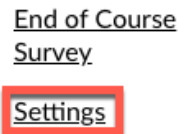


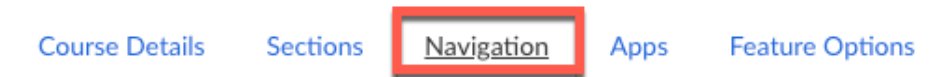
# Adding ZOOM to Your Course in Canvas

## 1. Add Zoom to the Course Navigation List

- Click on **Settings** (at the bottom of the Course Menu)



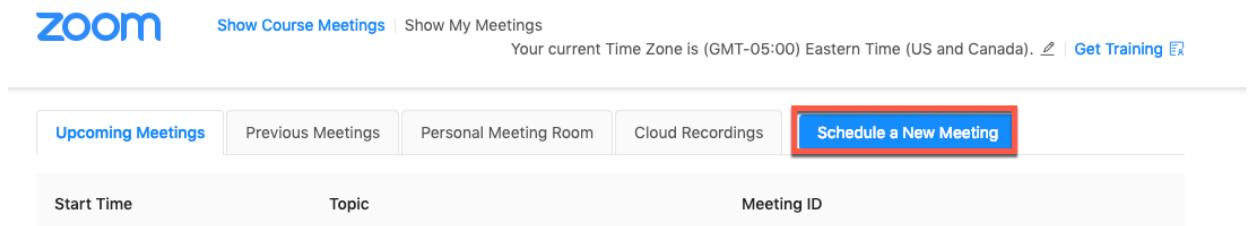
- Click on **Navigation**



- Drag Zoom from the bottom of the menu to the top to where you want it to appear in the Course Menu.

## 2. Click on **Zoom** in the Course Menu.

## 3. Schedule a Meeting



The Zoom landing page shows information on upcoming meetings and previous meetings. Any user with the correct permissions will see the **Schedule a New Meeting** button.

- Click the Schedule a New Meeting button to display the **Schedule a Meeting** page.

[My Meetings](#) > Schedule a Meeting

Topic

Description (Optional)

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When

Duration  hr  min

Time Zone

Recurring meeting

---

Registration  Required

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Video  
Host  on  off  
Participant  on  off

Audio  Telephone  Computer Audio  Both

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 4236164169
- Enable waiting room
- Record the meeting automatically

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Alternative Hosts

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- Zoom supports recurring meetings that sync with the Canvas Calendar. Enable the **Recurring meeting** checkbox if you need to schedule, daily, weekly, monthly or a No Fixed time meeting. When this checkbox is enabled, you see the **Recurrence**, **Frequency**, and **Count** fields, where you can customize the number of meetings and how frequently they occur.

Time Zone GMT-05:00 Eastern Time (US and Canada) ▾

**Recurring meeting** **Every day, until Mar 09, 2019, 5 occurrence(s)**

Recurrence Daily ▾

Repeat every 1 ▾ day

End date  By 03/09/2019   After 7 ▾ occurrences

- When you schedule a recurring meeting, you can expand it in the list of upcoming meetings.

Today (Recurring) 11:00 AM	<a href="#">Test Course</a>	271-195-467	<span>Start</span> <span>Delete</span>
Mon, Mar 11 (Recurring) 11:00 AM	<a href="#">Test Course</a>	271-195-467	<span>Delete</span>
Tue, Mar 12 (Recurring) 11:00 AM	<a href="#">Test Course</a>	271-195-467	<span>Delete</span>
Mon, Mar 18 (Recurring) 11:00 AM	<a href="#">Test Course</a>	271-195-467	<span>Delete</span>
Tue, Mar 19 (Recurring) 11:00 AM	<a href="#">Test Course</a>	271-195-467	<span>Delete</span>

### 1. **Delete a Meeting**

Only the meeting creator can delete a meeting that has been created using the Zoom for Canvas tool.

- On the **Upcoming Meeting** list, click **Delete** next to the meeting to be deleted.
- Click **OK** in the pop-up dialog to confirm that the meeting is to be deleted.

### 2. **Start a Meeting**

Users that have a Zoom account can click **Start** to launch a scheduled meeting.

### 3. **Automatically Create Meeting Notifications**

Canvas users are notified via a Canvas conversation message and a Canvas calendar event when a meeting is created. If a meeting is deleted, Canvas users receive a Canvas conversation message and the meeting is removed from their Canvas calendar.

### 4. **Displaying Recordings**

Click the **My Recordings** tab to see the list of meetings that you recorded. If the recording is not ready, it will show a status of “processing”. When the recording is ready, you can play, share, or download the recording.