Signing in to Zoom with your UM IT Account

This guide explains how UM staff and students:

(a) sign in to the Zoom client using their UM IT Account

(b) check that they are signed in to the Zoom client with their UM IT Account.

You are required to sign in to Zoom with your UM IT Account <u>BEFORE</u> 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.

There are three ways to join a Zoom meeting, by using:

1. the Zoom client or desktop app - recommended option

2. the UM Zoom website (via the web browser)

3. the Zoom mobile app on smartphones and iPad.

IT Services recommends the use of the Zoom client (desktop app) for lectures / meetings.

The underlying instructions assume that you have activated your UM Zoom Account and downloaded the Zoom client on your device.

Before clicking a UM Zoom lecture / meeting link, sign in to the Zoom client[1] or check that you are signed in to the Zoom client as follows:

1. Open the Zoom client. **Note:** PC users should look for Zoom in their *Start* menu or applications; Mac users should look for Zoom in their applications folder.
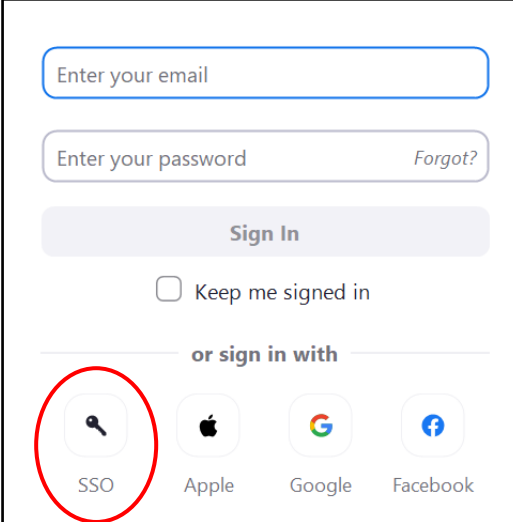
    If you are not signed in to the desktop client, you will be prompted to sign in when you start the application.
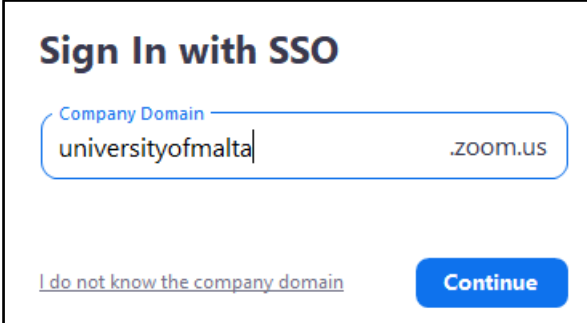
2. Click the **Sign In** button.

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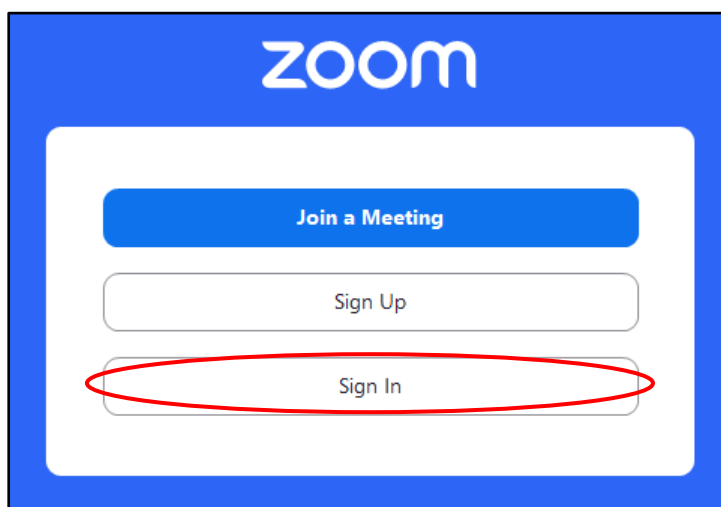
[1] *Signing in with your UM IT Account in the UM Zoom website (in your web browser) doesn't mean that you are also signed in to the Zoom client.*

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

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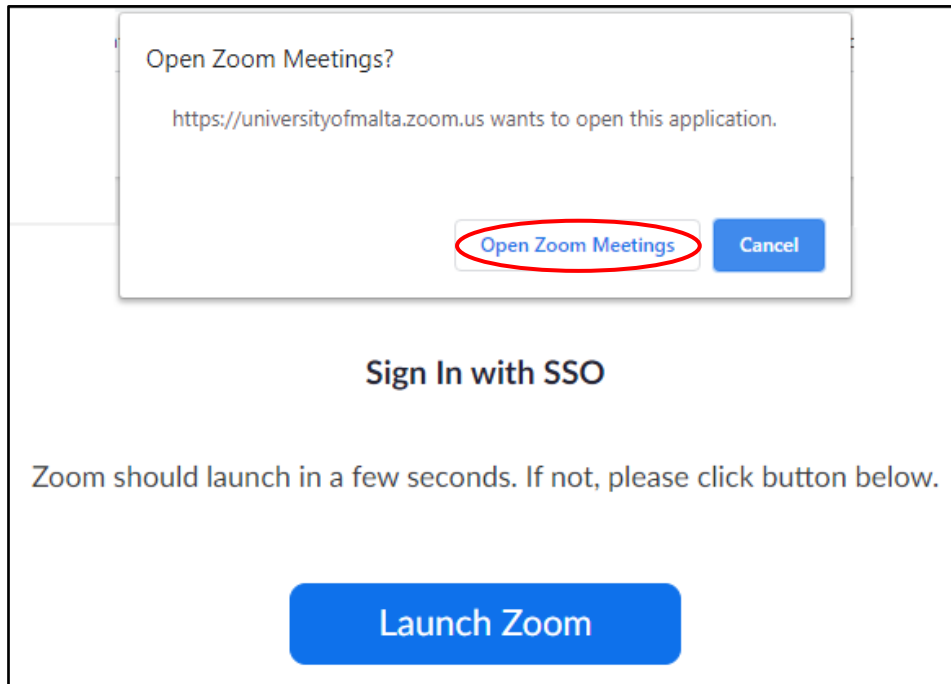

5. Click the **Continue** button.

    The UM IT Account authentication page will be displayed.

6. Type in your **Email address or Username** and **Password** in the respective fields, and click the **Sign in** button.
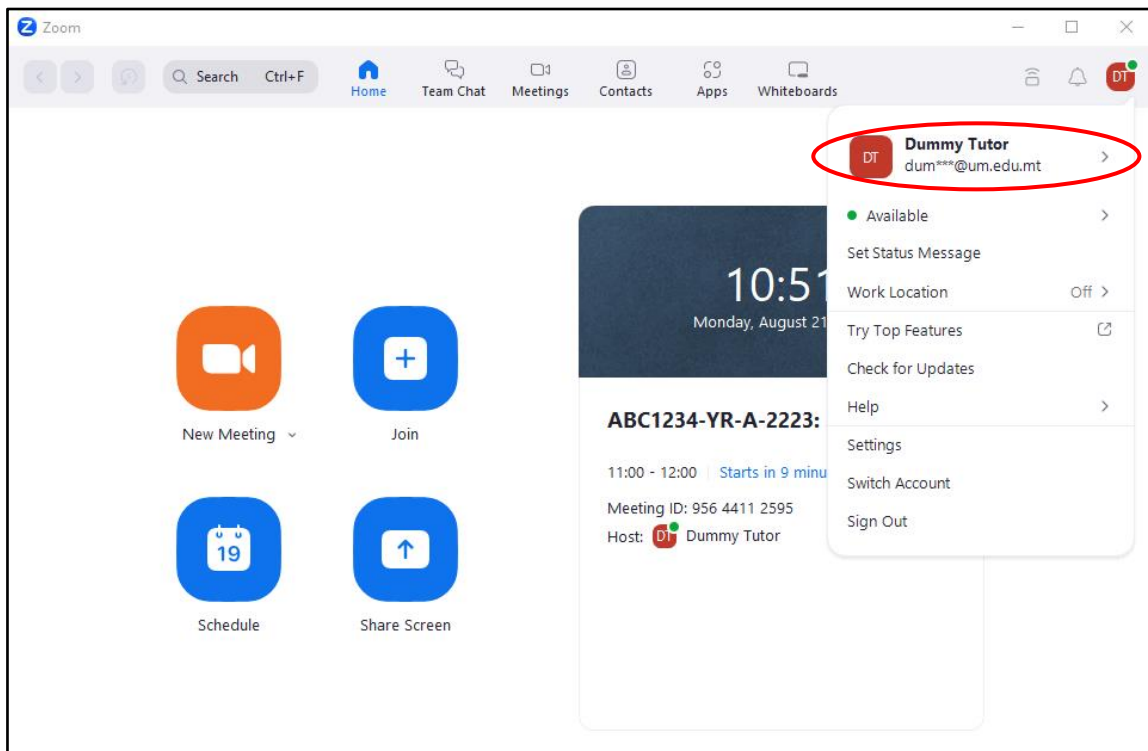
7. When prompted, click the **Open Zoom Meetings** button.

You are now signed in to your Zoom account.

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

Note:

- If your Zoom client is showing your personal email address (not the UM email address), sign out from the Zoom client and follow steps 2 to 8 above.