

Downloading and installing Zoom Workplace

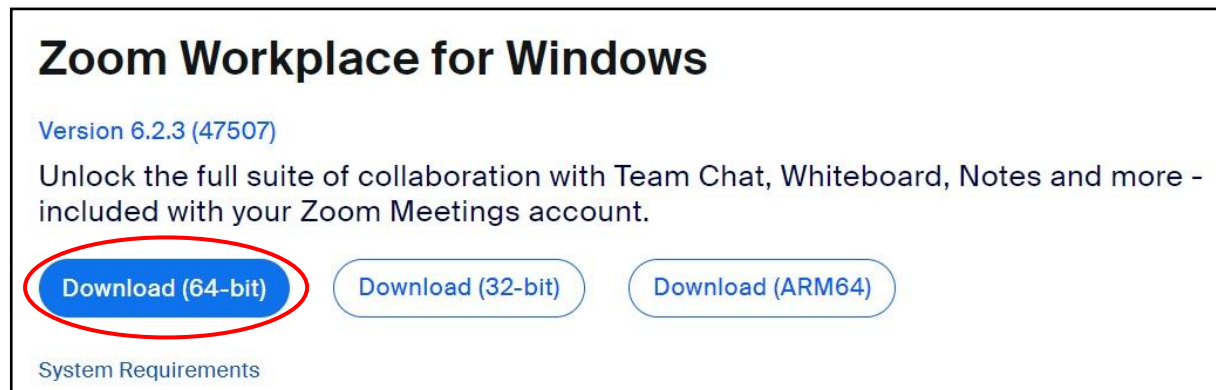
Note:

- Staff utilising a *Staff Managed computer* need not take any action as Zoom Workplace is installed automatically via *Software Center*.

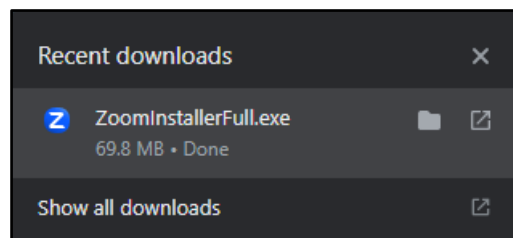
1. Access the [UM Zoom portal](#).
2. Click the **Download Client** link, located in the top bar.



3. Click the **Download** button under **Zoom Workplace**. The application installer file is immediately downloaded on your computer.

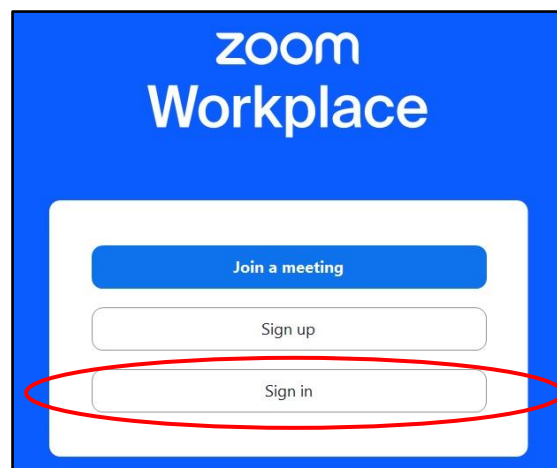


4. Click the downloaded **Zoom Installer** executable file to launch it.

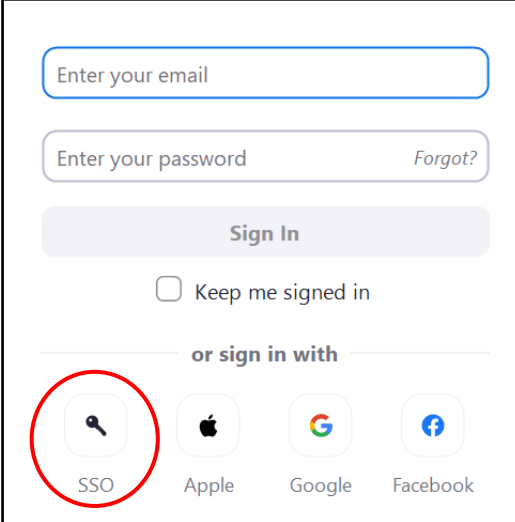


The application will be installed on your computer. Once done, Zoom will open.

5. Click the **Sign In** button.

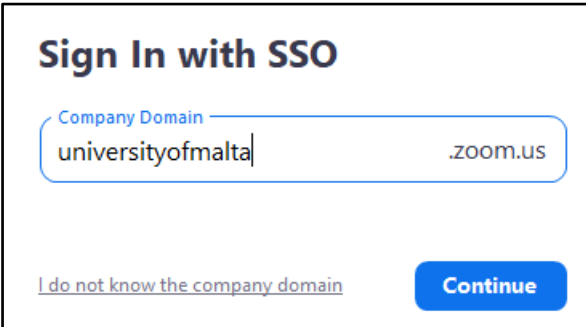


6. Click the **SSO** option available under the *or sign in with* section.



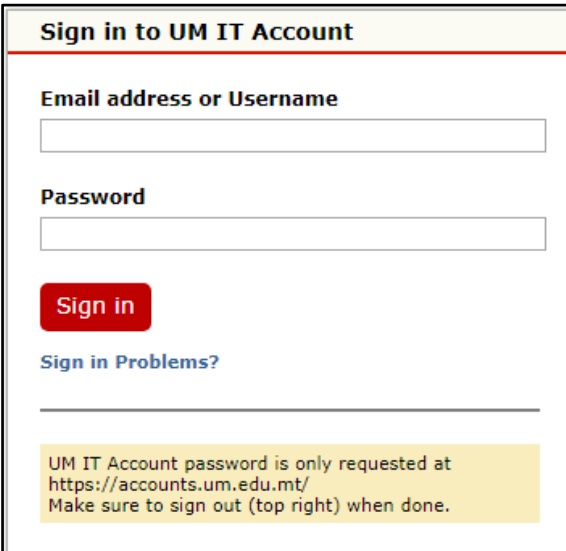
The image shows the Zoom sign-in interface. At the top, there are two input fields: 'Enter your email' and 'Enter your password' with a 'Forgot?' link. Below these is a 'Sign In' button. Underneath is a checkbox for 'Keep me signed in'. A horizontal line separates this from the 'or sign in with' section. In this section, there are four icons: SSO (a key icon, circled in red), Apple, Google, and Facebook. Each icon has its respective label below it: SSO, Apple, Google, and Facebook.

7. In the **Company Domain** field, enter **universityofmalta**.



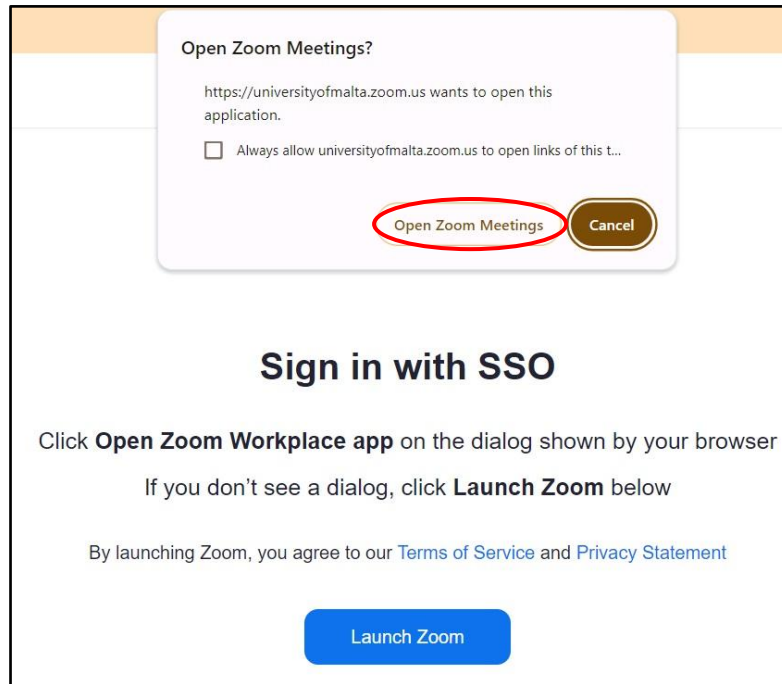
The image shows the 'Sign In with SSO' screen. It has a title 'Sign In with SSO'. Below it is a 'Company Domain' input field containing 'universityofmalta' and a '.zoom.us' suffix. At the bottom left, there is a link 'I do not know the company domain'. At the bottom right, there is a blue 'Continue' button.

8. Click the **Continue** button.
9. Sign in with your **UM IT Account**, if required.



The image shows the 'Sign in to UM IT Account' screen. It has a title 'Sign in to UM IT Account'. Below it are two input fields: 'Email address or Username' and 'Password'. Below these is a red 'Sign in' button. Underneath is a link 'Sign in Problems?'. At the bottom, there is a yellow box with text: 'UM IT Account password is only requested at https://accounts.um.edu.mt/ Make sure to sign out (top right) when done.'

10. When prompted, click the **Open Zoom Meetings** button.



You are now signed in to your Zoom account.

11. Click on the **profile** icon (top right corner of the Zoom client) to confirm that your UM email address is displayed.

