

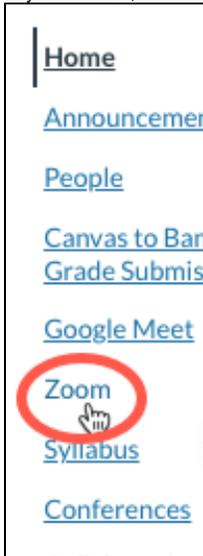
# How do I create a Zoom meeting in my Canvas course?

Show Me

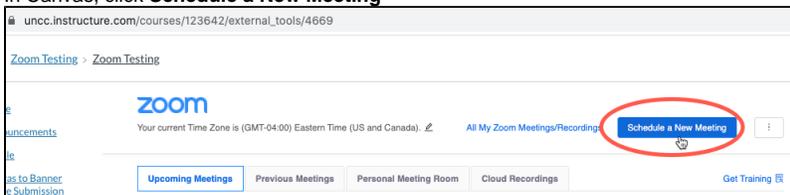
Tell Me

Zoom is a web conferencing tool that provides remote conferencing services. The Canvas-Zoom integration allows instructors to schedule online meetings from within Canvas

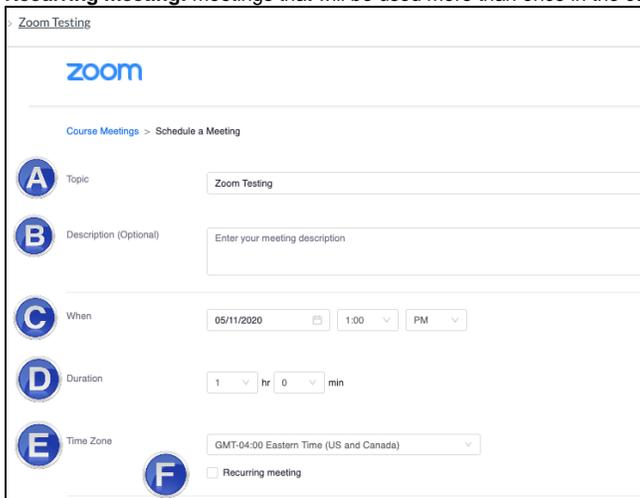
1. In your course, click link **Zoom** in the left course navigation bar



2. The Zoom page will load
  - You may need to log in with your NinerNET credentials. If you cannot log in, manually [log into Zoom](#)
3. In Canvas, click **Schedule a New Meeting**



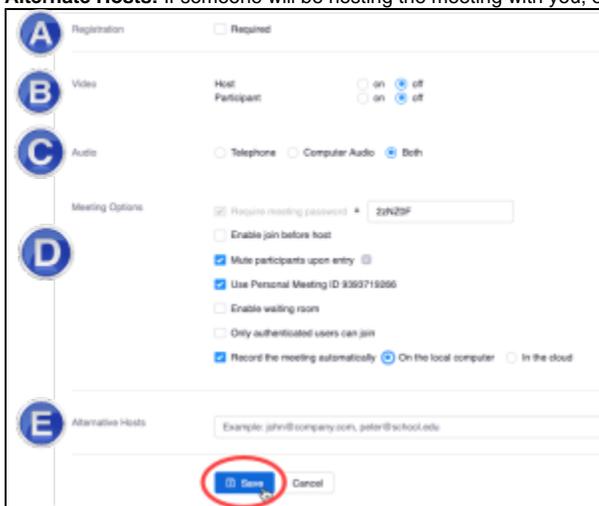
4. Specify the meeting settings. First, specify the subject, description, and date, and time of the meeting
  - a. **Topic:** Enter the title of your meeting. The course name is entered by default
  - b. **Description:** Enter what the meeting is about
  - c. **When:** Specify the date and time of the meeting
  - d. **Duration:** Enter the total amount of time the meeting will run for (you can enter a meeting early)
  - e. **Time Zone:** If necessary, change the time zone
  - f. **Recurring meeting:** meetings that will be used more than once in the course (e.g., weekly discussion meetings)

A screenshot of the Zoom "Schedule a Meeting" form. The form is titled "Course Meetings > Schedule a Meeting". It has several fields: "Topic" (labeled A) with the value "Zoom Testing"; "Description (Optional)" (labeled B) with the placeholder "Enter your meeting description"; "When" (labeled C) with the date "05/11/2020" and time "1:00 PM"; "Duration" (labeled D) with "1 hr 0 min"; "Time Zone" (labeled E) with "GMT-04:00 Eastern Time (US and Canada)"; and a checkbox for "Recurring meeting" (labeled F) which is currently unchecked.

5. Select the meeting options
  - a. **Registration:** You do not need to select this option as only students enrolled in your Canvas course can attend
  - b. **Video Host/Participant:** Select whether you'd like your/your participants' video to be automatically turned on or off
  - c. **Audio:** Specify how participants can access the meeting
  - d. **Meeting Options Recommendations:**
    - Enable **Require meeting password**
    - We recommend **NOT** selecting **Enable join before host**
    - We recommend **NOT** selecting **Use Personal Meeting ID**
    - If you'd like automatic recordings of the meeting, select **Record the meeting automatically** and save the recording

**i Cloud Recording**  
 Select **In the cloud** option to automatically save the recording to your My Media in Canvas

- e. **Alternate Hosts:** If someone will be hosting the meeting with you, enter their email address



6. Click **Save**. You will now see the conference appear under **Upcoming Meetings** tab

## Student Notifications

By default, once your meeting is scheduled, students will receive an email notification. In addition, the meeting will appear on students' Canvas Calendar and To Do lists.

## Related FAQs

- [How do I access the Zoom link for a session I'm training?](#)
- [How does polling work in Zoom?](#)
- [What Zoom updates and news might help with using Zoom in the classroom?](#)
- [Will I receive an email confirmation that includes the Zoom link when I register for a virtual session ?](#)
- [How do I add my pronoun information to my Zoom profile?](#)