Creating Zoom Meetings in D2L

This tutorial describes how to create a Zoom meeting in D2L for your class meetings. You can create a individual Zoom meeting or recurring Zoom meeting in your D2L course.

Note: When you create new Zoom meetings, the settings will default to your global settings specified in the Zoom Web Portal. Therefore, we recommend updating your Global Setting before creating Zoom meetings (see the tutorial **Global Settings – Zoom Web Portal**).

For further information or assistance, please visit our Team Dynamix Support portal and select the appropriate Category to submit a ticket.

Steps for creating an "Individual" Zoom meeting

1. Access your course in D2L.

2. Navigate to **Zoom** within D2L, select the **Home** tab, and then select the **Schedule a New Meeting** button.
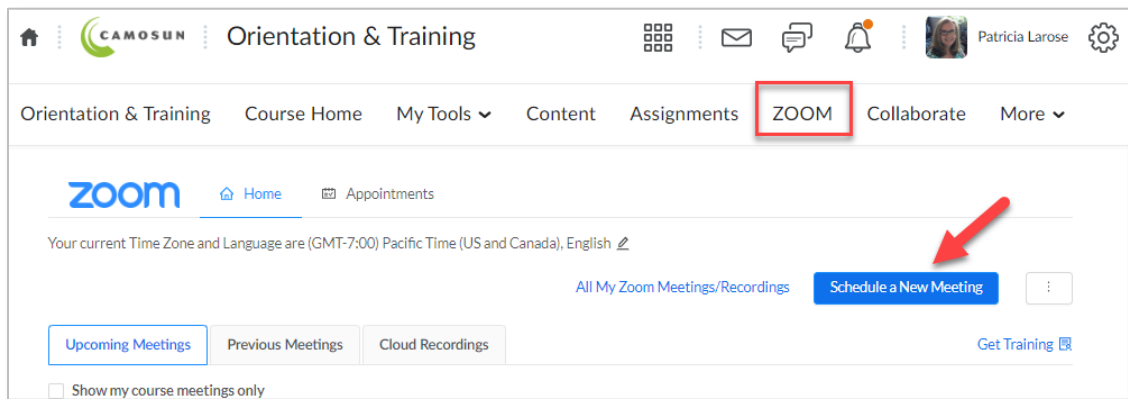
3. In the setup window, enter the following information using the text fields and drop-down menus:

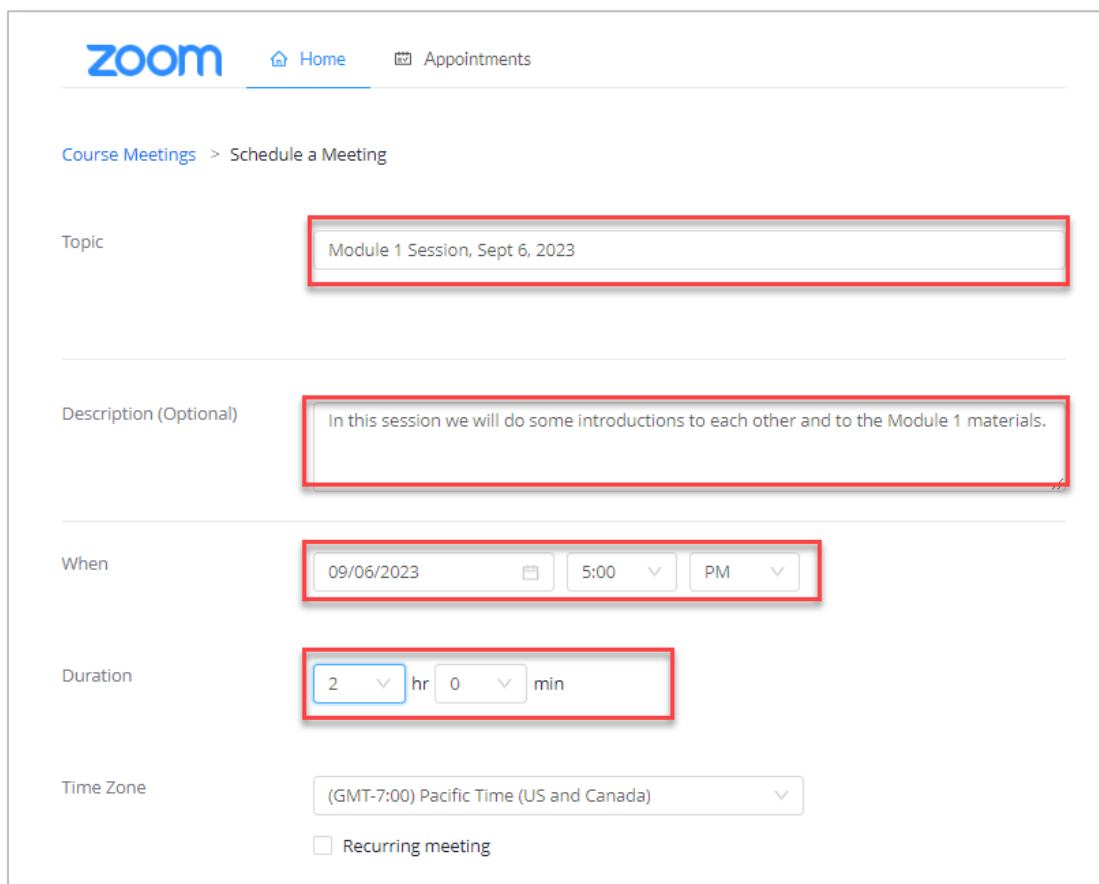**Topic**: Enter a title for the Zoom meeting. For example, "Module 1 Meeting, Sept 6, 2023"

Description: Optional – Include any relevant information for the meeting, such as readings or participation instructions.

When: Specify the **date** and **time** the meeting will start.

Duration: Indicate the meeting length.

Time Zone: Confirm the time zone is correct.

Note: Since we are creating a single meeting, leave the recurring meeting checkbox unselected.

4. Review the Security, Video, Audio and Meeting Options settings. These settings will match the ones you've configured in your global settings. You can customize any of these settings. We recommended the following settings:

Registration: Leave checkbox unselected

Security: Select the Passcode and Only authenticated users can join meeting checkboxes.

Video: Select Off for both host and participant.

Audio: Select the Telephone and Computer Audio radio button.

Meeting Options: Select the **Mute Participants upon entry** and **Allow screen sharing** checkboxes.

Alternative Hosts: Leave this text field blank.

5. Select the **Save** button.

6. Review the settings. Select the **Edit this Meeting** button at the bottom of the page if you need to make changes to the settings. To add this Zoom meeting to your Outlook Calendar, select the Outlook Calendar (.ics) link.

   NOTE: The calendar meeting includes a guest link for the Zoom meeting. Therefore, we recommend using this calendar meeting as a reminder but starting the meeting either from Zoom within D2L or through your Zoom Desktop App.
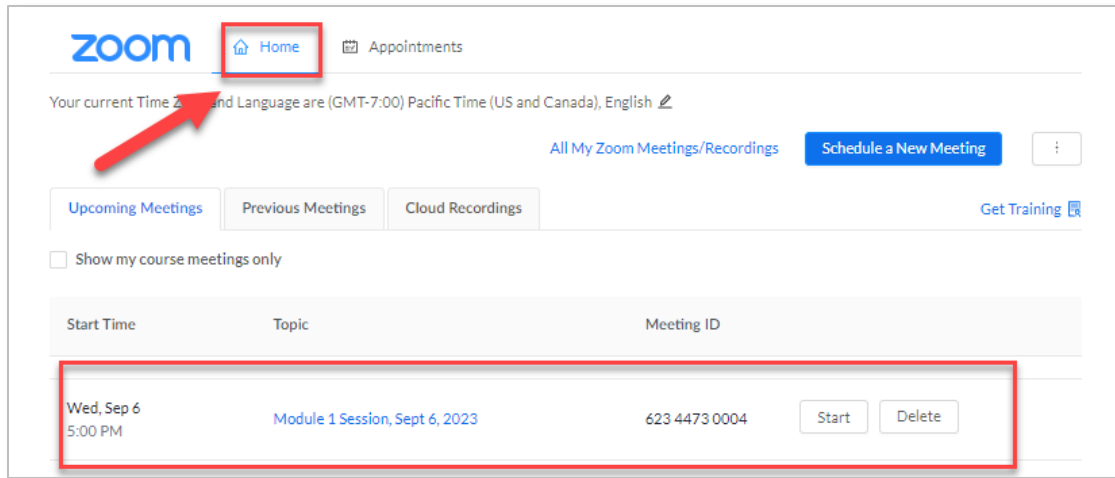
7. Select the **Home** link to return to the Zoom home page and view upcoming meetings, including the Zoom meeting you just created.

   Note: To edit a Zoom meeting from the Zoom home page, select the meeting title located in the topic column.

Steps for creating a "Recurring" Zoom meeting

1. Complete steps 1 through 4 above.

2. In the Time Zone section, select the **Recurring Meeting** checkbox.

3. You will now be able to set when the meeting recurs, when it repeats, on which day(s) it occurs, and the end date. In the example below, the Zoom meeting is set to recur every week on Monday and Wednesday until December 20, 2023.

4. Select the **Save** button.

5. Select the **Home** link to return to the Zoom home page and view upcoming meetings, including the recurring Zoom meeting you just created.

   Note: Select the delete button to delete either an individual meeting, or all meetings in the occurrence. To edit a Zoom meeting from this page, select the meeting title located in the topic column.

Things to Remember

- Zoom meetings you create will be visible for you in the D2L Zoom home page, D2L Calendar, Zoom Web Portal and Zoom Desktop App. However, for students, they will only be visible in the D2L Zoom home page and D2L calendar.

- Once you create your meetings, you can add links to specific Zoom meetings within the D2L Content or News tools (see the tutorial **Adding Zoom Meeting Link to Content Tool in D2L**).