

Notes:

- You must have accounts for both Canvas and Zoom.
- For more information about using Zoom in Canvas, visit the [Zoom in Canvas](#) document.
- For help with Zoom, visit the [Zoom Help Center](#).
- [Using Zoom with Canvas](#)
 - [How do I add Zoom to a Canvas course?](#)
 - [How do I schedule a Zoom video meeting?](#)
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 - [How do I know if students have joined the meeting?](#)
 - [How do I mute and unmute all participants?](#)
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 - [How do I share my screen?](#)
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 - [Will I have access to my recordings forever?](#)

Using Zoom with Canvas

How do I add Zoom to a Canvas course?

You must add the Zoom integration to each Canvas course you want to use with Zoom.

Note: Contact your Canvas administrator if you have questions about adding Zoom to your course.

1. Log into your Zoom account.
2. In the same browser, log into your Canvas account.
3. In Canvas, open the course where you want to add Zoom.
4. In Course Navigation, click the **Settings** link.
5. Click the **Navigation** tab.
6. In the list of course navigation menu options, select the **Zoom** option.
7. Click the **Options** icon and select the **Enable** option.
8. Click the **Save** button. View the Zoom link in Course Navigation. **Note:** When accessing Zoom for the first time in the course navigation, you may need to click the **Authorize** button to proceed.

How do I schedule a Zoom video meeting?

You can schedule meetings from the [Zoom desktop client or mobile app](#), [Zoom web portal](#), or Zoom plugins for [Chrome](#), [Outlook](#), and [Firefox](#).

Once Zoom is added to a Canvas course, you can access Zoom from Course Navigation.

1. In Course Navigation, click the **Zoom** link.
2. Click the **Schedule a New Meeting** button. To learn more about scheduling meetings, visit the [Scheduling Meetings](#) guide in the Zoom Help Center.
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:** 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 invite others to join a meeting?

You can invite others to Zoom meetings via email, contacts, URL, a web portal invitation, or application invitation. In the Zoom Help Center, learn more about [inviting others to join a meeting](#).

How do I start a meeting?

As the meeting host, depending on how you create your meeting, you can [start the meeting](#) from the Zoom desktop client, Zoom mobile app, web browser, or room system.

Once Zoom 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 ID you want to begin and click the **Start** button.

How do I record a meeting?

You may be able to [record your Zoom meetings](#). In the Zoom Help Center, learn more about [cloud recordings](#) and [frequently asked questions about local and cloud recording](#).