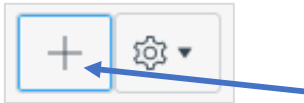**ZOOM**

Setting Up a Zoom Room in Canvas for Faculty

If you already have a pro-level Zoom account, skip to step 4.
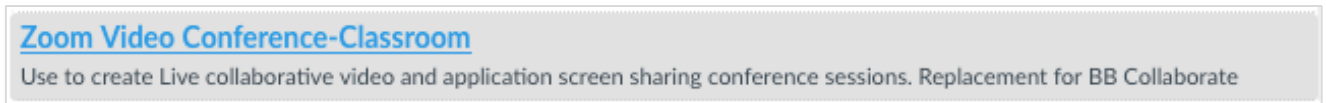
1. Log in (using your SSO ID and password) at https://umsystem.zoom.us. This will create your basic account.

2. Email the UMSL HelpDesk at: helpdesk@umsl.edu to get a pro-level Zoom account that enables recording to the Kaltura media platform.

3. Once you've received confirmation that you have a pro-level account, navigate to the course in Canvas that you want to add a Zoom web conference to.

4. Click on Modules on the course menu

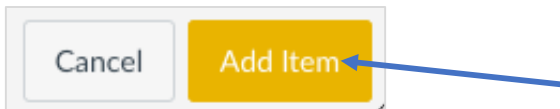5. Click the + button next to the name of the module where you want to add your Zoom room.

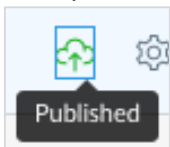6. Choose **External Tool** from the Add list.

7. Choose **Zoom Video Conference-Classroom** from the list of external tools.

   Zoom Video Conference-Classroom
   Use to create Live collaborative video and application screen sharing conference sessions. Replacement for BB Collaborate

8. Then, click the **Add Item** button to confirm your selection.

9. The link to your Zoom room will be added to the bottom of your Module. If you intend to use this room with students, you'll need to Publish the link in Canvas by clicking the cloud (publish) icon, pictured below.

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10. To enter the Zoom room, click the link you just added to the module.

    Note! If it's your first time using Zoom, you may need to download and install the Zoom app. To do so, click the "download & run Zoom" link on the page. After you've installed the app, you may need to refresh the page or re-click your module link to open the Zoom room.

    If nothing prompts from browser, download & run Zoom.

11. **Congratulations! You've added a Zoom room to your Canvas course.** Both you and your students can use this link to meet with each other. If you'd like to make separate Zoom rooms for different purposes, follow the instructions above to make another Zoom room or use the Zoom app to set up an independent meeting by clicking the **Host** button at: https://umsystem.zoom.us.