

# Scheduling a Zoom Meeting from within Canvas

## Scheduling a Zoom Meeting from within Canvas

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### Overview

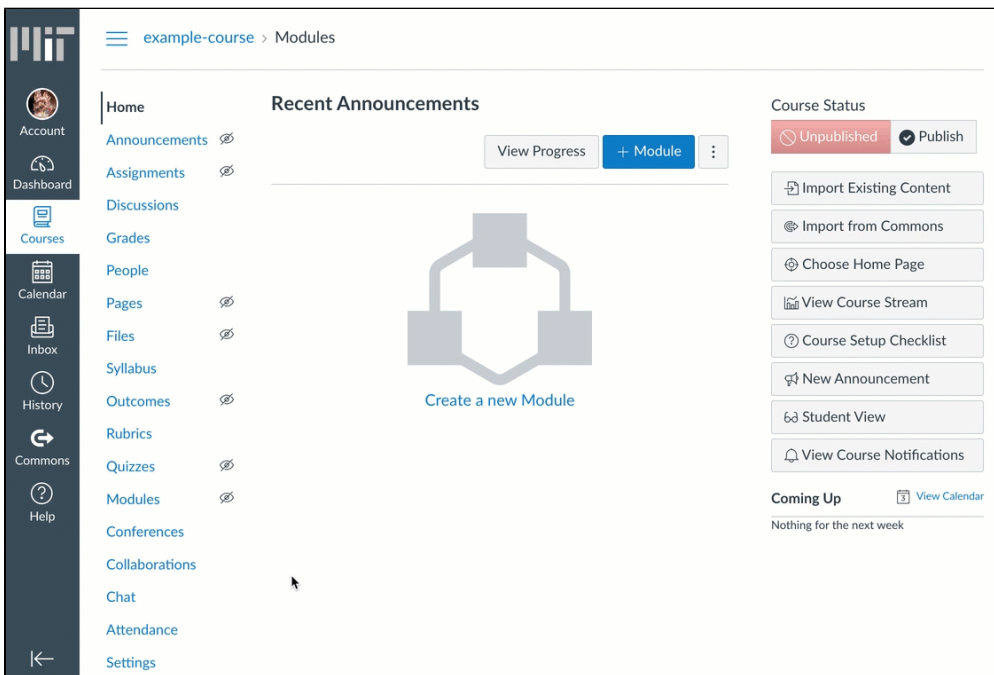
Creating Zoom meetings from within Canvas has some major advantages.

- Your entire class list is automatically invited to the meeting.
- Your meeting is automatically added to the Canvas class calendar.

### Unhiding Zoom

By default, Zoom is "hidden" in the navigation column of your course. Before you can start using it, you'll need to unhide it in your settings.

1. Login to <https://canvas.mit.edu>.
2. Navigate to your class.
3. Click **Settings** in the navigation pane on the left of the page
4. Click the **Navigation tab** at the top of the page
5. In the list of hidden items at the bottom of the page, find Zoom and click the options icon (...) and select **Enable**, or drag the item into the course navigation list above.



6. Click **Save** at the bottom of the page.  
*Result:* A link to Zoom will now be visible in the navigation pane to the left of the page and will appear in the toolbar of the rich text editor.

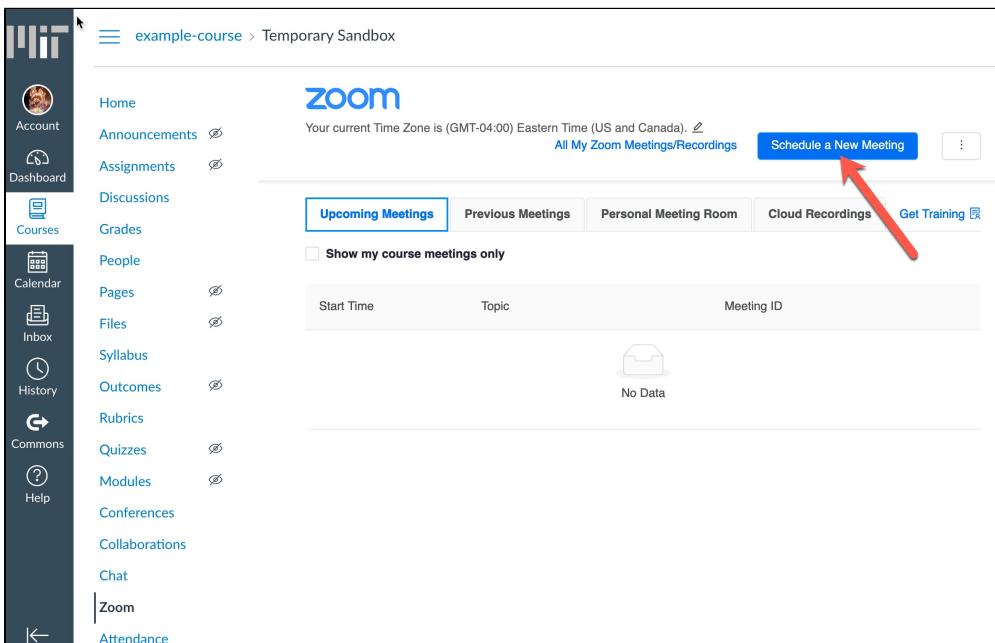
### Creating a Meeting

1. Login to <https://canvas.mit.edu>.
2. Navigate to your course.
3. Click on **Zoom** in the navigation tab.



You may need to authorize the app the first time you use Zoom from within Canvas.

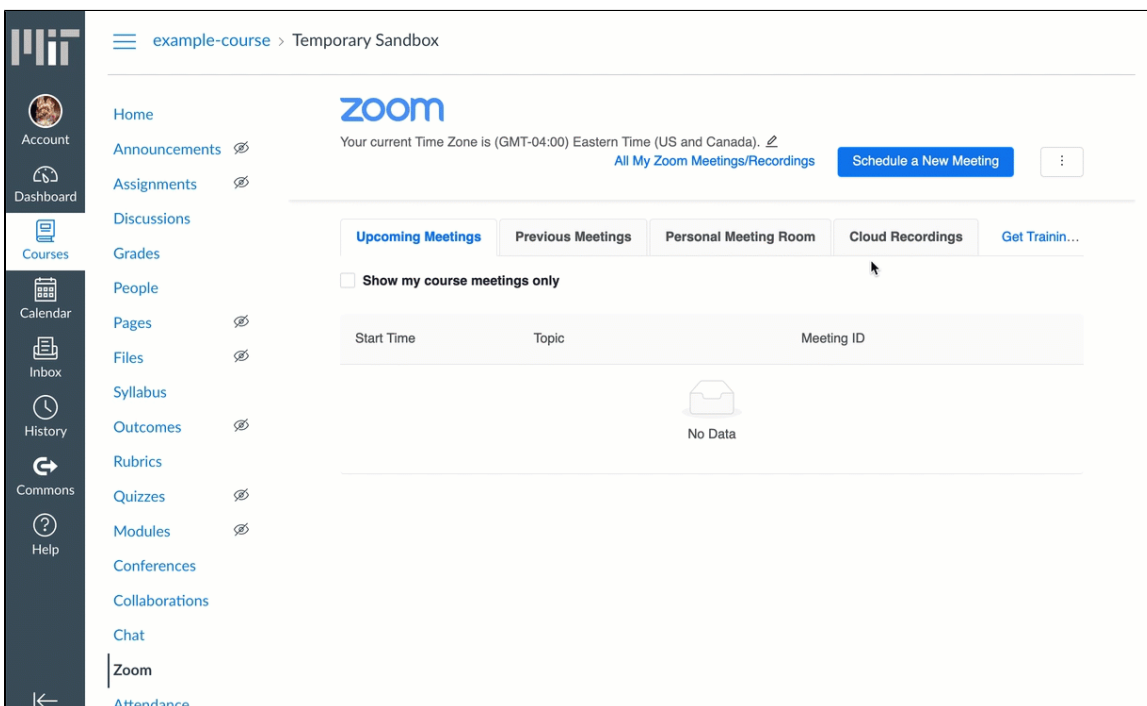
**Result:** The Zoom screen opens.



4. Click **Schedule a New Meeting**
5. Enter your meeting settings. You do not need to list attendees. All the members of your class, instructors, and TAs will be automatically invited to the meeting.



Remember, your meeting must use at least one of the waiting room feature or a passcode. This is for the security of your meeting and to **reduce disruptive behavior in Zoom**.



6. Click **Save**.  
**Result:** Your meeting will be scheduled and all the members of your class list invited. It will automatically appear in the course's calendar.
7. When it's time to start the meeting, simply return to the zoom screen in Canvas and click the **Start** button.  
**Result:** Zoom opens and your meeting begins.

## See Also

- Canvas's [Zoom with Canvas FAQ](#)
- Zoom's [Best Practices for Securing Your Virtual Classroom](#)
- [Limiting Access and Reducing Disruptive Behavior in Zoom](#)
- [Zoom Landing Page](#)
- [MIT Canvas Landing Page](#)