



# Zoom / Canvas Integration

Setting up Instructors' Zoom Accounts for Canvas



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## Do you already have a Zoom account?

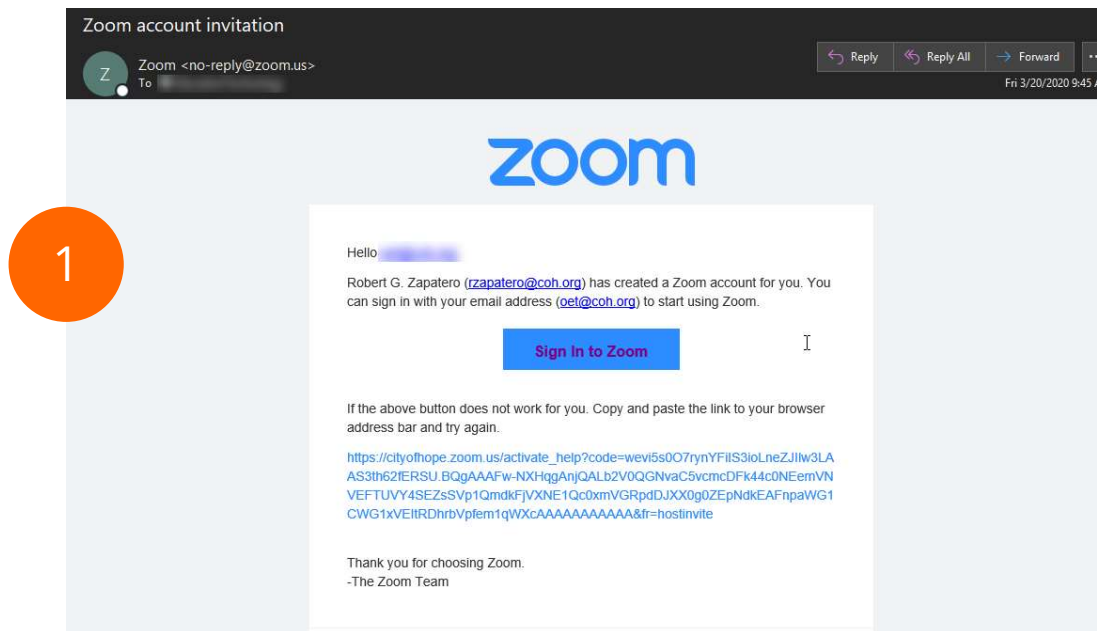
Existing users will not receive an email for activating an account, and should log in directly to Zoom to verify their account type. Zoom does not integrate with COH's single-sign-on. Your Zoom account credentials are unique to Zoom, and you may need to utilize the *Forgot Password* process to reset your credentials. Once you can log in to Zoom, verify the user type, and **continue to step six** of this guide, "Verify your Zoom account works in Canvas."

<https://zoom.us/>

# New user to Zoom: Step 1

New users to Zoom will receive an account invitation for Zoom. Following the directions in the email is an essential step to activating your account before using Zoom within Canvas.

The email **(1)** for new users provides a button and a link to Sign In to Zoom for the first time. Choose either option to move to your browser and continue your account activation.



# New user to Zoom: Step 2

The screen that should appear next in the browser is shown below. (2)  
The integration within Canvas depends on the registered email, and we recommend continuing by clicking on the **Sign Up with a Password** link.

zoom 1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING

2

Activate your Zoom Account  
Choose the following sign in methods, and use your email address oet@coh.org to continue

Sign In With Google

Sign In With Facebook

Or

Sign Up with a Password

About  
Zoom Blog  
Customers  
Our Team  
Why Zoom  
Features  
Careers  
Integrations & Partners  
Resources  
Press

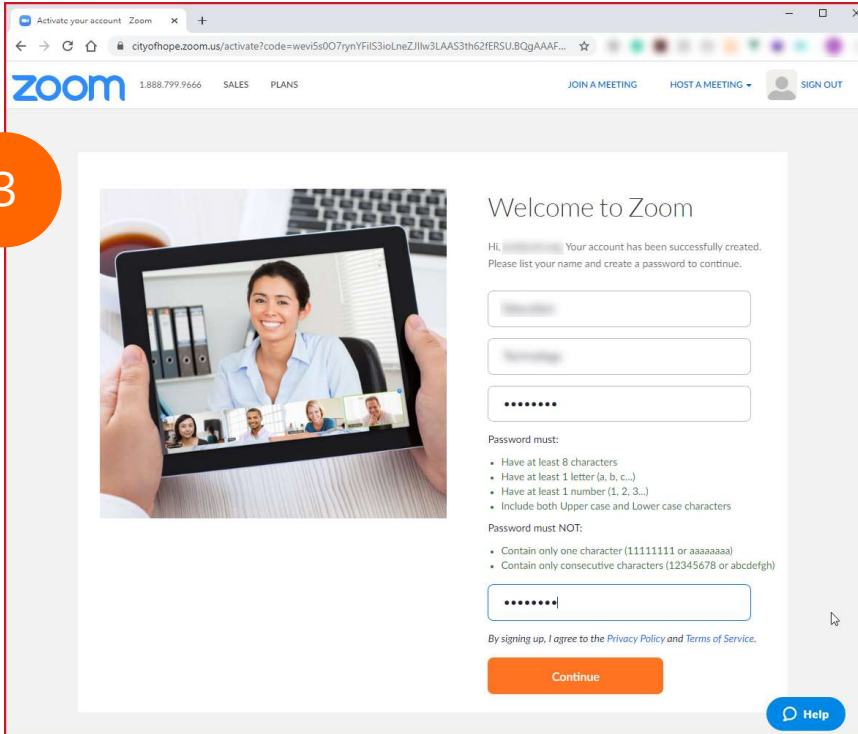
Download  
Meetings Client  
Zoom Rooms Client  
Zoom Rooms Controller  
Browser Extension  
Outlook Plug-in  
iPhone/iPad App  
Android App

Sales  
1.888.799.9666  
Contact Sales  
Plans & Pricing  
Request a Demo  
Webinars and Events

Support  
Account  
Support Center  
Live Training  
Feedback  
Contact Us  
Test Zoom

## New user to Zoom: Step 3

**(3)** Next, this is where you set up your name and password using the email registered by ITS, and continue. This account does not utilize SSO, nor does it synchronize with your COH credentials. It is your Zoom account to manage. Provide a password per the site requirements and keep it in a safe place to not forget.



3

Activate your account Zoom

cityofhope.zoom.us/activate?code=wevi5s007rynYfIIS3ioLneZlllw3LAAS3th62fERSU.BQgAAAF...

zoom 1.888.799.9666 SALES PLANS JOIN A MEETING HOST A MEETING SIGN OUT

Welcome to Zoom

Hi, [redacted] Your account has been successfully created.  
Please list your name and create a password to continue.

[Name field]

[Name field]

[Password field]

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

[Password field]

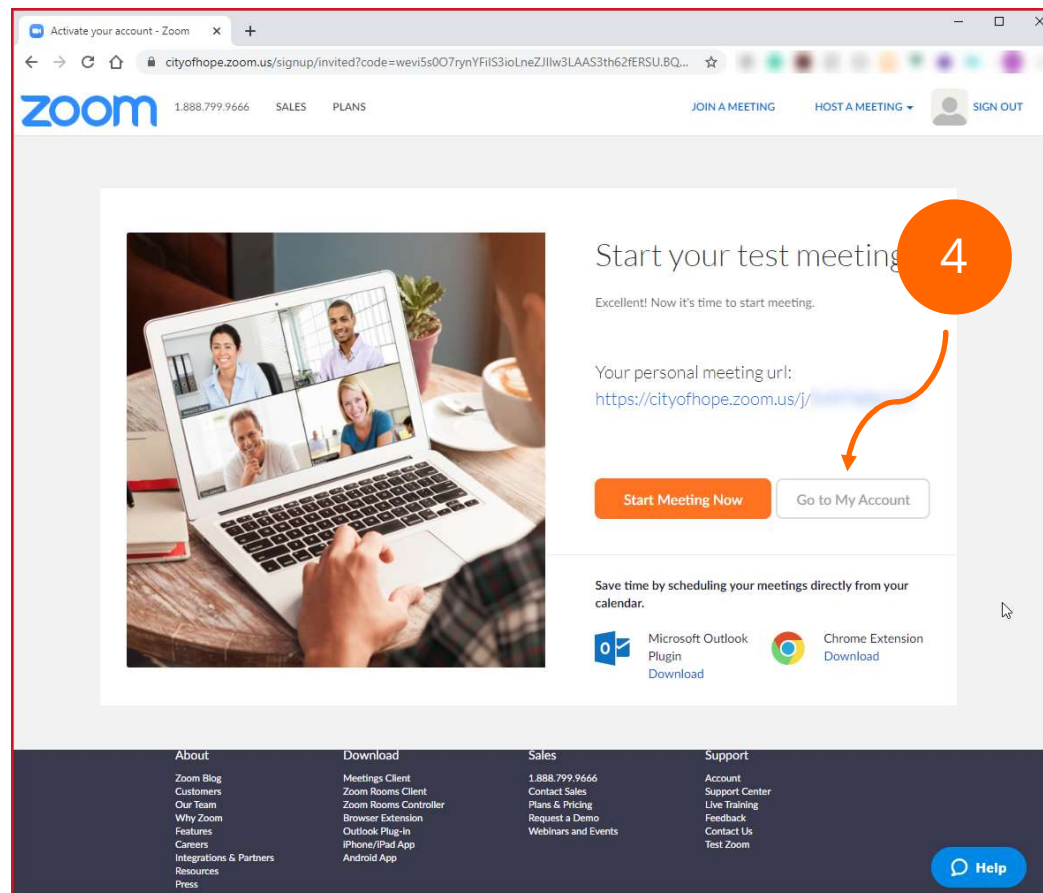
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Help

# New user to Zoom: Step 5

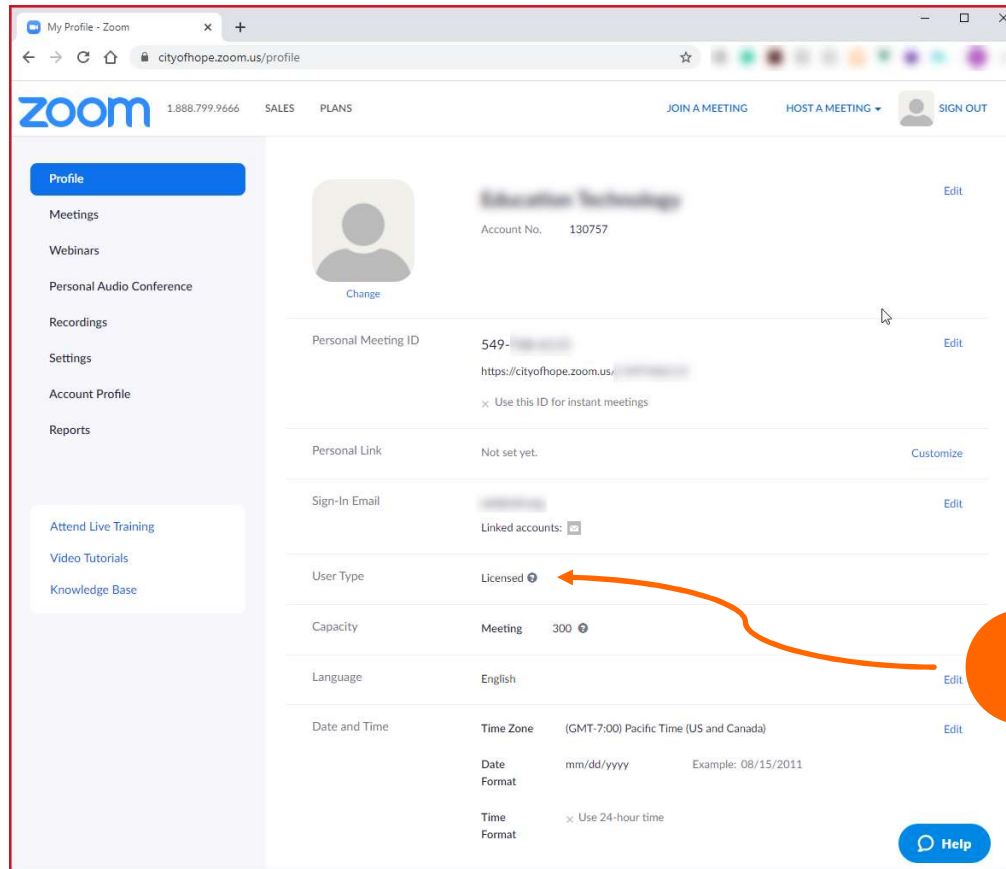
After creating your account, the next screen confirms your activation and should look like the page below. (4) Click on “Go To My Account” to verify the next step.



The screenshot displays the Zoom 'Activate your account' page. The browser address bar shows the URL: [cityofhope.zoom.us/signup/invited?code=wevi5s0O7ymYFIIS3ioLneZJllw3LAAS3th6zFERSU.BQ...](https://cityofhope.zoom.us/signup/invited?code=wevi5s0O7ymYFIIS3ioLneZJllw3LAAS3th6zFERSU.BQ...). The Zoom logo and navigation links (1.888.799.9666, SALES, PLANS, JOIN A MEETING, HOST A MEETING, SIGN OUT) are visible at the top. The main content area features a video call thumbnail on the left and a confirmation message on the right. The message reads: 'Start your test meeting', 'Excellent! Now it's time to start meeting.', and 'Your personal meeting url: <https://cityofhope.zoom.us/j/>'. Below the message are two buttons: 'Start Meeting Now' and 'Go To My Account'. An orange circle with the number '4' and an arrow points to the 'Go To My Account' button. At the bottom, there are links for 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download'. The footer contains various links categorized under 'About', 'Download', 'Sales', and 'Support'.

# New user to Zoom: Step 5

Here is the page (5) you can further operate in Zoom. Take note of the user type you have. If you have a “Licensed” user type, it means you are fully licensed to utilize the account as an instructor in Canvas.



The screenshot displays the Zoom 'My Profile' page. The browser address bar shows 'cityofhope.zoom.us/profile'. The page features a navigation menu on the left with options like Profile, Meetings, Webinars, and Settings. The main content area shows account information for 'Education Technology' with an account number of 130757. Key details include a Personal Meeting ID of 549-..., a Personal Link, a Sign-In Email, and a User Type of 'Licensed'. An orange arrow points from a large orange circle containing the number '5' to the 'Licensed' user type. Other details include a Meeting Capacity of 300 and a Time Zone of (GMT-7:00) Pacific Time (US and Canada). A 'Help' button is visible in the bottom right corner.

Field	Value	Action
Profile	Education Technology	Edit
Account No.	130757	
Personal Meeting ID	549-...	Edit
Personal Link	Not set yet.	Customize
Sign-In Email	...	Edit
User Type	Licensed	
Capacity	Meeting 300	
Language	English	Edit
Date and Time	Time Zone: (GMT-7:00) Pacific Time (US and Canada)	Edit
	Date Format: mm/dd/yyyy Example: 08/15/2011	
	Time Format: Use 24-hour time	

# Verify your Zoom account works in Canvas: Step 6

Go to Canvas and choose your sandbox course (if you have one) or any other course you would like to manage as an instructor for distance learning using a Zoom meeting.

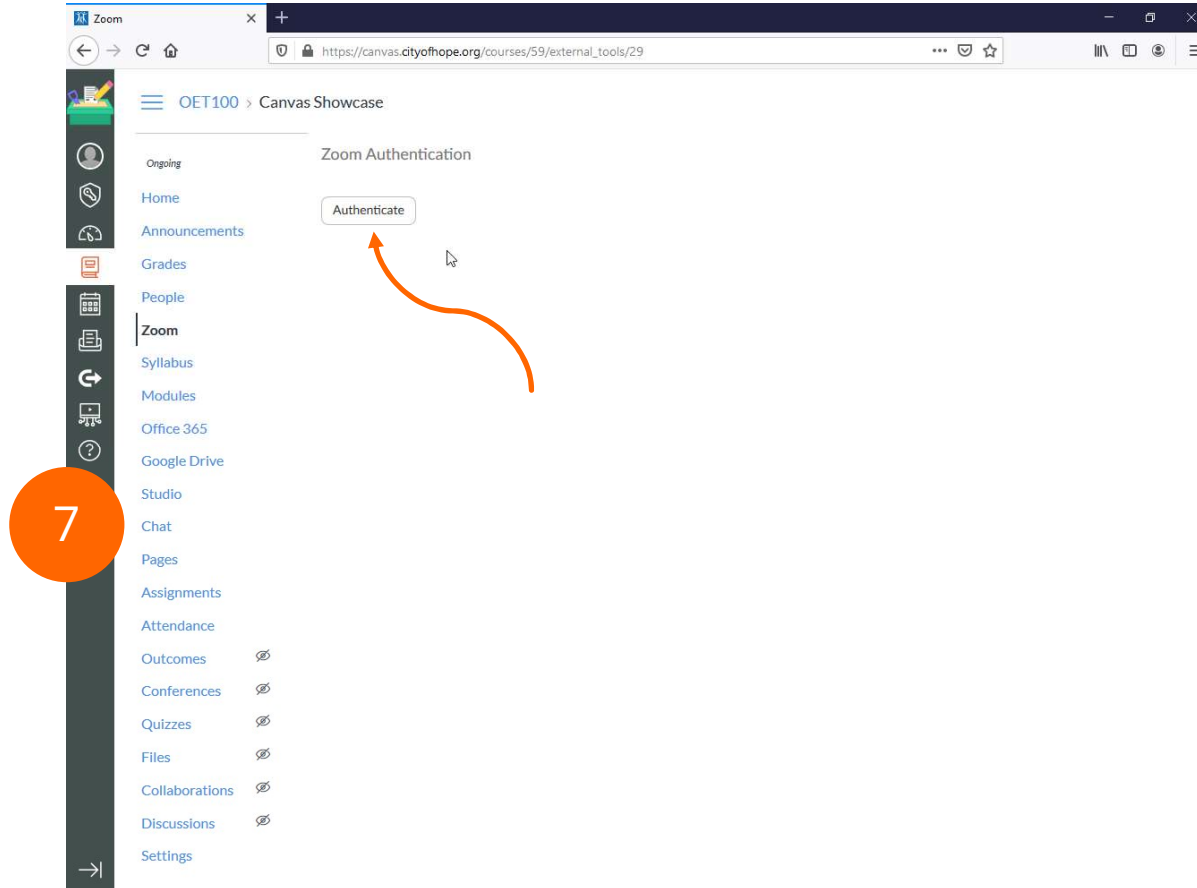
The Zoom link (6) is available in the Course navigation. If it is missing, check the course Settings and enable it, and **click on the Zoom** link.

The screenshot displays the Canvas LMS interface for a course titled "OET100". The browser address bar shows the URL "https://canvas.cityofhope.org/courses/59". A large orange circle with the number "6" is overlaid on the browser window. In the left-hand navigation menu, the "Zoom" link is highlighted with an orange arrow. The main content area shows course items like "Simon Sinek Essay", "Wellness Assignment", and "Nobel Peace Prize Assignment". A right-hand sidebar contains options like "Import from Commons", "Choose Home Page", and "View Course Stream".



# Verify your Zoom account works in Canvas: Step 7

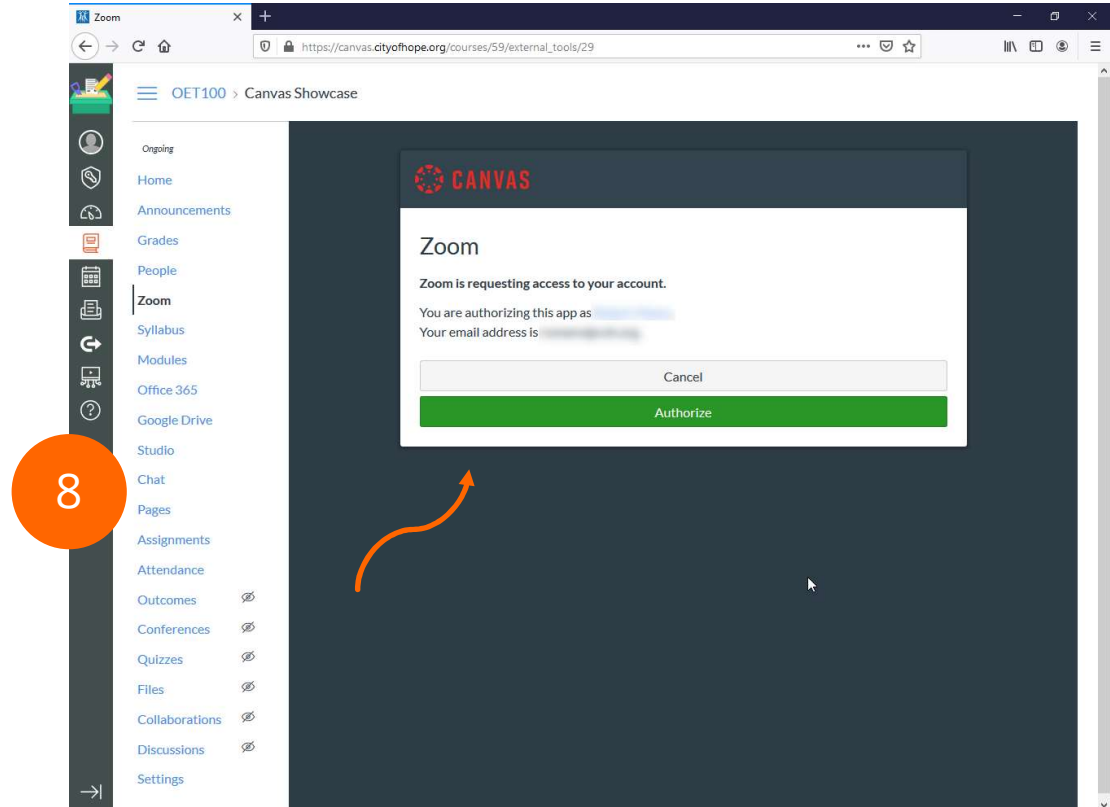
This screen (7) will appear when using Zoom within Canvas for the first time, and also in cases where you have not used Zoom in a while. Click on the **Authenticate** button.



## Verify your Zoom account works in Canvas: Step 8

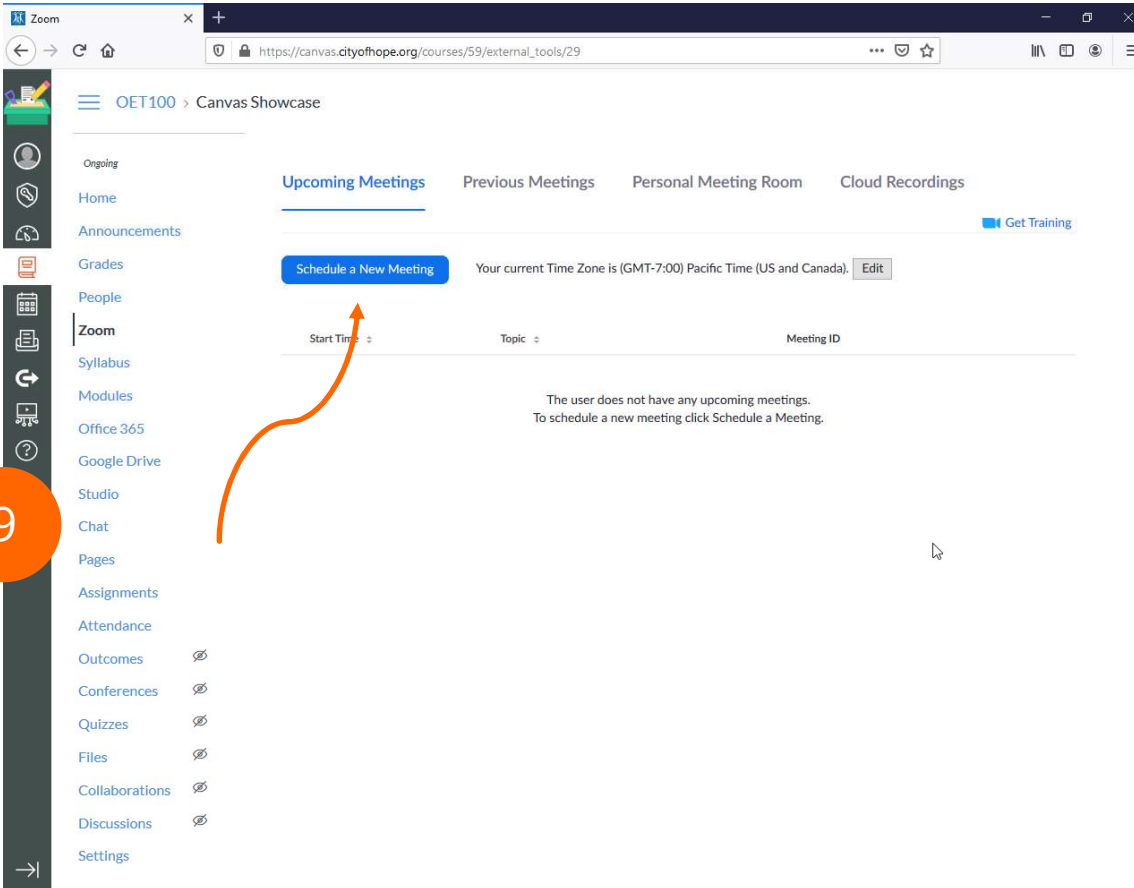
Here **(8)**, Canvas is continuing the authentication process, where it's asking you to authorize the linking of your Canvas and Zoom accounts. If you click on cancel, you won't be able to proceed with scheduling Zoom meetings for Canvas.

Move ahead by clicking on the **Authorize** button.



# Verify your Zoom account works in Canvas: Step 9

This screen indicates (9) that your Zoom account is linked where you can manage many of the Zoom features and settings within Canvas. Proceed to schedule a new meeting.



The screenshot shows the Zoom interface within a Canvas course page. The browser address bar displays the URL: [https://canvas.cityofhope.org/courses/59/external\\_tools/29](https://canvas.cityofhope.org/courses/59/external_tools/29). The page title is "OET100 > Canvas Showcase". The left sidebar contains various navigation options, with "Zoom" highlighted. A red circle with the number "9" is overlaid on the sidebar, and an orange arrow points from it to the "Schedule a New Meeting" button in the "Upcoming Meetings" section. The "Upcoming Meetings" section shows a table with columns for "Start Time", "Topic", and "Meeting ID". Below the table, a message states: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting." The "Schedule a New Meeting" button is highlighted in blue.

# Schedule a Zoom meeting within Canvas: Step 10

In this example, the topic is for a Lecture for Analyzing Data. The description is optional. Next are the date and time, and duration.

The remaining options are set as default or to your preference.

Click on **save**.

10

OET100 > Canvas Showcase

My Meetings > Schedule a Meeting

**Schedule a Meeting**

Topic:

Description (Optional):

When:

Duration:  hr  min

Time Zone:

Recurring meeting

Registration:  Required

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Telephone and Computer Audio  
 3rd Party Audio  
Dial from United States of America [Edit](#)

Meeting Options:  Require meeting password   
 Enable join before host  
 Mute participants upon entry [🔇](#)  
 Personal Meeting ID 686-111-1265  
 Enable waiting room  
 Record the meeting automatically on the local computer

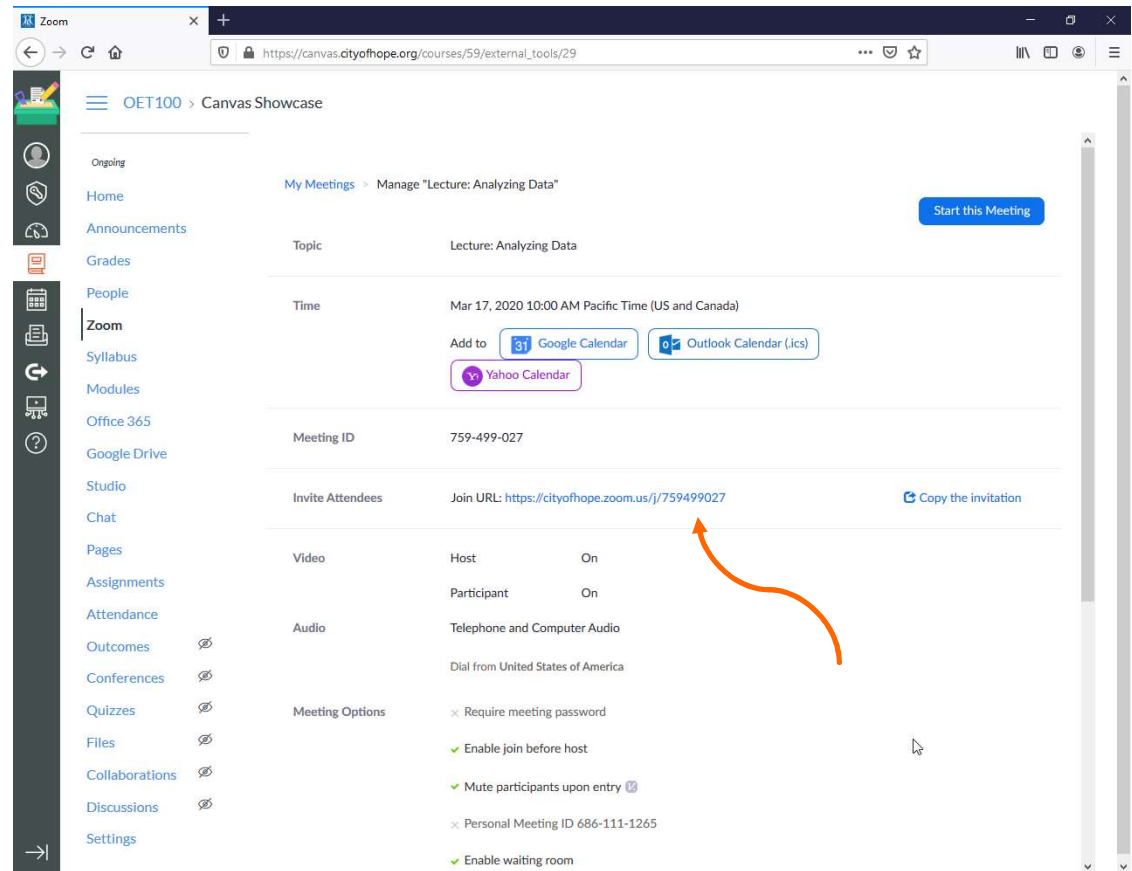
Alternative Hosts:

# Schedule a Zoom meeting within Canvas

From this point, your meeting has been scheduled, and a unique URL is provided.

Using the Canvas/Zoom integration, the links and references of the meeting are added to the following areas :

- Course calendar
- Students' To-dos
- Email notifications to students (based on their Canvas communication preferences)
- Addendum to the syllabus



The screenshot shows the Zoom meeting management interface within Canvas. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options such as Home, Announcements, Grades, People, Zoom, Syllabus, Modules, Office 365, Google Drive, Studio, Chat, Pages, Assignments, Attendance, Outcomes, Conferences, Quizzes, Files, Collaborations, Discussions, and Settings. The main content area displays the meeting details for "Lecture: Analyzing Data". The meeting is scheduled for Mar 17, 2020 at 10:00 AM Pacific Time (US and Canada). The meeting ID is 759-499-027. The "Invite Attendees" section shows the Join URL: <https://cityofhope.zoom.us/j/759499027>. An orange arrow points to the Join URL. The "Meeting Options" section shows the following settings: "Require meeting password" (disabled), "Enable join before host" (checked), "Mute participants upon entry" (checked), "Personal Meeting ID 686-111-1265" (disabled), and "Enable waiting room" (checked).

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# Promoting your meetings in other ways

Additional methods of promoting your meeting can be done manually by copying and pasting the Zoom meeting URL in these other areas of Canvas:

- Course announcements
- Assignments to specific students or student groups
- Discussions
- Course content pages