**STEP ONE**

The first time you use Zoom, you will need to [download it from this page](#). After it is downloaded on your machine, you will not need to do that again. Now you will be able to launch Zoom from the navigation menu in your course. If you do not see the Zoom link in your menu, you will need to edit your course navigation menu.  

*This guide shows you how to customize your course menu.*

**STEP TWO**

When you select Zoom, a message asks you to authenticate Zoom every time you use it.  

You will then need to give Zoom permission to access your Canvas account. You do this by clicking "Authorize."

**STEP THREE**

When Zoom opens in the content area of your page, you will see a set of tabs across the top. To schedule a meeting, select the “Upcoming Meetings” tab, and then click the blue “Schedule a New Meeting” button. Answer the prompts to schedule the meeting. Once you have the meeting scheduled, it will show up listed in a table on the “Upcoming Meetings” tab (see image below). Know that when you schedule a Zoom meeting in a Canvas course, you are putting that meeting on the calendars of everyone in your class roster. To be sure students get a meeting invitation, you can also send an announcement with the link to the meeting.

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FOR ADDITIONAL SUPPORT, CONTACT THE HELP DESK AT: (970) 351-HELP (4357) OR HELP@UNCO.EDU
To enter your Zoom meeting room when it’s time, click the Start button on your Zoom page. Doing so will open a Separate Control Panel and the main room window. Notice your primary control panel across the bottom of your room. If you don’t see it, it is collapsed, so roll your mouse arrow over the bottom to have it pop up.

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STEP FOUR

If you want to schedule a meeting with individuals, rather than the entire class, go to your Personal Meeting Room. On your meeting room tab in Canvas, you can generate an invitation that includes the Join URL. You then go into your email, paste the invitation, and then Start your meeting. Anyone who gets the invitation will be able to click on the Join URL link to join you in your personal meeting room.

STEP FIVE - NEXT STEPS

Check out these additional resources to learn more about using Zoom in your classrooms:

UNC Technical Support for Zoom – https://www.unco.edu/canvas/zoom-support/

Video: Meeting Room Controls (1:02) – https://youtu.be/4w_pRMBEALE


Video: Recording a Meeting (1:04) – https://youtu.be/AZpS52Brg7E

Zoom Free vs. Zoom Pro (to understand the features and limitations of zoom accounts) – https://zoom.us/pricing