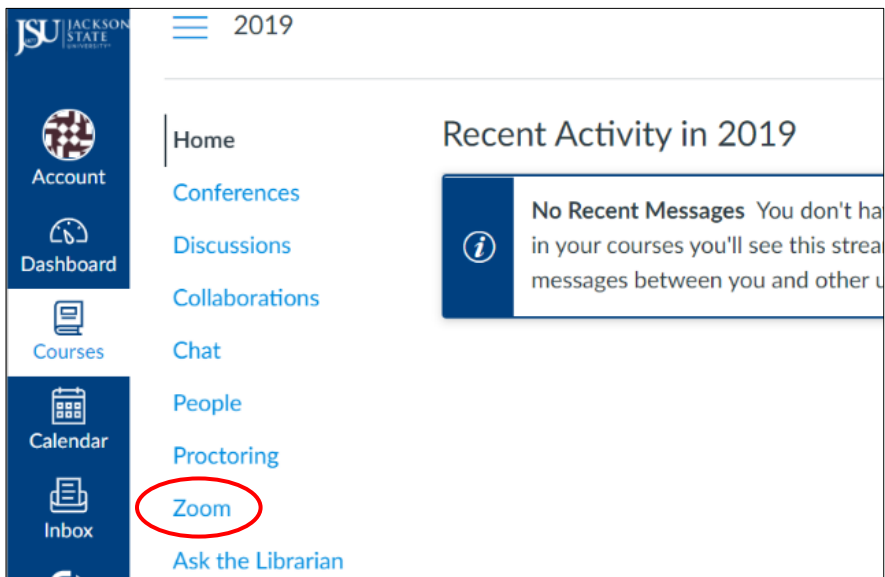# Scheduling a Zoom Meeting to a Canvas Course

How do I schedule Zoom Meeting to a Canvas course?

1. Log into your Canvas account.
2. In Canvas, open the course where you want to add Zoom.
3. Click the **Zoom** link in Course Navigation.

   Note: You must active your JSU Zoom account to access Zoom in Canvas. [Instructions for Activating Zoom Account](#)

   Note: When accessing Zoom in Canvas for the first time, you may need to click the **Authorize** button to proceed.

How do I schedule a Zoom video meeting?

1. In Course Navigation, click the **Zoom** link.
2. Click the **Schedule a New Meeting** button.
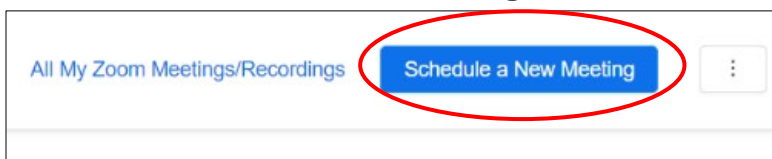
3. To schedule a recurring meeting, click the **Recurring Meeting** checkbox. You can set how often the meeting recurs, the number of meeting occurrences, and the date for the last occurrence.

Note: When scheduling a recurring meeting, each occurrence is created as an independent event. To modify all recurring meetings, you must edit each meeting individually.

How do I start a meeting?

Once a Zoom meeting is added to a Canvas course, you can access Zoom from Course Navigation.
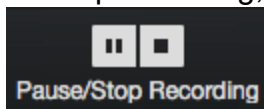
1. In Course Navigation, click the **Zoom** link.
2. Click the **Upcoming Meetings** button.
3. Locate the Meeting Name you want to begin and click the **Start** button.

How do I record a meeting?

1. Start a meeting as the host.
2. Click the Record button.

3. Select **Record to the Cloud** to begin recording.
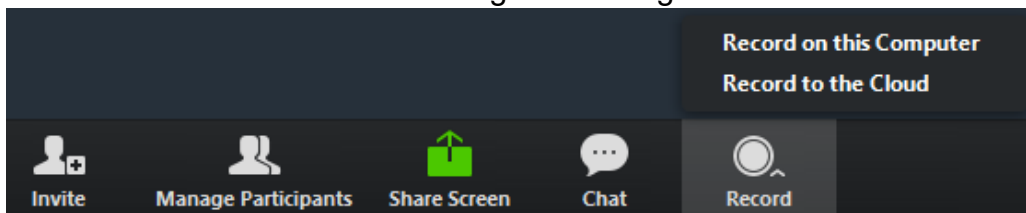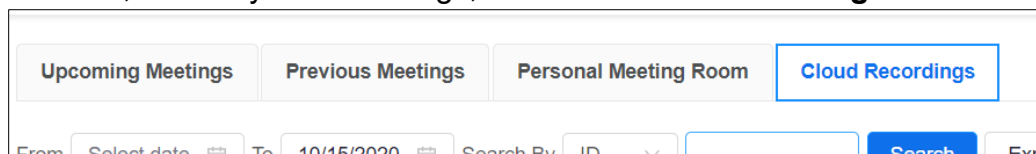

4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.

Once the recording has stopped, Zoom processes the recording. The instructor will receive an email from Zoom when the recording finalizes.

Where can I access my recordings?

In Zoom, to view your recordings, click the **Cloud Recordings** tab.

How do I mute and unmute all participants?

As the host, you can manage participants, including muting or unmuting all participants.

1. Click the **Manage Participants** icon.
2. Click the **Mute All** or **Unmute All** button.

3. To mute all current and new participants, click the **Continue** button. To allow participants to unmute themselves, click the **Allow participants to unmute themselves** checkbox.

How do I share my screen?

Zoom allows for screen sharing on desktop, tablet, and mobile devices running Zoom. The host and attendee can screen share by clicking the **Share Screen** icon.

1. Click the Share Screen button located in your meeting controls. ⬆️
2. Select one of these screen share options:
   a. Basic: Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen.

How do I know if students have joined the meeting?

1. As the host, the number of participants displays in the number icon on the Manage Participants button. You can also manage participants in a meeting.

How do students join the Zoom meeting?

1. Click the Zoom link in the Course Navigation menu.
2. Click the **Join** button to access the scheduled meeting.