Zoom has been integrated into D2L Brightspace to make it easier than ever to conduct live, virtual meetings with your class. This guide will demonstrate adding Zoom in your D2L class, scheduling a Zoom meeting, and starting or joining a meeting in Zoom. The final section will illustrate the interface of a Zoom meeting and the name and functions of each of the tabs.

**Adding Zoom in a D2L Class**

1. Click the **Content** tool, located on the **Navbar**.

   ![Figure 1 - Click Content from the Navbar](image)

2. Click the **Existing Activities** button (See Figure 2).

3. From the resulting dropdown menu, click **External Learning Tools** (See Figure 2).

   ![Figure 2 - Click Existing Activities and Click External Learning Tools](image)
4. The Add Activity popup window will open. Click **Zoom at KSU**.

![Figure 3 - Click Zoom at KSU](image1.png)

5. A link for **Zoom at KSU** will now appear in your list of contents. Click **Zoom at KSU** to launch.

![Figure 4 - Click Zoom at KSU](image2.png)
6. You will be asked to confirm that you want to launch Zoom. Click **Accept**.

   ![Figure 5 - Click Accept](image)

   **Note:** If you receive an error message, make sure you are logged out of any Google accounts.

   ![Figure 6 - Error Message](image)

7. You will be redirected to the Zoom menu within **D2L Brightspace**.

   ![Figure 7 - Zoom Menu in D2L Brightspace](image)
Scheduling a Zoom Meeting

1. To schedule a Zoom meeting, click the **Schedule a New Meeting** button.

![Figure 8 - Click Schedule a New Meeting](image)

2. You will be prompted to provide information about the meeting. Enter:
   a. **Topic**: The name of the meeting (See Figure 9).
   b. **Description**: Optional description of the meeting (See Figure 9).

![Figure 9 - Enter Topic Name and Description](image)

c. **When**: The date and time of the meeting (See Figure 10).

![Figure 10 - Enter Date, Time, Duration, & Time Zone](image)

d. **Duration**: The length of the meeting in hours and minutes (See Figure 10).

e. **Time Zone**: The primary time zone (See Figure 10).
f. **Recurring meeting**: Select to create multiple meetings at once
   
   i. **Recurrence**: How often the meeting should repeat, *Daily, Weekly, Monthly, or No fixed Time* (See Figure 11).
   
   ii. **Repeat every**: How many times the meeting occurs within the specified *Recurrence* frame (See Figure 11).
   
   iii. **Occurs on**: When the specified recurrence occurs (See Figure 11).

   **Note**: *Occurs on* may be a different value depending on the selected *Recurrence*.

   iv. **End date**: Whether the recurring meetings end by a certain date or after a certain number of occurrences (See Figure 11).

   ![Figure 11 - Enter Details for a Recurring Meeting](image1)

   g. **Registration**: Select the checkbox to have participants register after (See Figure 12).
   
   h. **Security**: Select the checkbox to create a passcode. Additionally, you may enable a waiting room for users (See Figure 12).
   
   i. **Waiting Room**: Only users admitted by host can join the meeting (See Figure 12).
   
   j. **Require Authentication**: Enabled by default by administrator; only authenticated users signed into a Zoom account may join the meeting (See Figure 12).
   
   k. **Video**: Select On or Off to enable or disable video for the host and participants (See Figure 12).
   
   l. **Audio**: Select whether users can use their telephones, computer audio, or both for sound (See Figure 12).

   ![Figure 12 - Enter Details for Registration, Security, Video, & Audio Settings](image2)
m. **Meeting Options:** Click inside the checkbox to enable the features below:
   i. Enable join before host (See Figure 13).
   ii. Enabled by the administrator by default; mute participants upon entry (See Figure 13).
   iii. Use Personal Meeting ID (See Figure 13).
   iv. Only authenticated users can join (See Figure 13).

n. **Alternative Hosts:** Add any alternative email addresses that have permission to join the meeting (See Figure 13).

![Figure 13 - Enter Meeting Options & Alternative Hosts](image)

3. When you are finished with the meeting settings, click **Save**.

![Figure 14 - Click Save](image)

4. Your meeting has been created. Once the meeting is saved, all settings will be displayed. To make any changes, click the **Edit this Meeting** button.

![Figure 15 - Click Edit this Meeting to Make Changes](image)
5. Under the *Time* heading, you will now see the option to add the meeting to a *Google Calendar*, *Outlook Calendar*, or *Yahoo Calendar* (See Figure 16).

6. A link will be displayed which can be copied and sent out (See Figure 16).

![Figure 16 - Add to Calendar & Copy Meeting Invite](image)

**Starting a Zoom Meeting**

Note: This guide was created using Firefox on a Mac.

1. To start a Zoom meeting from D2L, click the **Start** button.

![Figure 17 - Click Start](image)
2. If prompted, click **Open link**.

![Figure 18 - Click Open Link](image)

**Note:** You can bypass this message in future meetings by clicking in the checkbox to Remember my choice for zooming links.

### Joining a Zoom Meeting

Depending on your device, your browser settings, and whether you have Zoom Client downloaded, you will have different options when you start or join a Zoom meeting. In general, you will have three options described below.

- **Launch Meeting:** Click this option if you already have Zoom Client installed on your device (See Figure 19).
- **Download and run Zoom:** Click to download Zoom Client and then run the meeting (See Figure 19).
- **Join from your browser:** Join the meeting in your browser without downloading or using Zoom Client (See Figure 19).

![Figure 19 - Options for Joining a Zoom Meeting](image)
Zoom Meeting Interface

Once the Zoom meeting has opened in a new window, you will be able to explore the features of a Zoom session. **Note:** Some of these settings may be absent or different depending on individual settings, meeting permissions, and how a user joins the meeting (whether through the browser or the Zoom Client).

![Figure 20 - Zoom Meeting Interface](image)

a. **Audio/Microphone:** Click to see available options for the audio and microphone. The selected device will have a checkmark to the left of the name. If the icon has a strikethrough, no device is being accessed.

![Figure 21 - Audio and Microphone Tab Settings](image)
b. **Camera:** Click this tab to see available options for the camera. The selected device will have a checkmark to the left of the name. If the icon has a strikethrough, no device is being accessed.

![Camera Tab Settings](image)

**Figure 22 - Camera Tab Settings**

c. **Security:** Additional settings for participants. If there is a checkmark to the left of the setting, it is enabled. Click on the selection to enable or disable it.

![Security Tab Settings](image)

**Figure 23 - Security Tab Settings**

d. **Participants:** Clicking this tab will open a list of the participants.

![Participants Tab](image)

**Figure 24 - Participants Tab**
e. **Chat:** Click this tab to open the chat bar. Choose to chat with everyone or select an individual to chat with.

![Chat Tab](image)

**Figure 25 - Chat Tab**

f. **Share Screen:** Click this tab to open a new window prompting you to select a screen or program and then click Share.

![Share Screen Tab](image)

**Figure 26 - Share Screen Tab**

g. **Polling:** Click this tab to open a new window prompting you to *Add a Question*. When you are finished adding questions, click *Launch Poll*.

![Polling Tab](image)

**Figure 27 - Polling Tab**
h. **Record**: Click this tab to start, pause, or stop recording the meeting. You will be prompted to select whether to save the recording to your device or to the cloud.

![Record Tab](image)

Figure 28 - Record Tab

i. **Breakout Rooms**: Click this tab to begin breakout groups. A new menu will open prompting you to select whether the groups should be created manually or automatically and to enter the number of rooms and participants. When you are finished, click **Create Breakout Rooms**.

![Breakout Groups Settings Window](image)

Figure 29 - Breakout Groups Settings Window

j. **Reactions**: Click this tab to leave an emoji reaction.

![Reactions Tab](image)

Figure 30 - Reactions Tab

k. **End**: Click this tab to end the meeting. If you are the host, you will be prompted to confirm whether you want to **End Meeting for All** and stop the meeting or **Leave Meeting** and exit while meeting is still in progress.

![Leave or End Meeting Button](image)

Figure 31 - Leave or End Meeting Button