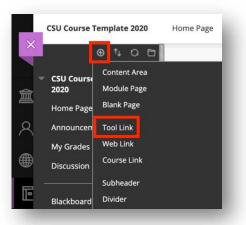
How to add Zoom to your Course Menu

- 1. Log into Blackboard and click on Courses. Click on the name of the course you would like to add Zoom to your course menu.
- 2. Click on the New Item button at the top of the Course Menu (circle with a plus symbol



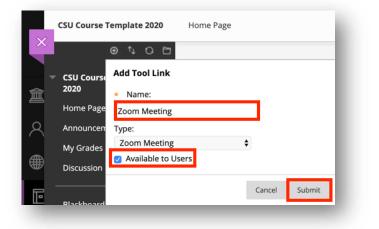
3. Select **Tool Link** from the drop down menu.



4. Click the arrow next to the text entry box for **Type** and select **Zoom Meeting**.

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5. Type the name **Zoom Meeting** in the **Name** text entry box. Check the box to make it **Available to Users**. Click **Submit**.



6. Hover to the left of **Zoom Meeting** on your course menu until you see the up/down line with arrows to drag. Your cursor will turn to a cross with arrows. Click and drag it to where you want it to be on your course menu.

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