

## The Faculty Guide To Scheduling Zoom Meetings In CANVAS

## **STEP 1: Activate Your JSU ZOOM Login**

- 1: Go to jacksonstateu.zoom.us and click the Sign in button.
- 2: Enter username (one\Jnumber) and your NetID for the password and then click Sign in.
- 3: Choose Zoom from the dropdown and click Sign In.

Jackson State University - Login Portal	Jackson State University - Login Portal
Sign in with your organizational account	You are signed in.
	Sign in to one of the following sites:
someone@example.com	ZOOM
Password	Sign in
Sign in	
	Sign out from all the sites that you have accessed.
To sign-in to the portal enter one\Inumber as the user- name and your NetID password as the password.	<ul> <li>Sign out from this site.</li> </ul>
Example one\J01234567	Sign Out

## **STEP 2: Schedule ZOOM Meetings in CANVAS**

- 1. Log into Canvas, select a course, and click "Zoom" on the left-hand menu
- 2.To create a Zoom meeting, click "Schedule a New Meeting"
- 3.To schedule a recurring meeting, click the Recurring Meeting checkbox (You can set how often the meeting recurs, the number of meeting occurrences, and the date for the final occurrence.)

Note: Each occurrence of a recurring meeting is created as an independent event. In order to make changes each meeting must be edited individually.

