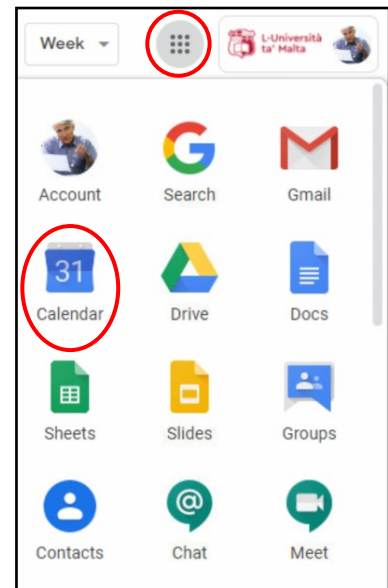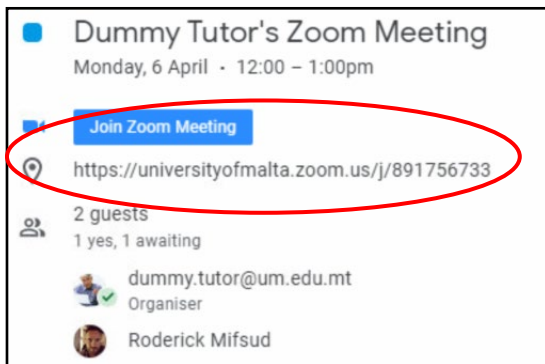## Joining a Zoom meeting from Google Calendar

This user guide assumes that you have a Google Calendar Event containing a link to a Zoom meeting.

1. If you have received a Google Calendar invitation email, click the **Join Zoom Meeting** link to enter the meeting.
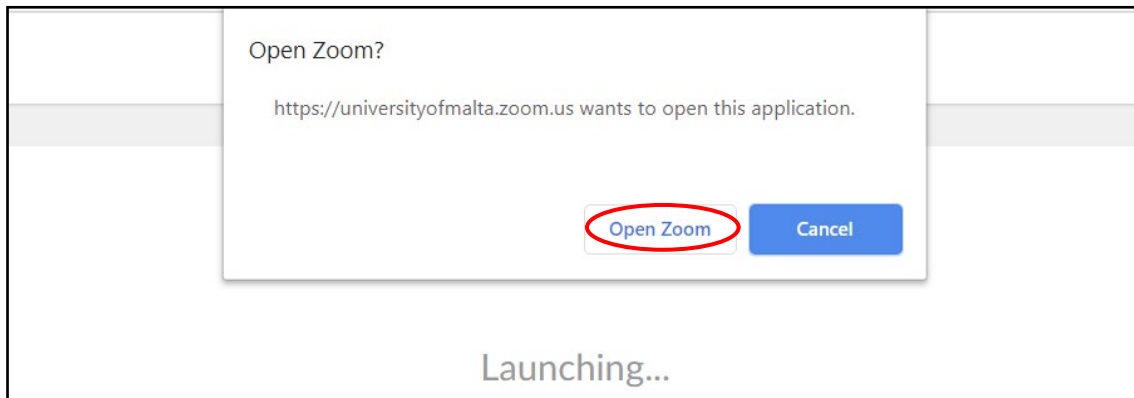
   Alternatively, access Google Calendar from the **Google apps icon** (top-right) in Gmail or any G Suite service.

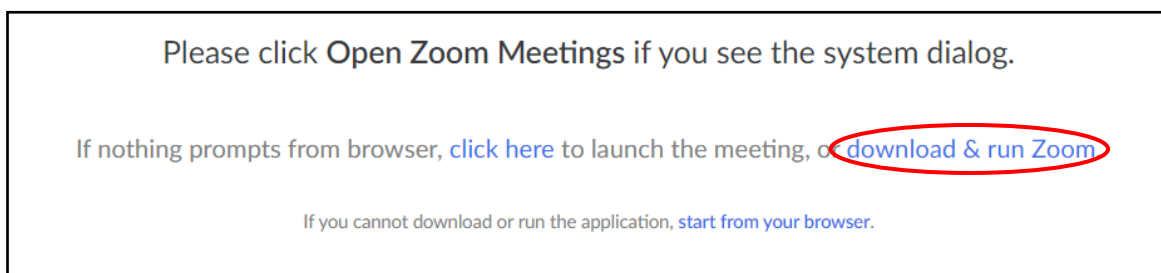   Click the event that you want to join.

   Click the **Join Zoom Meeting** button (if available) or the **Zoom meeting URL**.
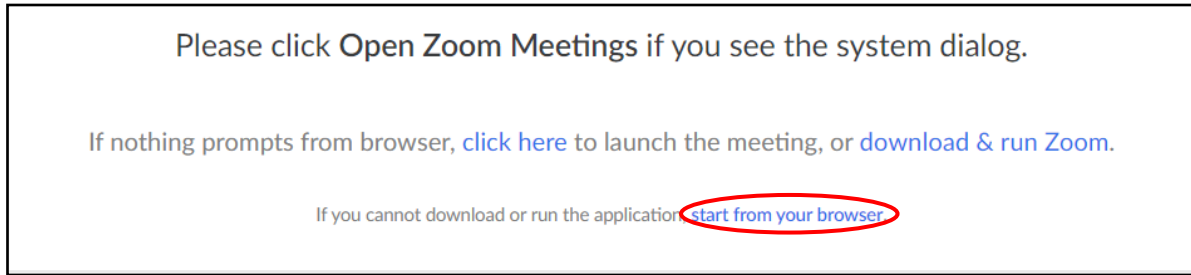

2. Once you click on the Zoom meeting, you will be prompted to open Zoom. If you have already downloaded and installed Zoom on your computer, click the **Open Zoom** button.
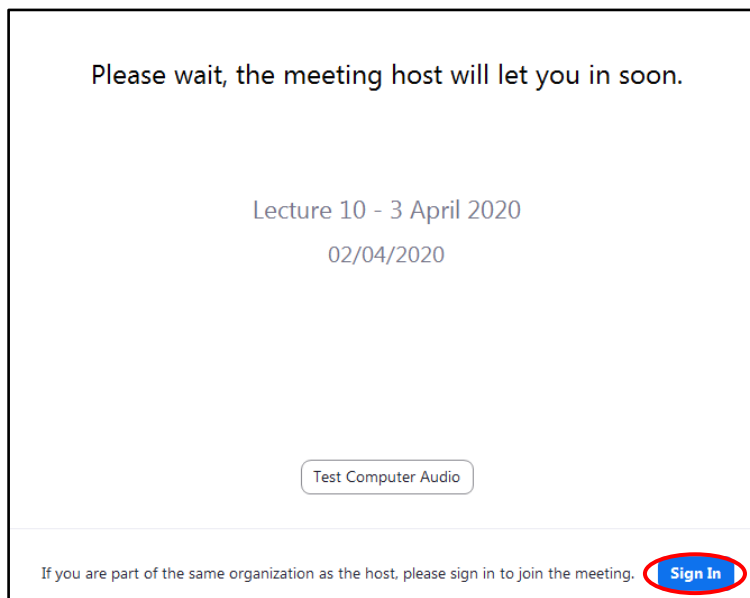

   If you have not yet installed Zoom on your computer, click **download & run Zoom**. Refer to our [Downloading and Installing Zoom guide](#) for instructions.
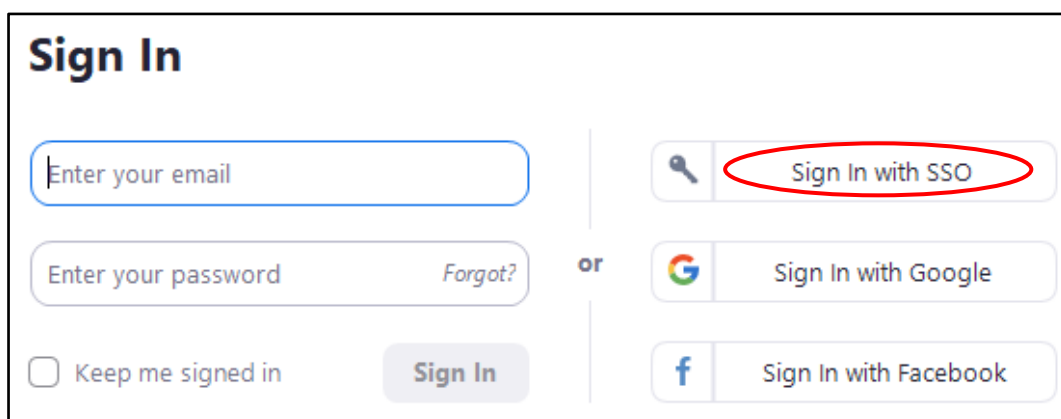
If you cannot download or install Zoom on your computer, click **start from your browser**.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, start from your browser

3. If you get the below message, you are either not signed in with your **UM IT Account** in Zoom or the meeting's host needs to let you into the Zoom meeting. Click the **Sign In** button.

Please wait, the meeting host will let you in soon.

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Test Computer Audio

If you are part of the same organization as the host, please sign in to join the meeting.   Sign In

4. Click the **Sign In with SSO** button.

Sign In

Enter your email

Enter your password   Forgot?   **or**

Keep me signed in   **Sign In**

🔑   Sign In with SSO

G   Sign In with Google

f   Sign In with Facebook

5. If this is your first time using Zoom, in the Company Domain field, enter **universityofmalta** and click **Continue**.

6. Sign in with your **UM IT Account** if prompted.

7. If prompted, click the **Open Zoom Meetings** button.