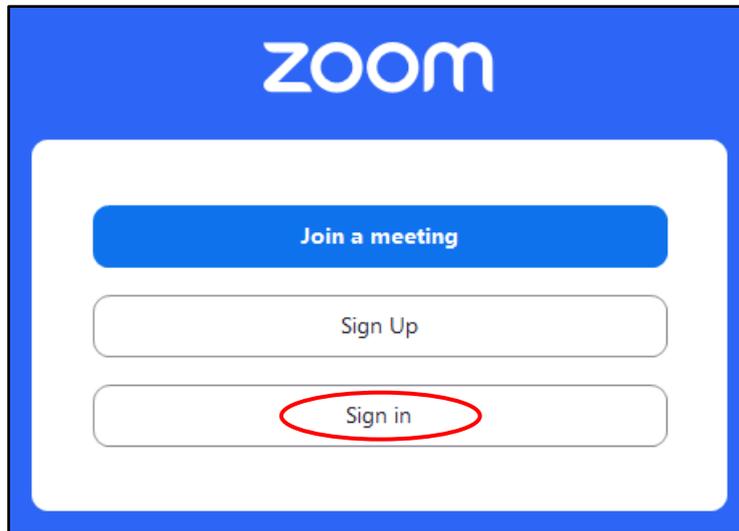


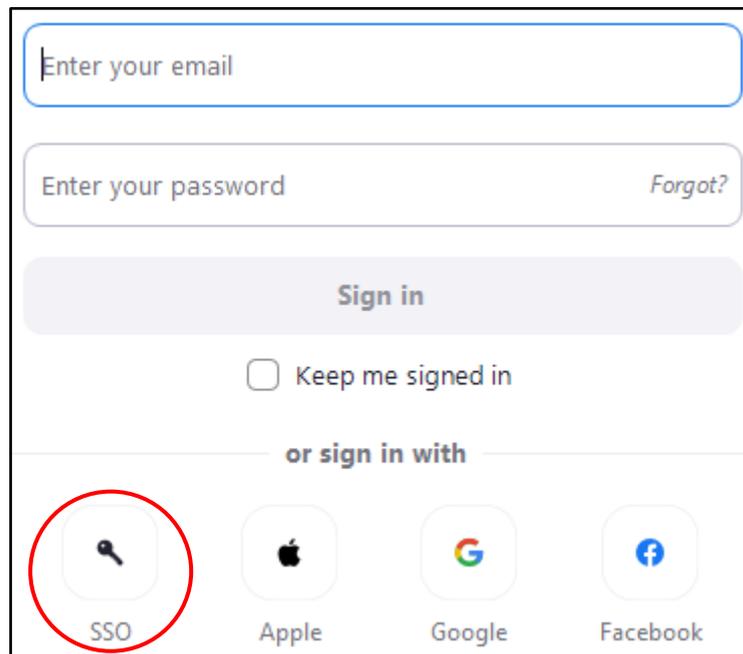
Schedule a meeting using the Zoom client

This guide assumes that you have [activated your UM Zoom account](#) and [installed the Zoom client](#) on your computer.

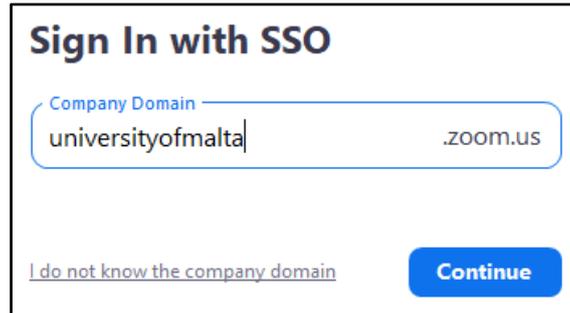
1. Open the Zoom application on your computer. If you are already signed in, skip to **step 6**. If you see the screen below, click the **Sign In** button.



2. Click the **SSO** button available under the section *or sign in with*.



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

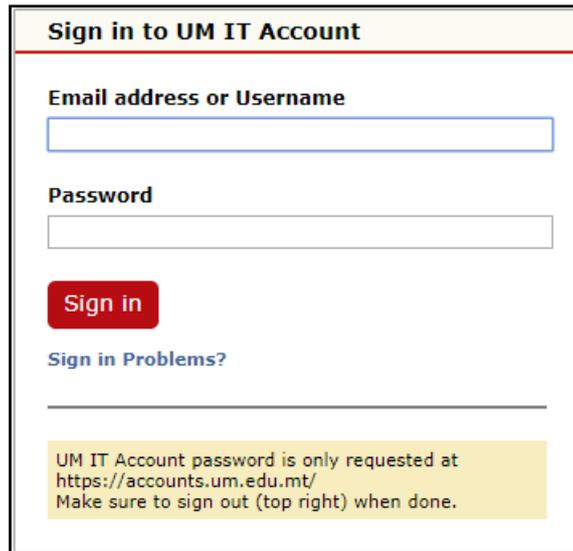


Sign In with SSO

Company Domain
universityofmalta .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

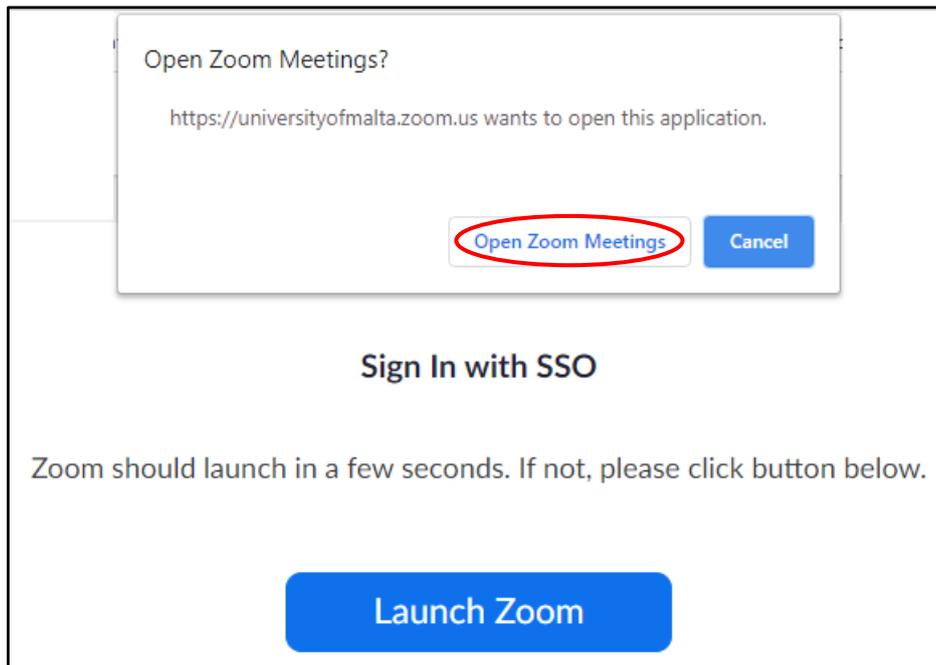
Password

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**

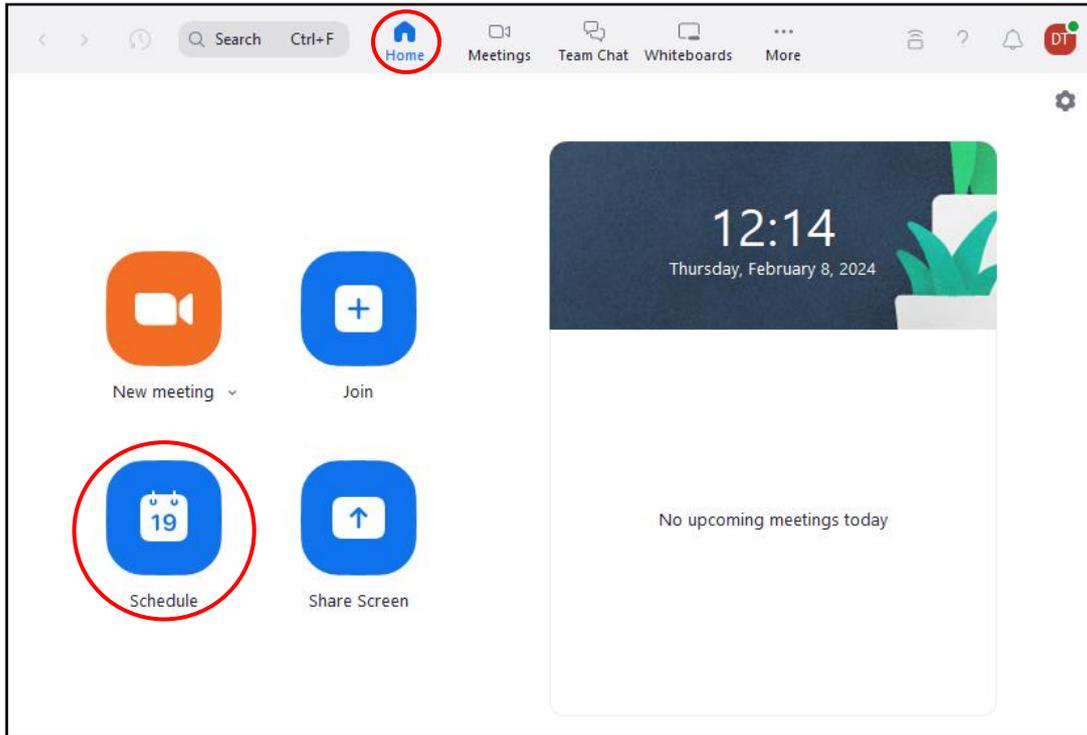
Sign In with SSO

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

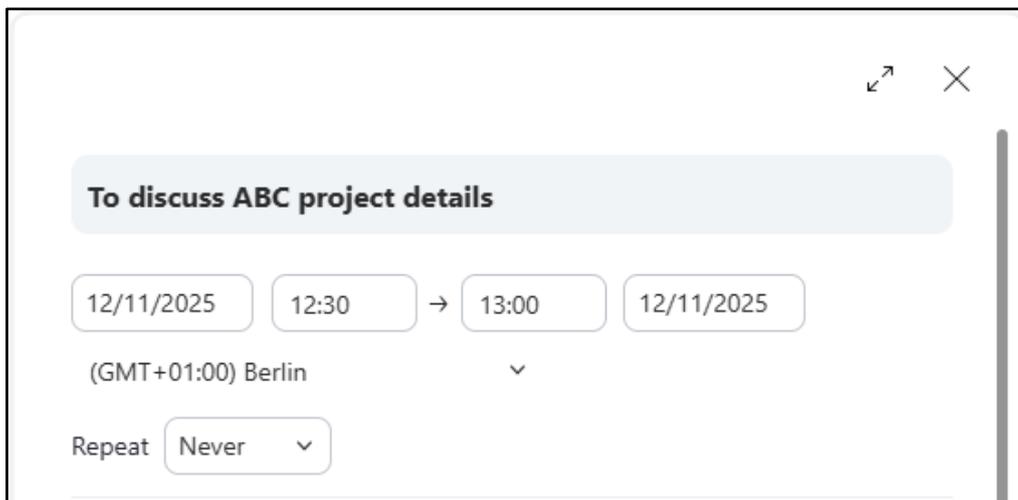
Launch Zoom

You will now be signed in to your Zoom account.

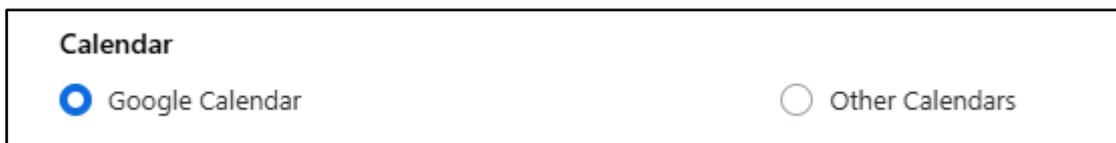
6. From the **Home** tab of the Zoom application, click the **Schedule** button.



7. Enter a name for your meeting and update the **Start date / time** as well as the **End date / time** of your meeting.



8. You can also add the meeting to your UM Google Calendar by clicking on **More Options** (bottom-left corner). Then scroll down to the **Calendar** section, and select **Google Calendar**.



9. If you would like to assign alternative hosts, click the **Advanced** heading (under the *Calendar* section) to expand this section.

10. In the **Alternative hosts** field, enter the UM email address of the users who you would like to assign as alternative hosts in your absence.

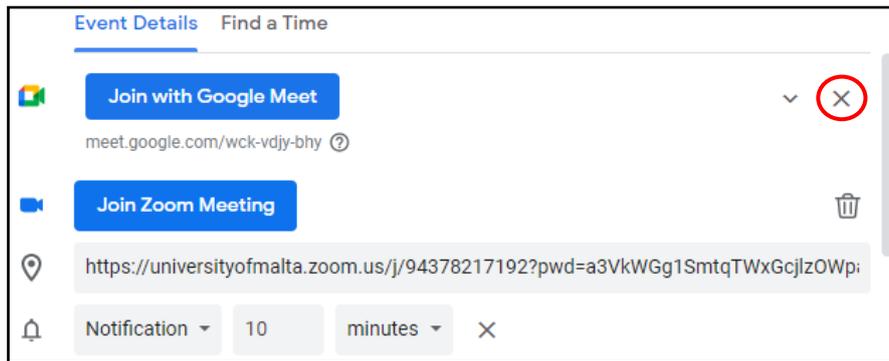
11. Click **Save** when all required settings are updated.

12. If you chose to add your scheduled meeting to your Google Calendar, you will be asked to allow Zoom to view your calendar. Select your UM email address and click **Continue** or **Allow**.

Google Calendar will automatically create a new event with all the details that you previously set. You can edit these details if required.

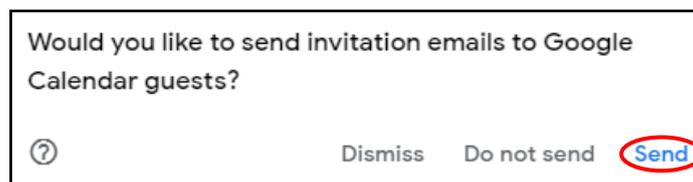
13. Click on **Add guests** to invite your colleagues to the meeting. If you start typing the name of a colleague that you regularly correspond with, the system will automatically show the email address of your colleague. If the email address is not displayed, you will need to type this.

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



15. Click the **Save** button.

16. If you added guests (step 13), you will be prompted to send invitation emails to the guests.



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

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.

