to Sign into the Zoom application:**

1. Open the Zoom desktop app.
2. Click the "Sign in" button.
3. Click the "Sign in with Google" button. A page in your browser will be opened.
4. Log in using your UP Mail account. Note that you may be asked to "Join the University of the Philippines" and if this appears, click "View Detail and Choose".
5. Click the "Open Zoom.us" button.
6. Congratulations! You are now signed in to Zoom for UP.

### **For Mobile (Android/iOS) Use:**

1. Open the Zoom app downloaded from the Google Play Store or the App Store.
2. Click "SIGN IN WITH SSO".
3. Enter "up-edu" as your company domain.
4. Sign in using your <username>@[up.edu.ph](https://up.edu.ph) account.
5. Congratulations! You are now signed in to Zoom for UP.

For other ZOOM resources, please refer to these links:

- [Zoom 101: Sign Up & Download](#)
- [Zoom 101 : In Meeting Controls \(Basic\)](#)
- [Comprehensive Guide to Educating Through Zoom](#)
- [Tips and Tricks for Teachers Educating on Zoom](#)

For **URGENT** technical inquiries/concerns, please get in touch with your IT/Data Center in your respective CU or the ITDC Helpdesk at [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph).

You may also visit the Zoom Live Training Webinars page at <https://support.zoom.us/hc/en-us/articles/360029527911>