

## 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 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.**

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.

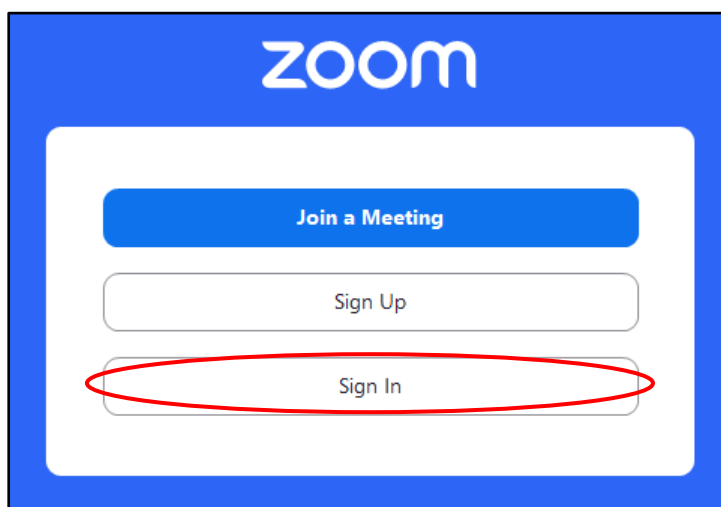
The underlying instructions assume that you have [activated your UM Zoom Account](#) and [downloaded the Zoom client on your device](#).

Before clicking a UM Zoom lecture / meeting link, sign in to the Zoom client<sup>1</sup> 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.

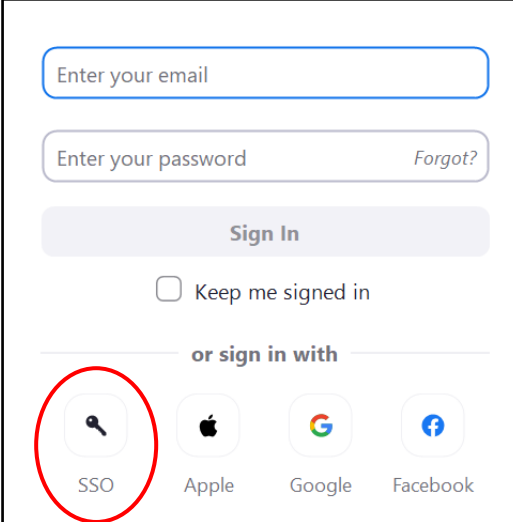
If you are not signed in to the desktop client, you will be prompted to sign in when you start the application.

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



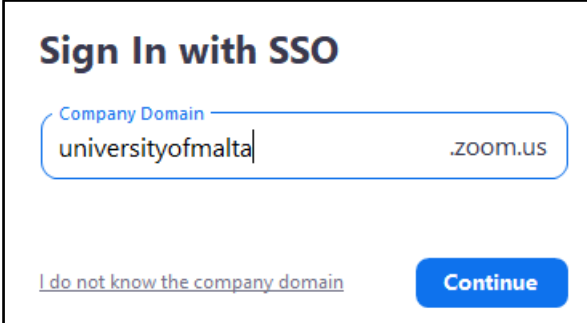
<sup>1</sup> *Signing in with your UM IT Account in the UM Zoom website (in your web browser) doesn't mean that you are also signed in to the Zoom client.*

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



The screenshot 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 labeled "Keep me signed in". A horizontal line separates this from the "or sign in with" section. This section contains 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".

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

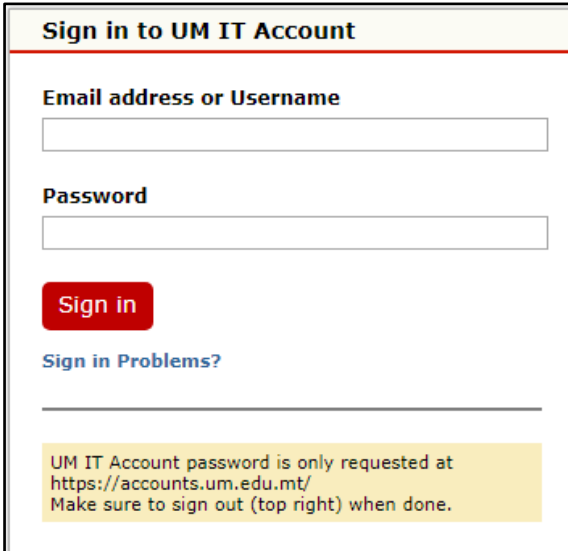


The screenshot shows the "Sign In with SSO" page. The title "Sign In with SSO" is at the top. Below it is a "Company Domain" input field containing "universityofmalta" and ".zoom.us". At the bottom left, there is a link: "I do not know the company domain". At the bottom right, there is a blue "Continue" button.

- Click the **Continue** button.

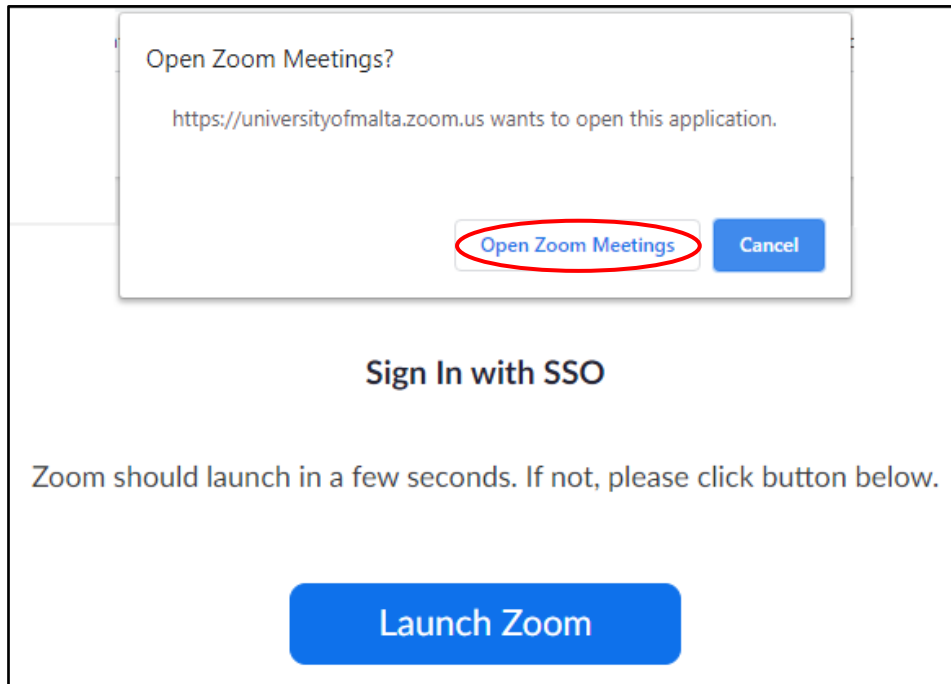
The UM IT Account authentication page will be displayed.

- Type in your **Email address or Username** and **Password** in the respective fields, and click the **Sign in** button.



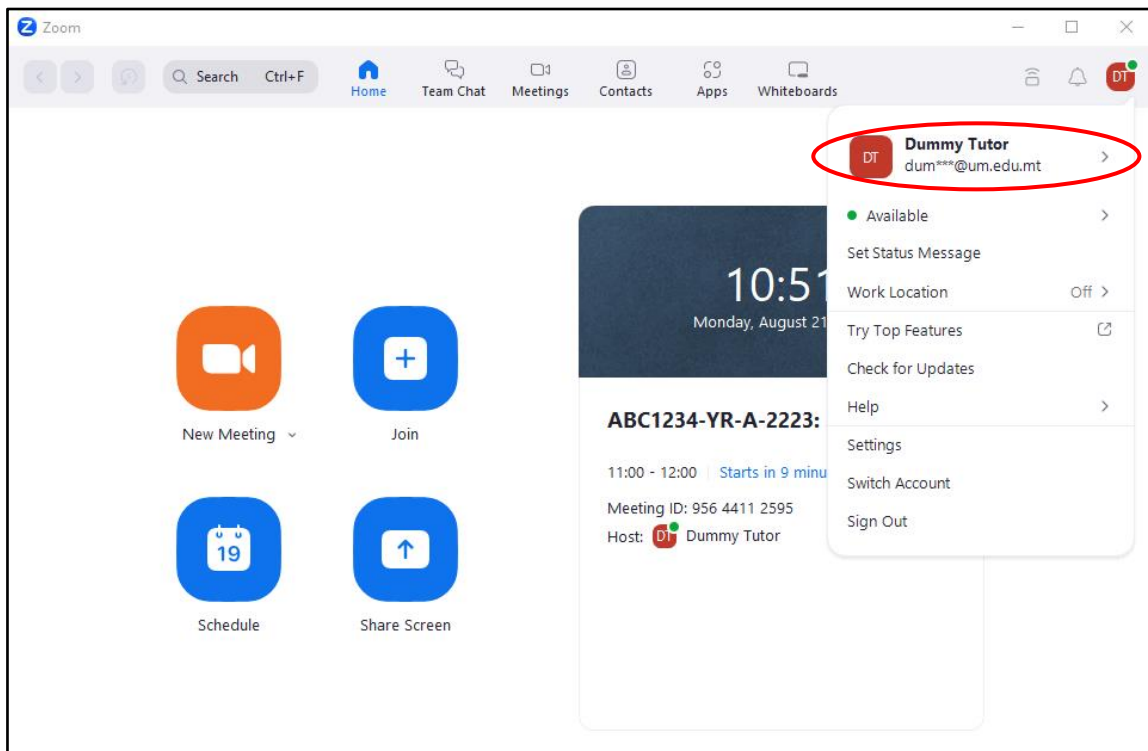
The screenshot shows the "Sign in to UM IT Account" page. The title "Sign in to UM IT Account" is at the top. Below it are two input fields: "Email address or Username" and "Password". Below these is a red "Sign in" button. Underneath is a link: "Sign in Problems?". At the bottom, there is a yellow box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

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.