Add Zoom to Your Course

1. Access the module where you want to add the activity. Click the Existing Activities button and select External Learning Tools from the drop-down menu:

![Image of Existing Activities menu]

2. When the Add Activity screen appears, click the Link2Zoom LTI:

![Image of Add Activity screen with Link2Zoom highlighted]
3. When the activity appears in the module, click on it to launch the application. Then, click the **Open Zoom Meetings** button to open Zoom:

![Open Zoom Meetings](image1)

4. If you receive the following error message while trying to open Zoom, you don’t have a Zoom account and will need to contact Daniel Smith in the Center for eLearning at 229-245-6490 or [dsmith@valdosta.edu](mailto:dsmith@valdosta.edu):

![Error Message](image2)
Schedule a Zoom Meeting

1. After launching Zoom, you can schedule a meeting by clicking the **Schedule a New Meeting** button:

   ![Schedule a New Meeting Button](image)

   **NOTE:** You can find video tutorials, live training webinars, and other support for the Zoom conferencing application by clicking “Get Training.”

2. Enter a meeting topic and description (optional) and the date, time, and duration of the meeting. Scroll down to view other **Meeting Options**. If you want the Zoom recording to be saved locally, you must select “Record meeting automatically on local computer.” Otherwise, it will be saved to the Cloud. Be sure to click “Save” when complete.

   ![Meeting Options](image)
3. When this screen appears, you can Start this Meeting, Edit this Meeting (if you’re options aren’t correct), or Delete this Meeting:
4. If no edits are necessary, and you are not ready to start the meeting, scroll up and click on Course Meetings:

![Course Meetings](image1)

5. On this screen, you can view all Upcoming Meetings and Previous Meetings. You also can Start/Launch meetings, Delete meetings, and Schedule a New Meeting:

![Upcoming Meetings](image2)

For more Zoom conferencing information and support resources, please visit their website: https://zoom.us/ent?zcid=2582