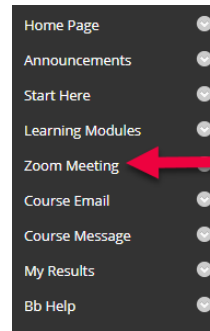


## Accessing Zoom in BlackBoard

- 1 Login to BlackBoard then open your Course.
- 2 Click **Zoom Meeting** from Left Navigation Menu.



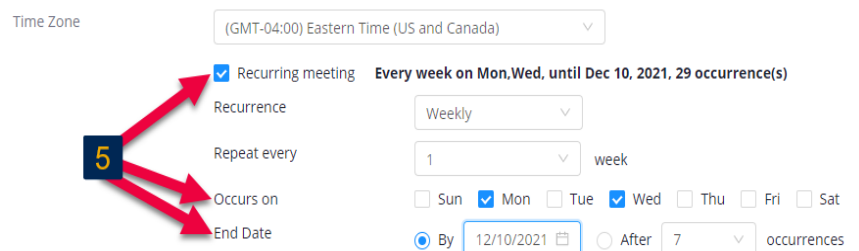
## Scheduling Zoom Meeting in BlackBoard

- 3 Click **Schedule a New Meeting** in the Upper Right Corner of the Zoom Page.

- 4 Set the date of your first class session and the duration of your class in the **When** and **Duration** columns.

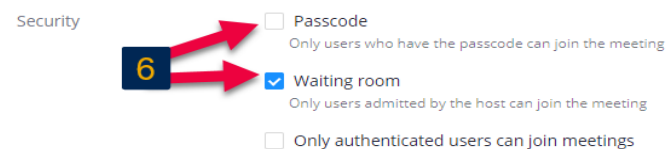


- 5 -Make sure your **Time Zone** is set to **Eastern**.  
 -Check the **Recurring Meeting** box.  
 -**Recurrence** box is set to **Weekly**.  
 -Check the days your class meets in **Occurs On**.  
 -Set **End Date** to the last day of the semester.

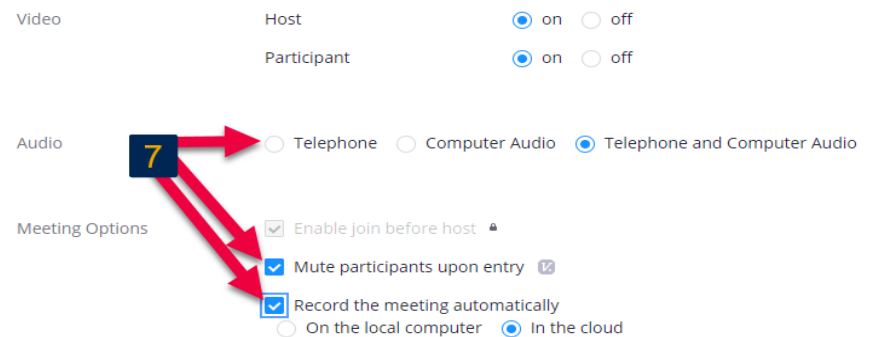


**\*\*Note: In this example this class meets on Monday and Wednesday from 1pm until 2:45pm**

- 6 Uncheck **Passcode**, Check **Waiting Room**.



- 7 -Change **Audio** to **Telephone and Computer Audio**.  
 -Enable **Mute participants Upon Entry** and **Record the Meeting Automatically In the Cloud**.



**\*\*Note: These are only suggested meeting settings**

- 8 Click **Save** at the bottom of the screen