# Using Zoom in Canvas

UIW has the Zoom app integrated in Canvas for you to create virtual meetings directly in your course.

Step 1: Add the Zoom option to your Canvas course navigation menu to enable the option.

1. Go into your Canvas course and click **Settings**.
2. Click the 3rd tab at the top of the page called **Navigation**.
3. Find **Zoom** in the list and *drag it to the top section* to add it to the course navigation.
4. Click **Save** at the bottom of the page.
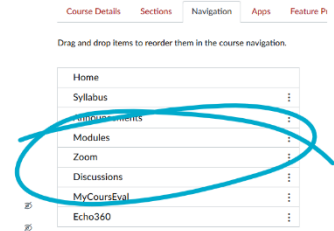
Step 2: Schedule a new meeting.

1. Click **Zoom** in the course navigation menu. **Note:** When accessing Zoom for the first time in the course navigation, you may need to click the **Authorize** button to proceed.
2. Click **Schedule a New Meeting**.
3. Give the meeting a name, description, date, time, and duration as well as set all the feature options such as reoccurring, passcode, waiting room, authentication required, record automatically, add an alternative host, etc.
4. Click **Save** at the bottom of the page.
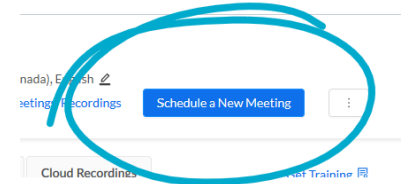
To learn more about scheduling meetings, visit the [Scheduling Meetings](#) guide in the Zoom Help Center.

Step 3: Start a meeting.

1. Click **Zoom** in the course navigation menu.
2. In the Upcoming Meetings tab, locate the Meeting ID you want to begin and click the Start button.
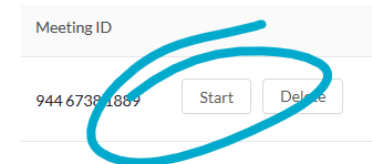
Additional Options

Edit Your Meeting: Click the meeting name, scroll to the bottom of the page and click the **Edit this Meeting** button, make your changes, and then **Save** your changes. **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.

Delete Your Meeting: Click the meeting name, scroll to the bottom of the page and click the **Delete this Meeting** button, confirm you decision by clicking **Delete** - if reoccurring, selecting to delete one or all occurrences is the delete confirmation.

Access Previous Meetings: The arrangement, size, color,

Access Your Personal Meeting Room: You can start your personal meeting room for office hours at any time inside your course. Starting a personal meeting does not notify students, you will need to inform your students of when and how to join. We recommend adding your office hours and personal meeting ID to your communication plan on the Overview and Structure page or on the About Your Instructor page. You can also paste the link and information in a Discussion or Announcement.

Access Cloud Recordings: If you choose to record to the cloud in Zoom, the videos will be ***available for only 30 days***. To save these videos longer than 30 days, you will need to download Zoom recordings and store them elsewhere. Office 365 Stream or Echo360 for Health Professions are the UIW options for storing video longer than 30 days. Refer to the [Teleconferencing Recording and Privacy Policy](#) for details.