Using Your Yale Zoom Account Within Canvas

NOTE: If you haven’t previously logged in to your Yale Zoom account, please visit https://yale.zoom.us/ first before continuing. Then click on Sign In to enable your account.

1. Open Canvas and choose course you wish to use Zoom.
2. Click “Zoom” from navigation panel on left.

3. You may be prompted to allow Canvas to access your “Yale Zoom” account. Click “yes” or “agree”.
   a. If you haven’t previously logged in to your Yale Zoom account, please visit https://yale.zoom.us/ first before continuing.

4. Once you have successfully entered the Zoom page in Canvas, you can schedule your new meeting. This new meeting will automatically include all enrolled students in the course.
5. Fill out the Zoom form to include the following circled items. Then click “Save”.

This is where you will pick the faculty member for the course.

In this example, Dan Griffin is the faculty member for this course. Please reach out to YLS IT if your faculty member is not visible to you here.
6. Zoom will then display a confirmation page with your meeting ID. There is no need to send the invitation to anyone, as all instructors, faculty assistants, and students will see this meeting when they log into the Canvas course and navigate to Zoom.
7. Click on “Zoom” in the navigation panel on the left to display all of your scheduled meetings for this course.

8. You can choose to start your class meeting from this screen. Students will see “Join” instead of “Start” and “Delete” when they log into Canvas and navigate to Zoom.
9. Once you click “Start” it will open Zoom on your computer and you will be in the meeting.