Zoom Workplace software updates

> **Note:**
>
> - Staff utilising a *UM Managed computer* need not take any action as Zoom Workplace will be updated automatically via *Software Center*.

You should regularly check the Zoom client for updates and keep it updated.

The underlying instructions assume that you have already (a) activated your UM Zoom Account; (b) downloaded Zoom Workplace (desktop application) on your device; and (c) signed in to Zoom Workplace.

> **UM staff and students are required to sign in to Zoom with their UM IT Account BEFORE starting/joining Zoom lectures in the VLE or clicking Zoom meeting links.**
>
> **Signing in to Zoom with your UM IT Account enables you to automatically bypass the waiting room of the lecture/meeting. You may not be allowed to join a Zoom lecture/meeting unless you are signed in to Zoom with your UM IT Account.**

To check that you are using the latest version of Zoom:

1. Open the Zoom Workplace client. **Note:** PC users should look for Zoom Workplace in their *Start* menu or applications; Mac users should look for Zoom Workplace in their applications folder.

2. Click the **profile** icon (top right corner of the Zoom client).

3. Click **Check for Updates**.
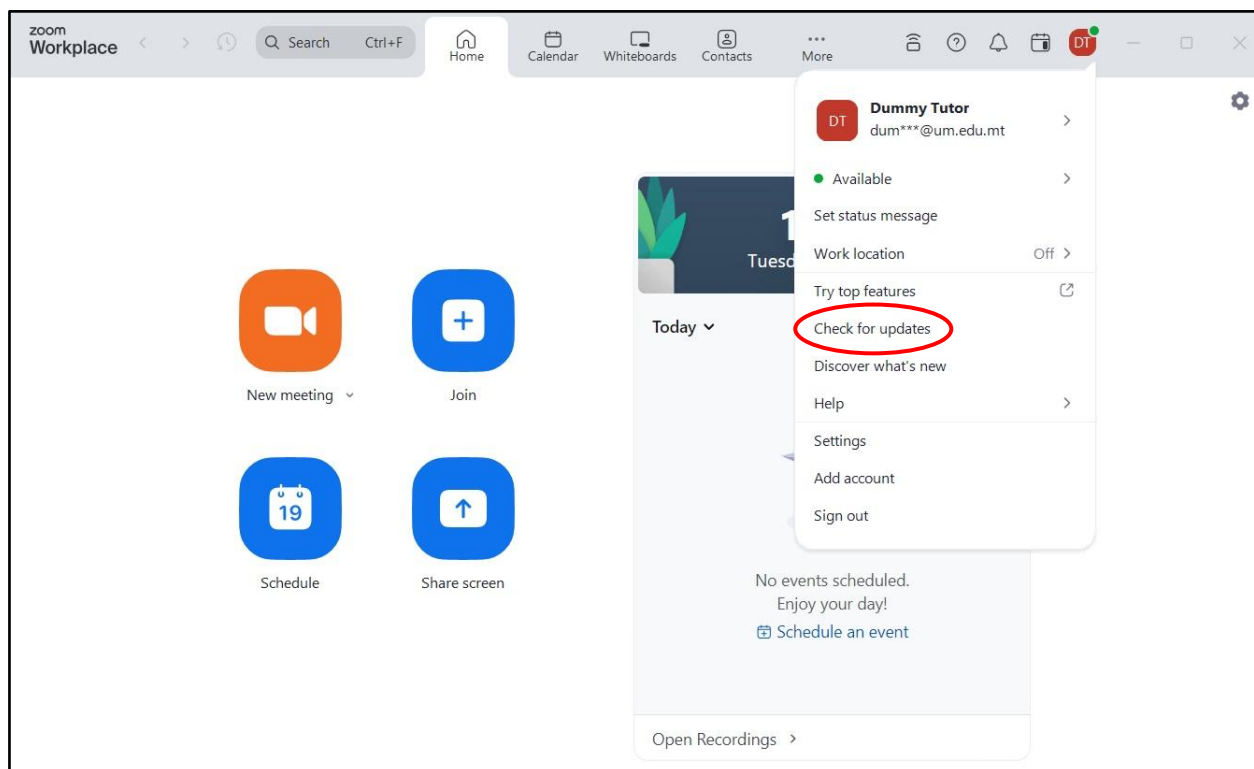
If you are using the latest version of Zoom Workplace, a dialog box similar to the following will be displayed:

If you are not using the latest version, a dialog box similar to the following will be displayed.
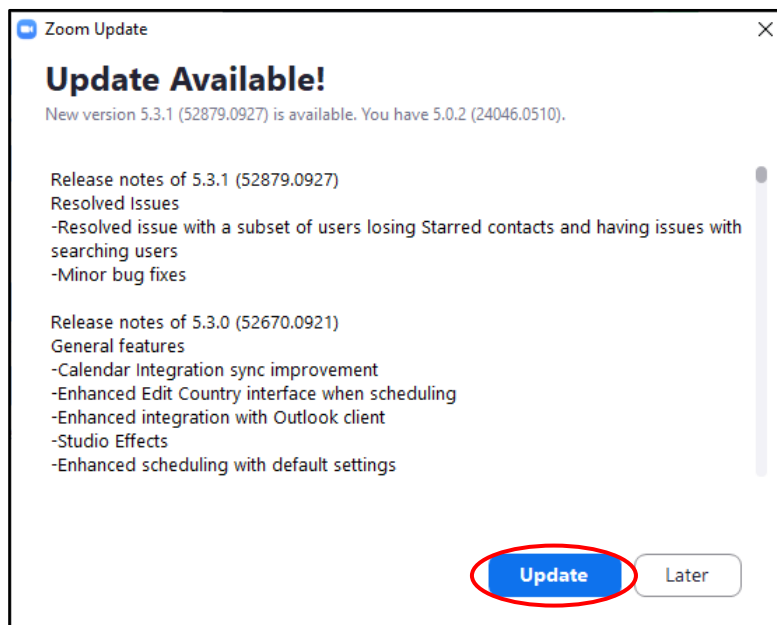
4. Click the **Update** button and follow the instructions to update your Zoom Workplace.

IMPORTANT!

It is highly recommended that you set the Zoom client to update automatically, as follows:

1. Open the Zoom client.
2. Click the **Settings** (gear icon) top-right corner of the *Home* tab.
3. Within the **General** section, go to **Zoom Workplace App**.
4. Enable the option **Update app automatically.**
5. Choose **Fast (more updates, earliest feature access)**.