# Zoom and Canvas Tutorial

Zoom is a web conferencing tool that provides remote conferencing services. The Canvas-Zoom integration allows instructors to schedule online meetings from within Canvas and is available in all Canvas sites.

** If you have already logged into wustl.zoom.us, please skip to step 3. ***

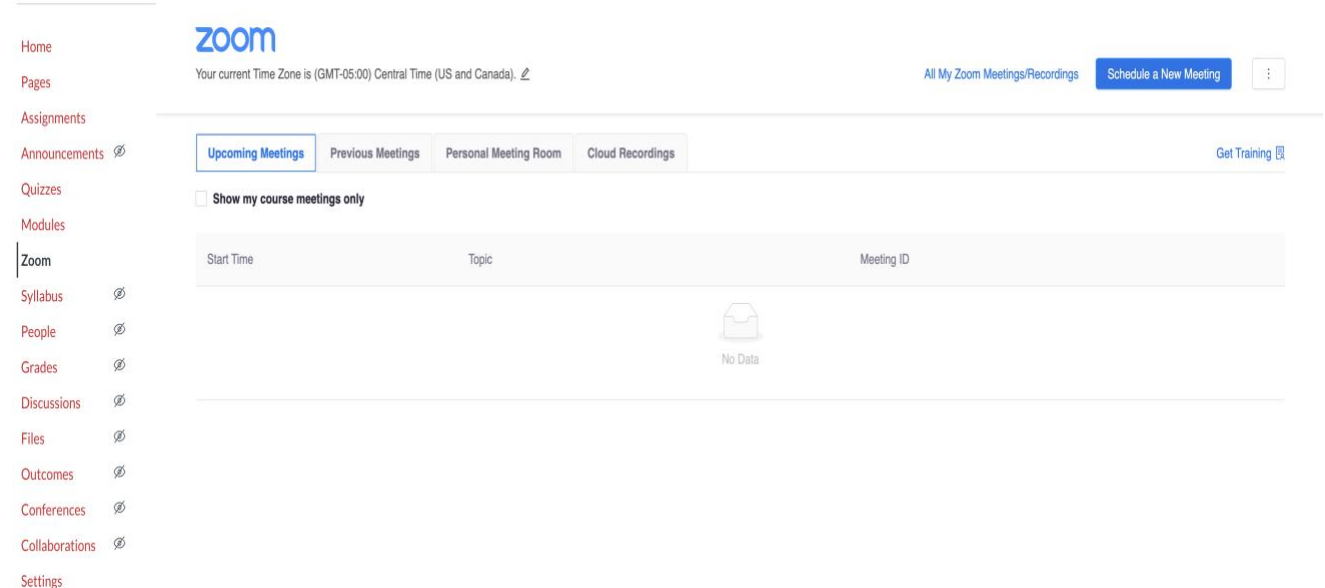**1:** Visit wustl.zoom.us to sign up for a Zoom account → Choose WUSTL Key Single Sign-On (SSO)
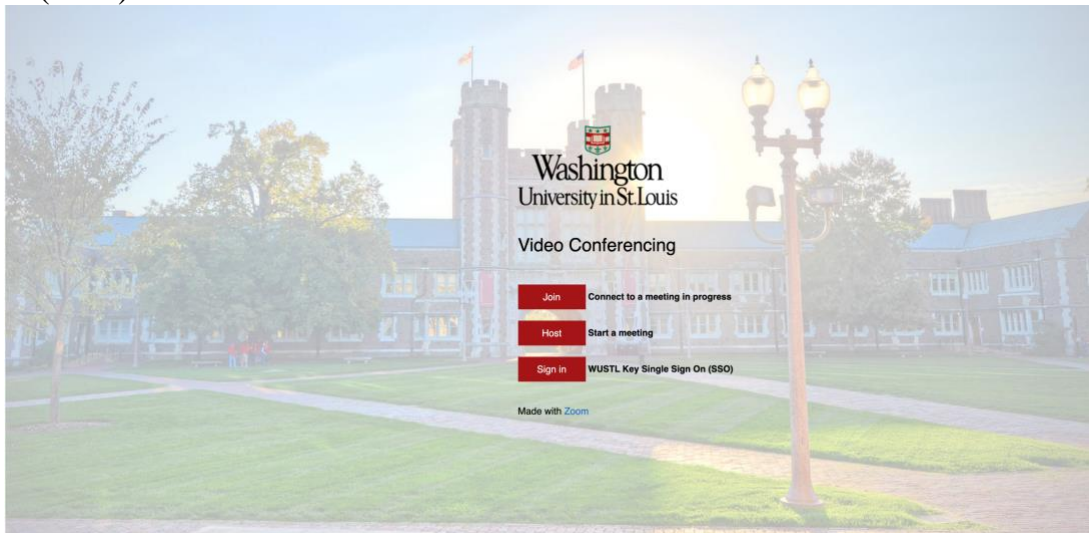
2: Enter your WUSTL Key Login Information as you would to access any other WUSTL affiliated site. After logging in, you will be taken to your Zoom account settings page. You can exit this page.

3: Once your Zoom account has been created, go to Canvas and select the course you'd like to set up meetings in. Once in the course, select 'Zoom' from the course navigation bar.

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4. A new screen within Canvas will populate with the 'Zoom' landing page.

*** Your Zoom account should already be provisioned by following steps 1 & 2 above. If you see an error message, refresh the page and try again. If you continue to see an error, please try using **Zoom (HIPAA)** in the course navigation bar.

5. From this screen, click Schedule a New Meeting
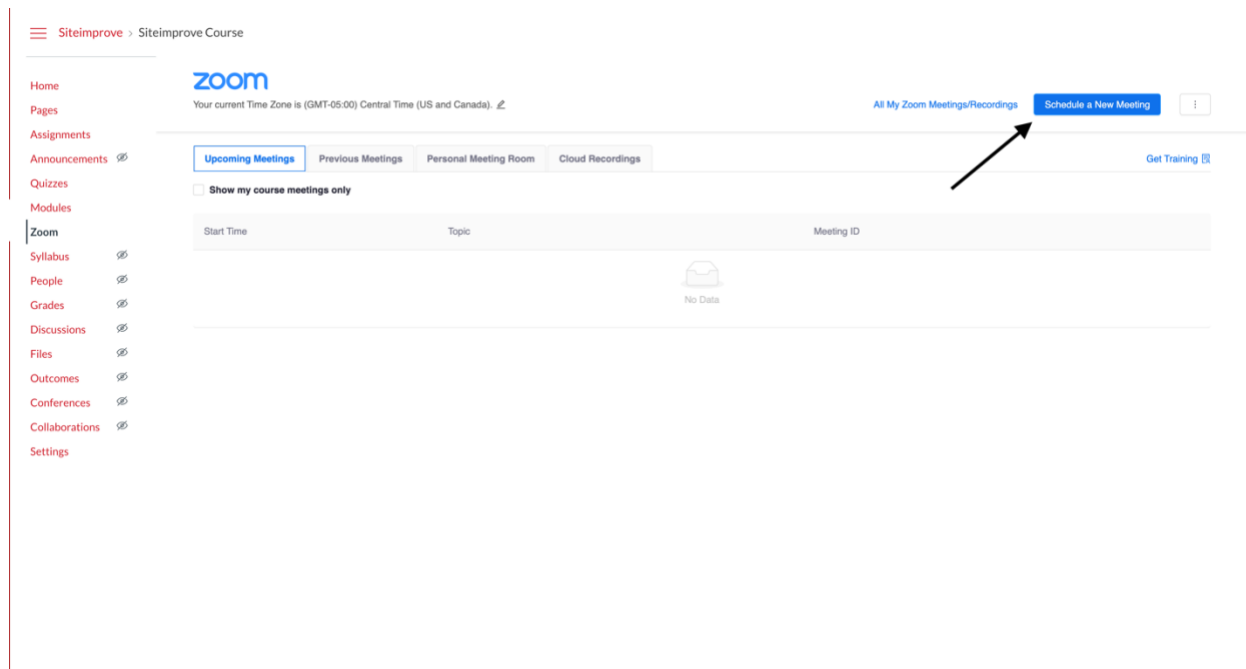
6. Fill out the meeting settings
- o   Topic: the title of your meeting
- o   When: date and time of the meeting
- o   Duration: total amount of time the meeting will run for (you can enter a meeting early)
- o   Recurring meeting: meetings that will be used more than once in the course (e.g., weekly discussion meetings)
- o   Video Host/Participant: select whether you'd like your/your participants' video to be automatically turned on or off
- o   Meeting Options:
  - ▪ We recommend enabling "enable join before host"
  - ▪ If you'd like recordings of the meeting, select "Record the meeting automatically" and save the recording in the cloud.
    - ▪ IF using **Zoom (HIPAA)**, cloud recording is not available.
- o   Alternate Hosts:
  - ▪ Entering the email of course support roles will allow those users to host a meeting if you become unavailable.
  - ▪ They must have completed steps 1-2 above before they can be added to a meeting, otherwise you will receive an error message.

7. Click Save. You will now see the conference appear under 'Upcoming Meetings.'