

Schedule a meeting using Zoom Scheduler

Before you start scheduling Zoom meetings, you are required to activate your Zoom account at:

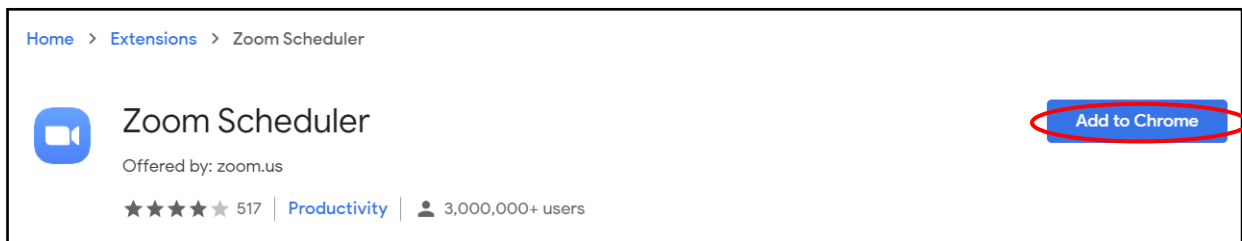
universityofmalta.zoom.us

Click the **Activate / Log In** button.

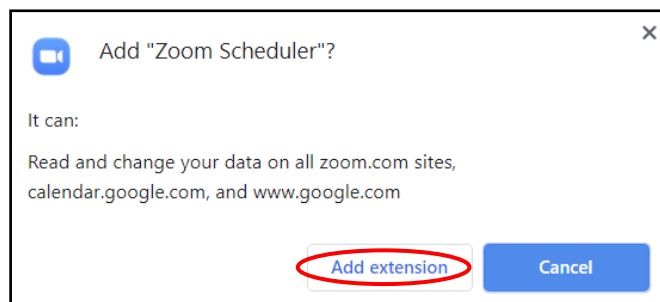


A. Installing Zoom Scheduler

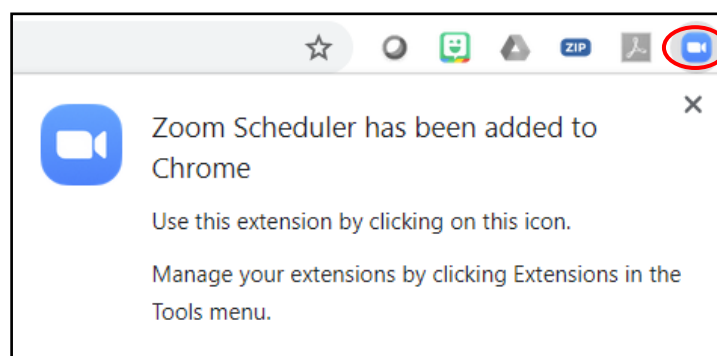
1. Install the [Zoom Scheduler](#) extension for your Chrome browser. Click the **Add to Chrome** button.



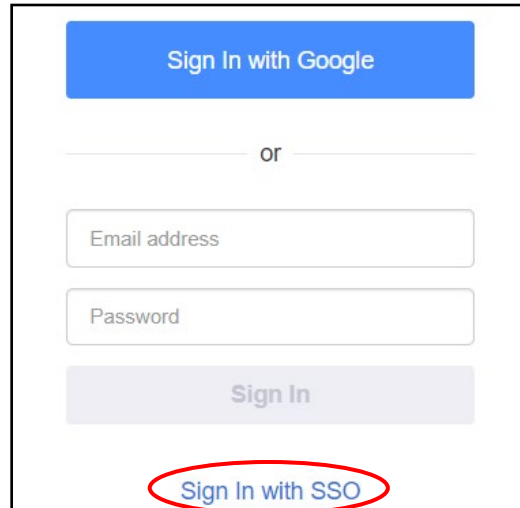
2. Click the **Add extension** button.



3. The Zoom Scheduler icon will be added on the top-right corner of your Chrome browser.



- Click the Zoom Scheduler icon and click **Sign In with SSO**.



Sign In with Google

or

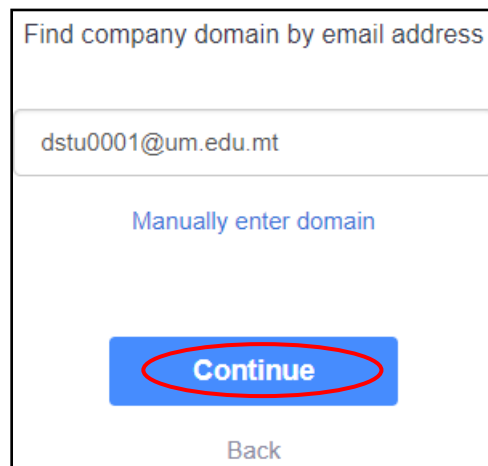
Email address

Password

Sign In

Sign In with SSO

- Enter your UM email address and click the **Continue** button.



Find company domain by email address

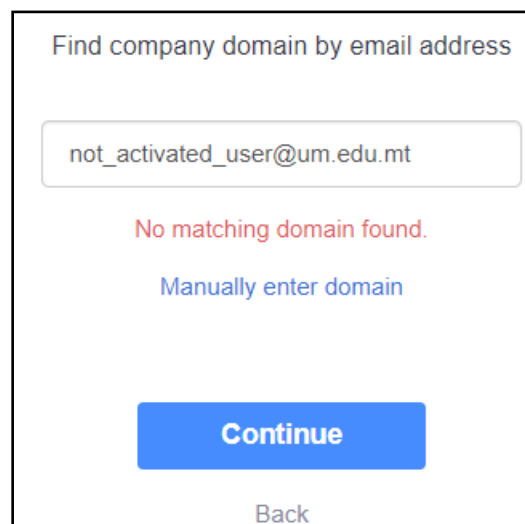
dstu0001@um.edu.mt

Manually enter domain

Continue

Back

If you see the below message, you have not yet [activated your UM Zoom account](#).



Find company domain by email address

not_activated_user@um.edu.mt

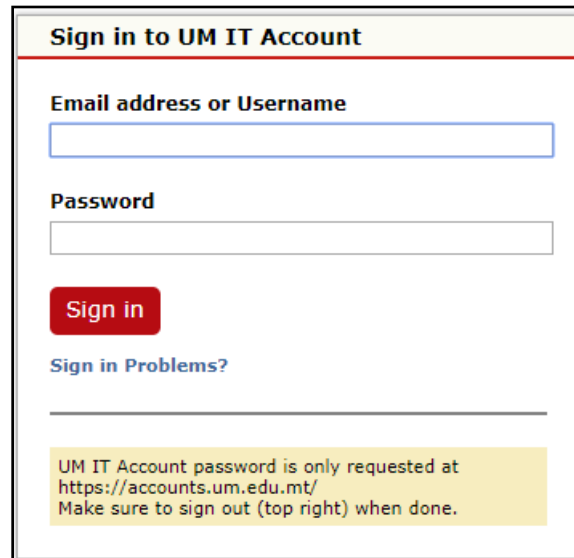
No matching domain found.

Manually enter domain

Continue

Back

6. Sign in with your **UM IT Account**, if required.



The image shows a sign-in form titled "Sign in to UM IT Account". It contains two input fields: "Email address or Username" and "Password". Below the fields is a red "Sign in" button and a link for "Sign in Problems?". A yellow box at the bottom contains the text: "UM IT Account password is only requested at https://accounts.um.edu.mt/ Make sure to sign out (top right) when done."

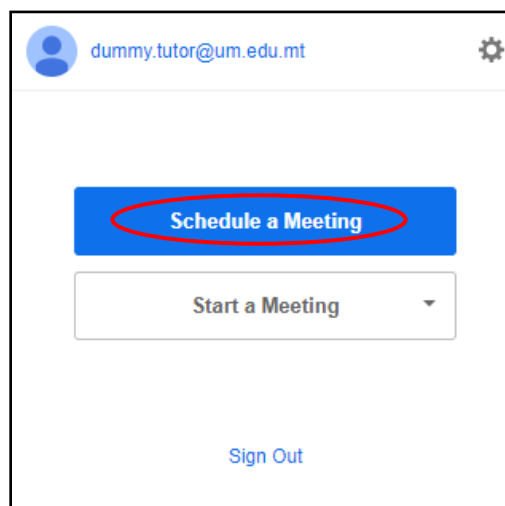
You will now be signed in to the Zoom Scheduler.

B. Scheduling a meeting

1. Click the **Zoom Scheduler** icon from the top-right corner of your browser.



2. Click the **Schedule a Meeting** button.



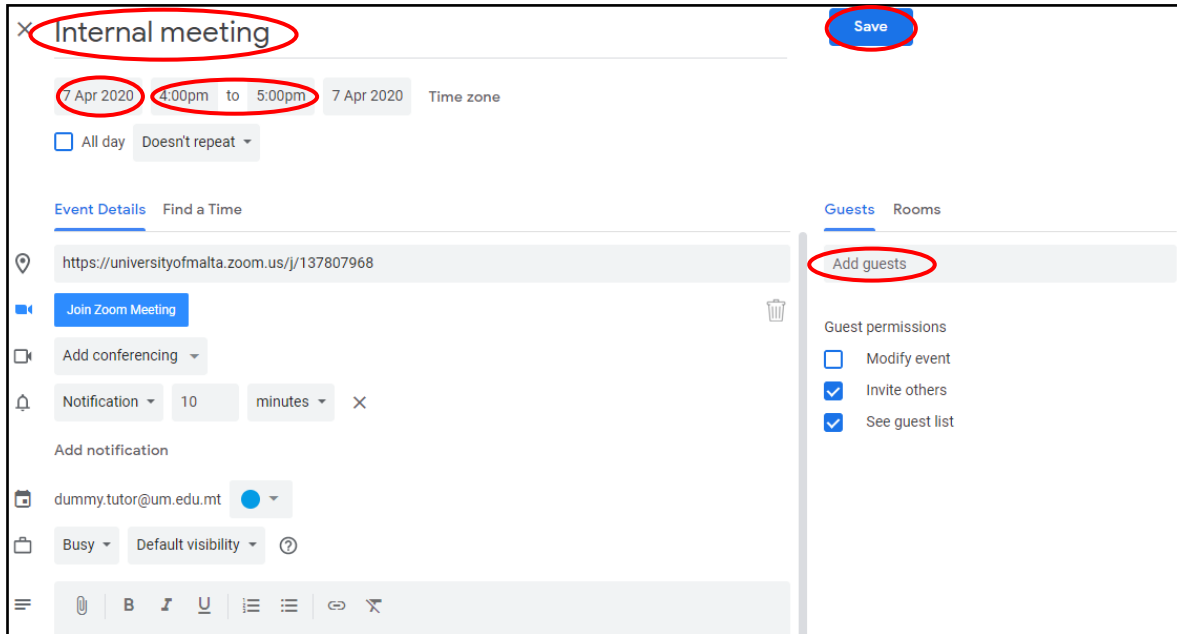
The first time you use Zoom Scheduler, you will be prompted to confirm the **Zoom Schedule Options**. You can leave these options set as default. Click the **Save Changes** button.

3. You will be redirected to Google Calendar. You may be prompted to sign in with your UM email address.

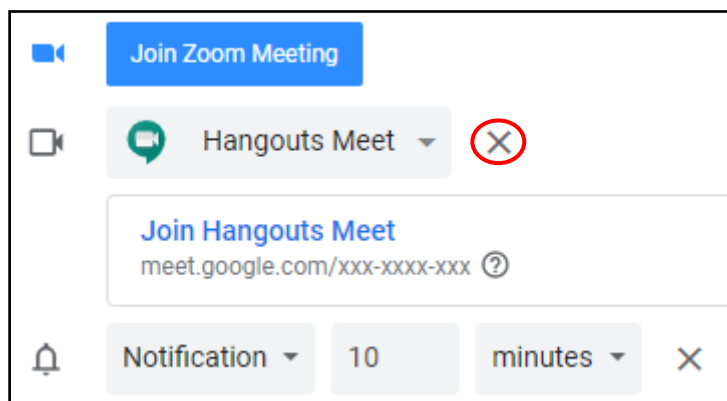
Note: If you are signed in with your personal Gmail account, make sure to sign out and sign in with the UM IT Account instead.

4. Select a **Meeting Purpose** from the drop-down menu and click the **Continue** button.

5. Google Calendar will automatically start creating a new event with a default **title**. Edit this title as required.
6. Select the **date** and **time** for your meeting.
7. Click on **Add guests** to invite your colleagues to the meeting. If you start entering the name of a colleague that you regularly correspond with, the system will automatically show the email address of your colleague. If the email address is not displayed, you will need to enter this manually.

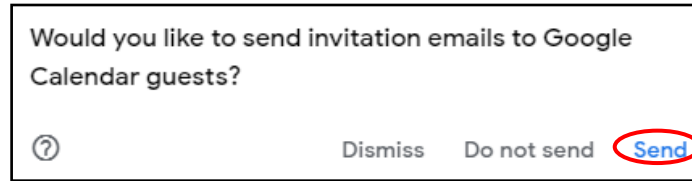


8. If you see a Hangouts Meet option, delete this by clicking the **X** icon to avoid your users mistakenly connecting to Google Hangouts Meet instead of Zoom.



9. Click the **Save** button to create the meeting.

10. If you added guests (step 6), you will be prompted to send invitation emails to the guests.



Click **Send** to send them the invite, which includes the Zoom URL link automatically.

If you did not add guests, click on the newly created event in your calendar. Copy the link underneath **Join Zoom Meeting**, and send it to your guests via email.

