

## Zoom Meetings

Moodlerooms has a built-in external tool activity for **Zoom**. The advantage is that you can set up a single meeting that you and students can access anytime you need it right from within your Moodlerooms course.


**Zoom Tutorials** to help you use Zoom with those tasks are available at [this link](https://support.zoom.us/hc/en-us/categories/201137166).  
(<https://support.zoom.us/hc/en-us/categories/201137166>)

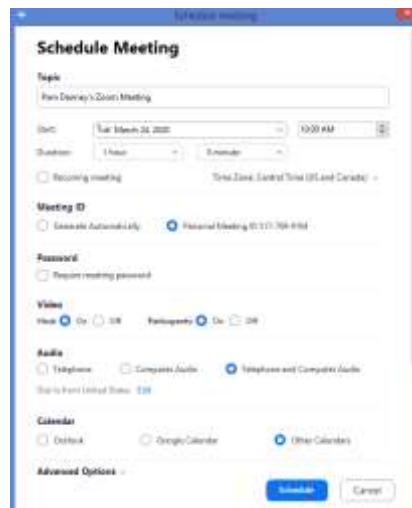
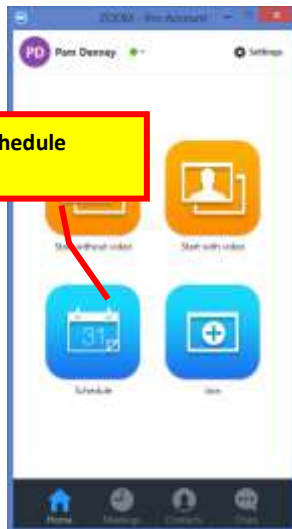
**The following pages explain how to set Zoom up in your online Moodlerooms courses.**

### Instructions

**Step 1:** If you have never set up Zoom before, request a Zoom account from Will Thompson. Once you email him with a request for a Zoom account, he will send you an email with instructions.

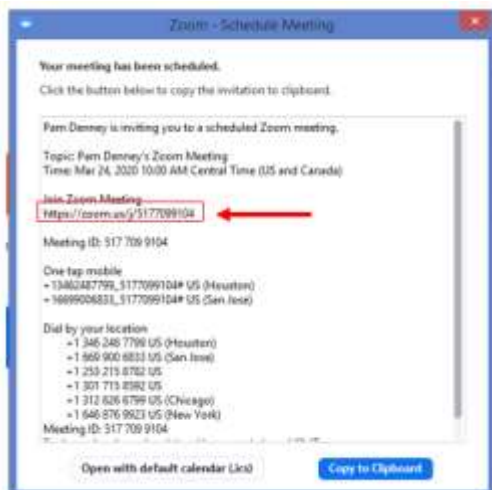
**Step 2:** Follow Will's instructions to create your account and set up the app for Zoom.

**Step 3:** Click on your Zoom shortcut  you created from Will's instructions and set up a meeting.



These examples are what are the default choices and are generally recommended when you plan to create a Zoom activity within Moodle.

**Note:** Even though you schedule it for a particular date/time, once you add it to your Moodle course, it can be used for any day/time you desire. You do not have to schedule a new meeting each time you want to use Zoom in your course.

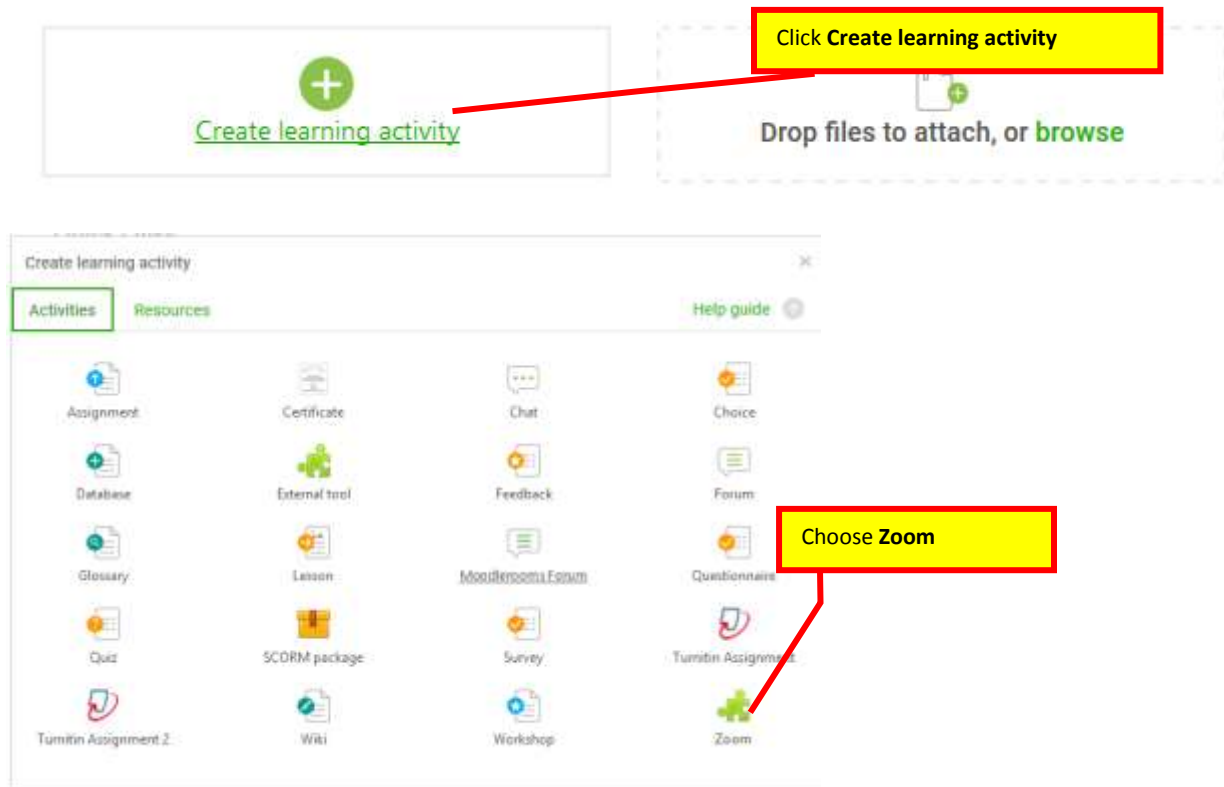


When this screen appears, drag across the URL address highlighted here and copy it. (You will be inserting that URL into Moodle when you create your Zoom activity in the following steps.)

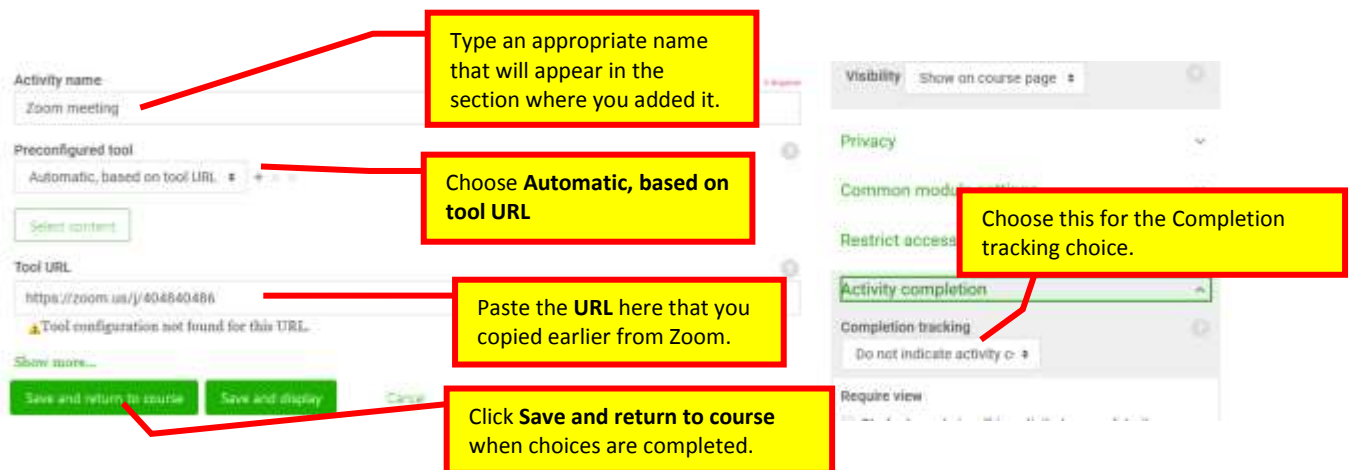
**Step 4:** Close the Zoom application and switch to your Moodle course.

**Step 5:** In your Moodle course, choose the appropriate section where you wish to insert a Zoom activity. One easy place to put it would be in the **Syllabus and Quick Links** section. (Once you are finished, you could even hide the activity from students until you needed to use it.)

**Step 6:** Add a Zoom activity to your Moodle course.



**Step 7:** Edit the settings for the Zoom activity.



**Step 8:** Start a Zoom meeting.

