

Schedule a meeting using the Zoom client

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

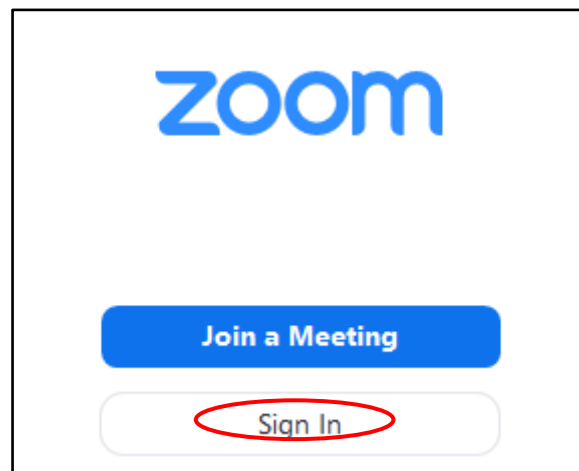
universityofmalta.zoom.us

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

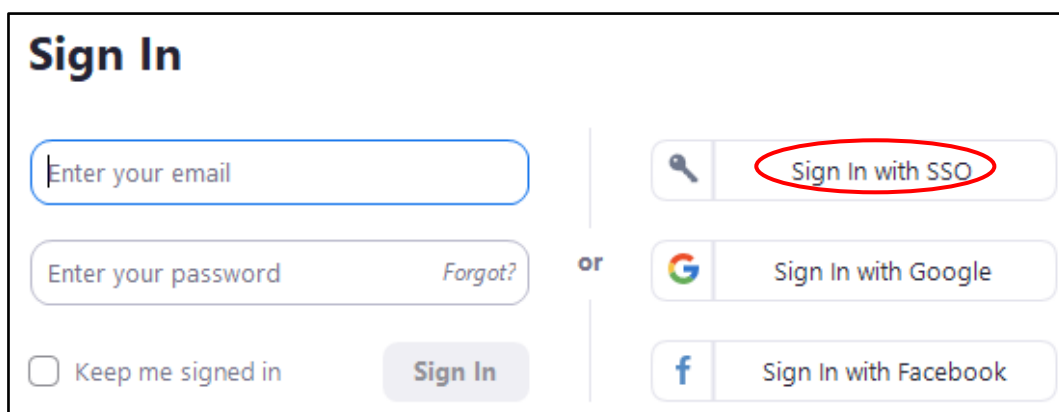


This guide assumes that you have already [Downloaded and Installed Zoom](#). If you have not yet done so, follow the linked guide.

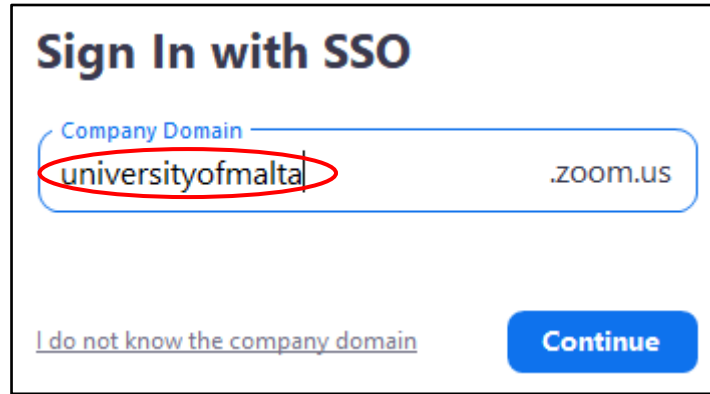
1. Open the Zoom application on your computer. If you are already signed in, skip to **step 6**. If you see the screen below, click the **Sign In** button.



2. Click the **Sign In with SSO** button.



3. In the **Company Domain** field, enter **universityofmalta**. Click the **Continue** button.

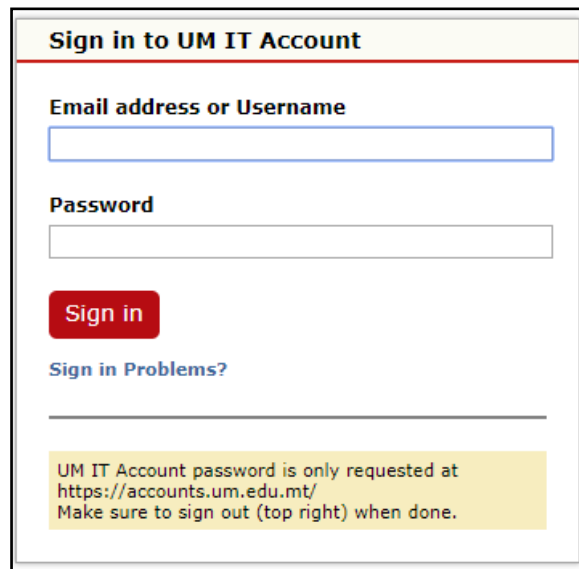


Sign In with SSO

Company Domain .zoom.us

[I do not know the company domain](#) **Continue**

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



Sign in to UM IT Account

Email address or Username

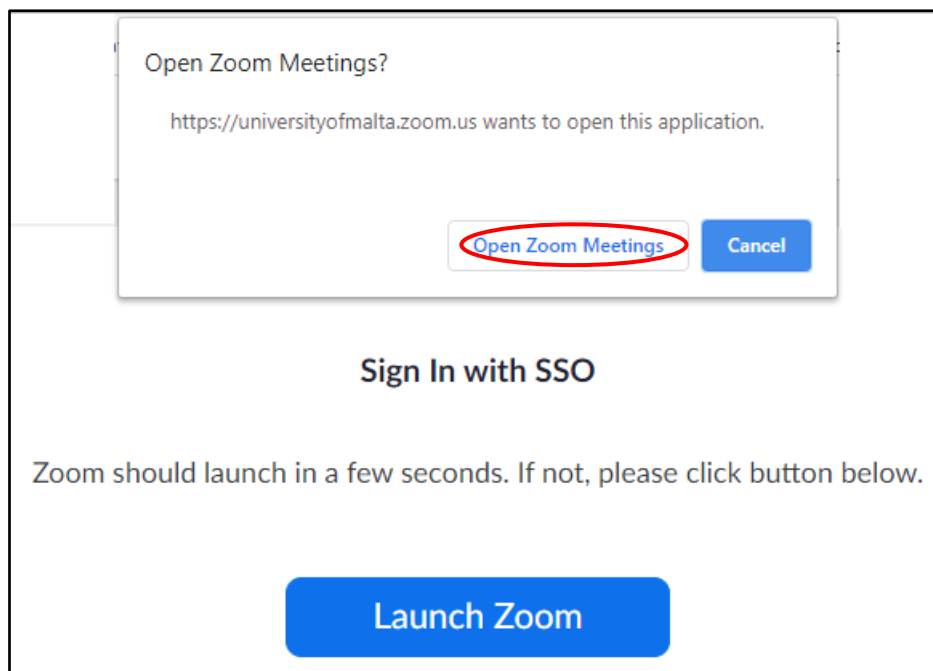
Password

Sign in

[Sign in Problems?](#)

UM IT Account password is only requested at <https://accounts.um.edu.mt/>
Make sure to sign out (top right) when done.

5. If prompted, click the **Open Zoom Meetings** button.



Open Zoom Meetings?

https://universityofmalta.zoom.us wants to open this application.

Open Zoom Meetings **Cancel**

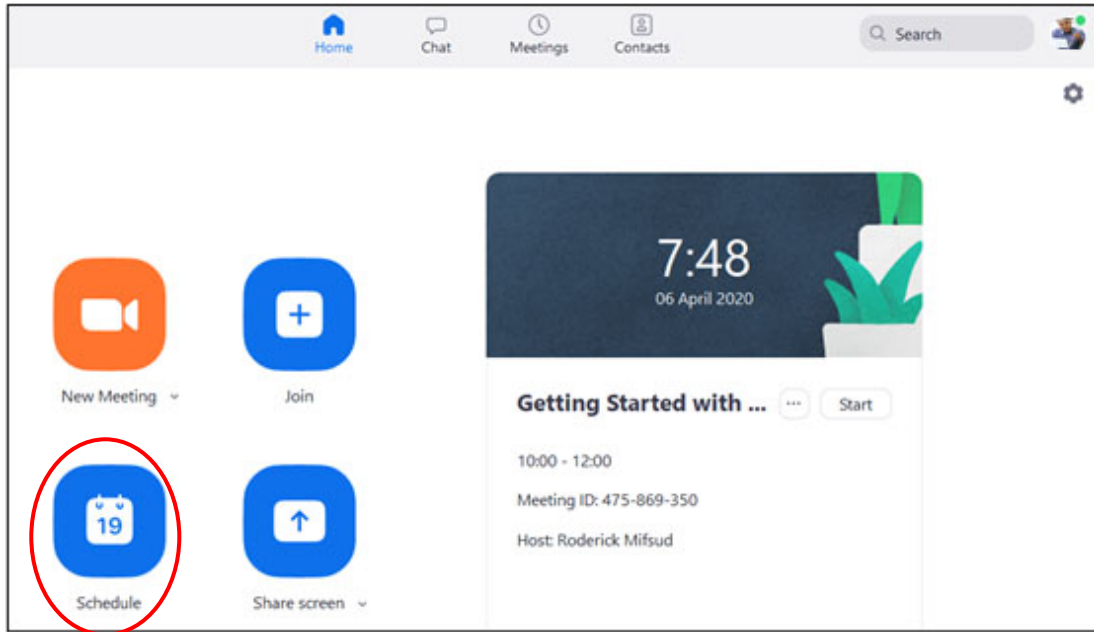
Sign In with SSO

Zoom should launch in a few seconds. If not, please click button below.

Launch Zoom

You will now be signed in to your Zoom account.

6. In the Zoom application, click the **Schedule** button.



7. Enter the **Topic**, **start date**, **start time** and **duration** of your meeting. You can also add the meeting to **Google Calendar** by selecting it from **Calendar**. Click **Schedule** when you are done.

Schedule Meeting

Topic

To discuss ABC project details

Start: Tue April 7, 2020 8:00

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Berl... ▾

Meeting ID

Generate Automatically Personal Meeting ID 719-682-5980

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

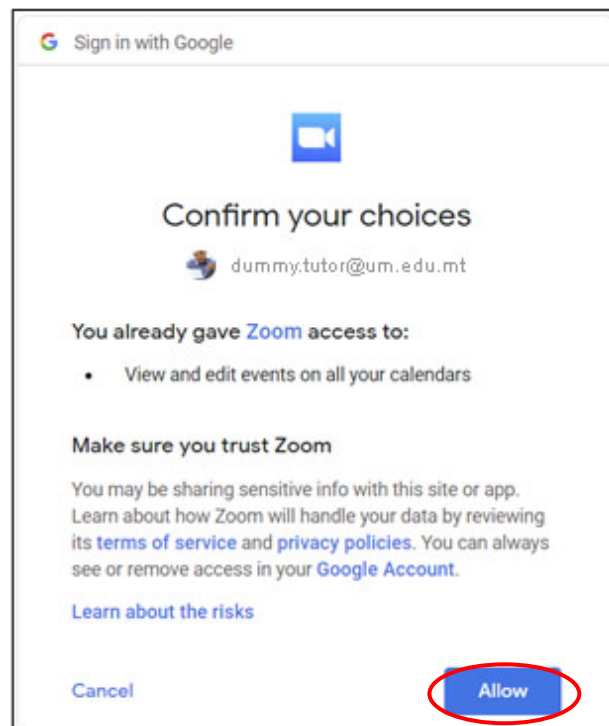
Dial in from Malta and United States [Edit](#)

Calendar

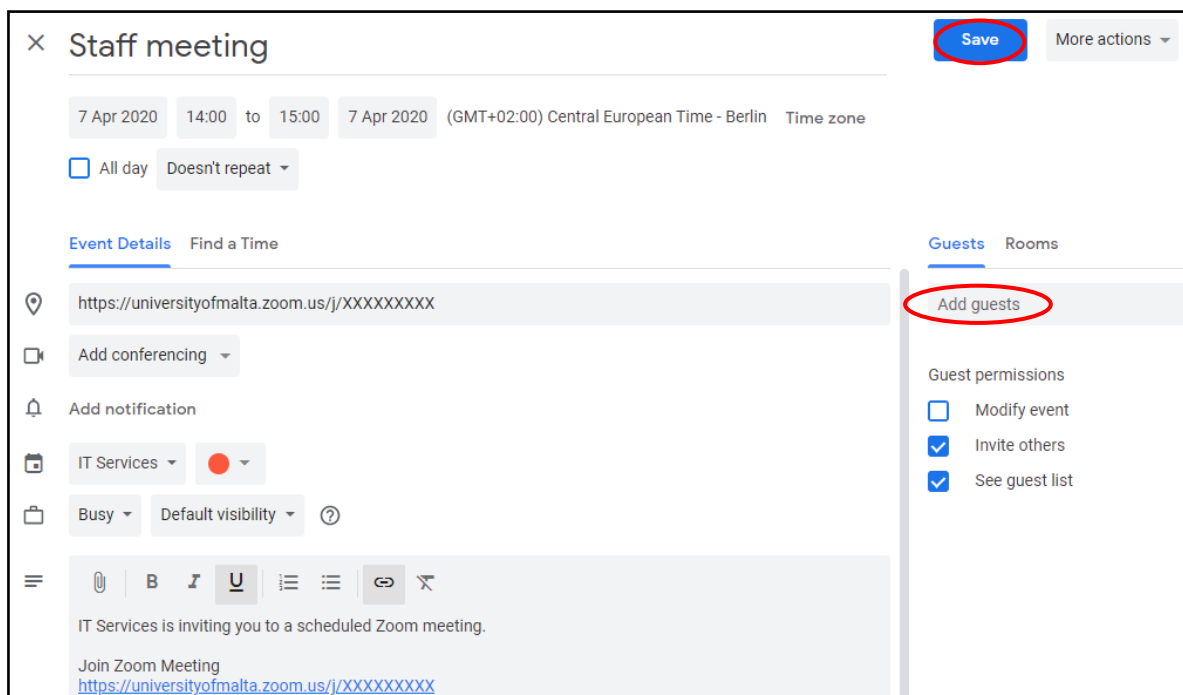
Outlook Google Calendar Other Calendars

Advanced Options ▾

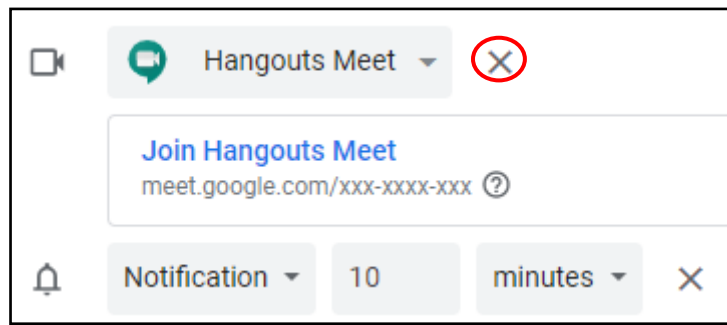
8. If you selected to add your scheduled meeting to Google Calendar, you will be asked to allow Zoom to view your calendar. Select your UM email address and click the **Allow** button.



9. Google Calendar will automatically start creating a new event with all the details that you set previously. You can edit these details if required.
10. Click on **Add guests** to invite your colleagues to the meeting. If you start typing 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 type this.

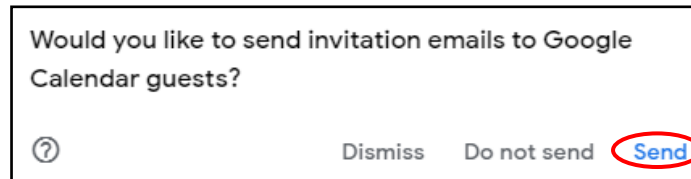


11. If you see a Hangouts Meet option, delete this by clicking the X icon to avoid your users mistakenly connecting to Google Hangouts Meet instead of Zoom.



12. Click the **Save** button.

13. If you added guests (step 10), 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.

