

Schedule a meeting using Zoom for Google Workspace add-on

This guide assumes that you have [activated your UM Zoom account](#).

The **Zoom for Google Workspace** add-on will help you in scheduling your Zoom meetings easily on your UM Google Calendar.

Note:

- If you have the **Zoom scheduler** installed on your browser, you need to remove this extension before installing **Zoom for Google Workspace**.

Removing Chrome extensions:

1. Click on the Chrome menu (three dots) at the top-right corner.
2. Click on **Extensions**.
3. Choose **Manage Extensions**.
4. Locate the extension and click the **Remove** button.

Removing Microsoft Edge extensions:

1. Click on the Settings menu (three dots) at the top-right corner.
2. Click on **Extensions**.
3. In the *Extensions* dialog box, click **Manage extensions**.
4. Locate the extension and click on **Remove**.

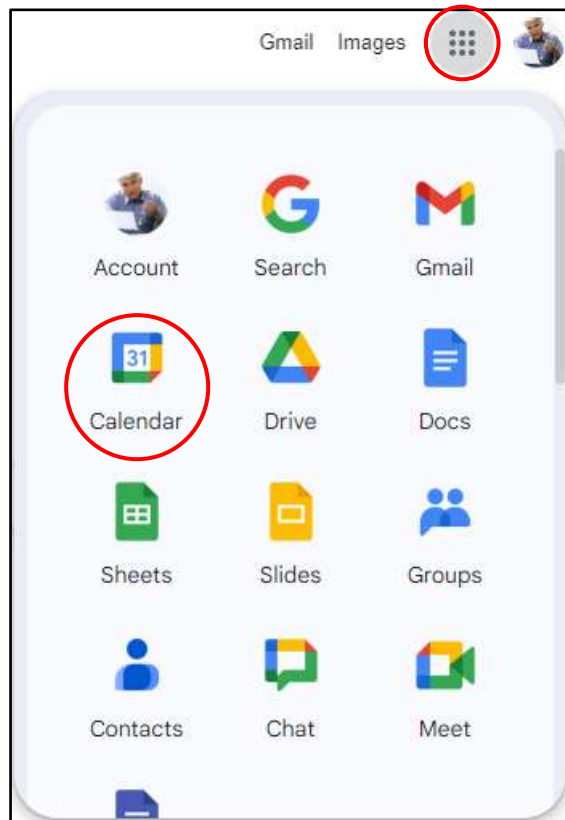
Removing Firefox extensions:

1. Click on the menu (three lines) at the top-right corner.
2. Click on **Add-ons and themes**.
3. Select **Extensions**.
4. Locate the extension and click on the menu next to the extension (three dots).
5. Click on **Remove**.

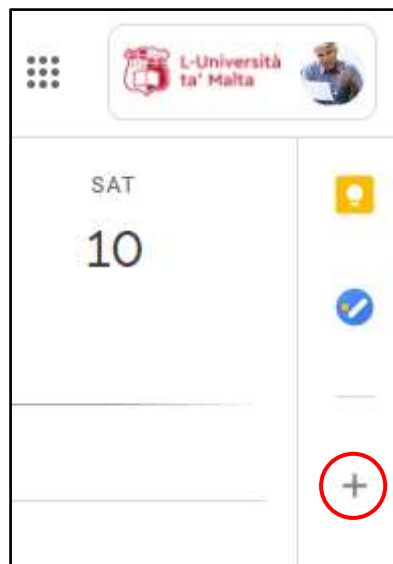
Removing Safari extensions:

1. Click on **Safari**, at the top-left corner to open the menu.
2. Choose **Preferences**.
3. Click on **Extensions**.
4. Select the extension and click on **Uninstall**.

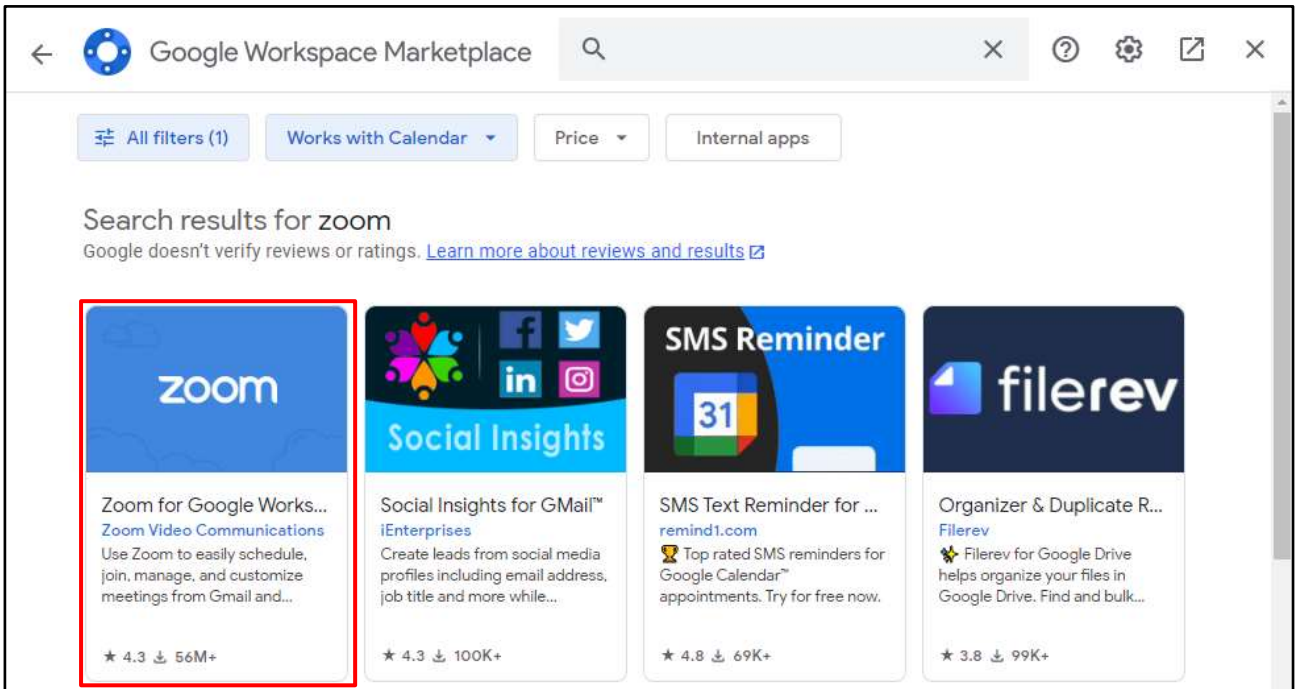
1. Access **Google Calendar** from the **Google apps** icon (top-right) in Gmail or any Google Workspace service.



2. Click on **Get add-ons** (the + sign) which is found on the side panel.



3. Click on **Zoom for Google Workspace** when prompted with the add-on window.

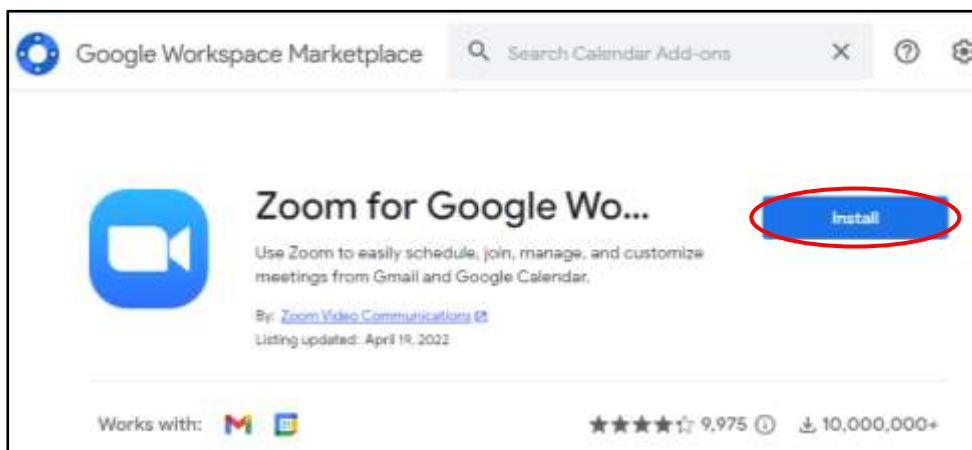


Note:

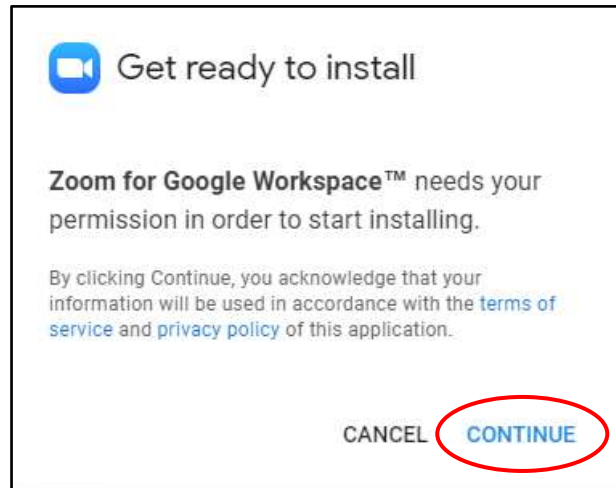
- If the add-on is not prompted immediately, use the search bar and type in **Zoom for Google Workspace**



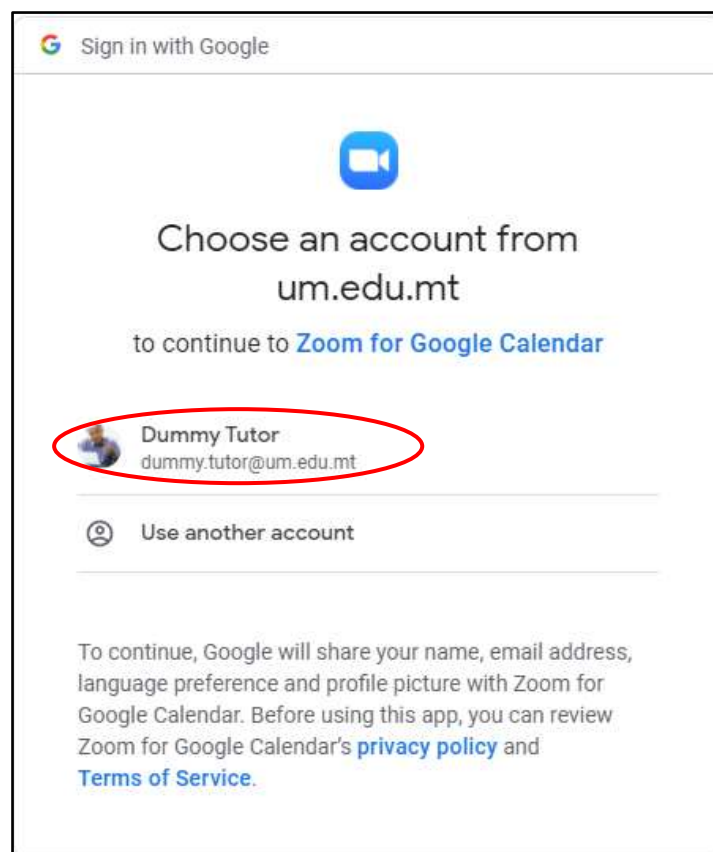
4. Click on **Install**.



- When prompted, click on **Continue**.

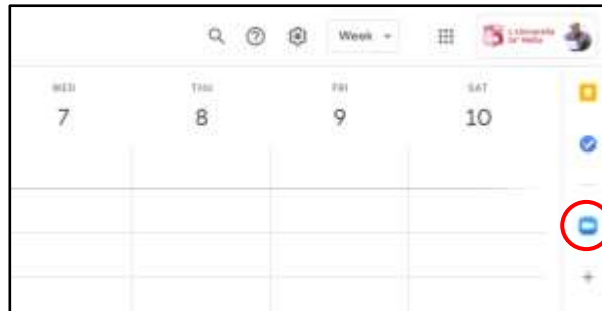


- If prompted, choose your **UM IT Account**.



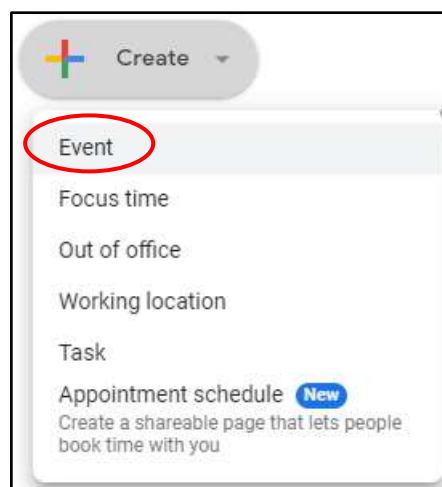
- Click on **Allow** when prompted with access permissions.
- Once access permissions are allowed, Zoom for Google Workspace will finish installing. Click **Done**.
- Close** the add-on window.

10. In the Google Calendar app, click on the **Zoom for Google Workspace add-on**.

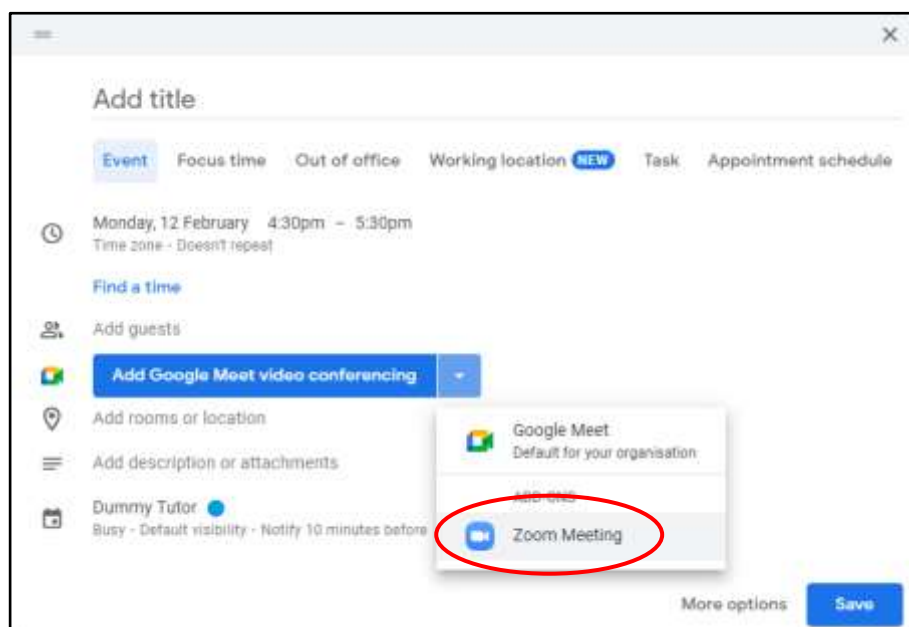


11. You should be signed in with your UM IT Account. If it prompts you to sign in, click on **Sign in** and proceed to click on **Sign in with SSO**. In the Company Domain field, enter **universityofmalta** and click **Continue**.

12. Within the UM Google Calendar, click on **Create** (top-left corner), and then click on **Event**.

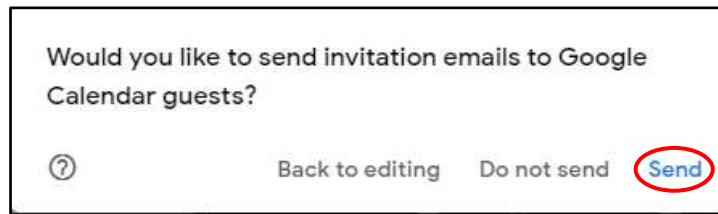


13. In the event window, click on the **video conferencing app** drop-down menu, and choose **Zoom Meeting**.



14. Once you fill in all the details of the meeting, click on **Save**.

If you added guests, you will be prompted to send invitation emails to the guests. Click **Send**.



15. The event will show in your Google Calendar according to the date and time set with all the details.

