1. **BEGIN** by opening a Firefox Browser 🌟

2. Sign in to Blackboard at: [https://blackboard.liu.edu/](https://blackboard.liu.edu/)

3. Open the course where you would like to add Zoom.

4. Hover over the “+” icon on the upper left corner of your course.

5. **Select “Tool Link” from the drop-down options.**

6. **Name:** Enter the title you would like displayed for the Zoom link in your course navigation.

```
Add Tool Link

* Name: [Online Meetings]

Type: [Announcements]

Available to Users

Cancel  Submit
```
7. **Type**: Select the “Zoom Meeting” option.

8. **Available to users**: Check this option to enable students to view this option.

9. Click **Submit**.
10. In your Blackboard Course Navigation, click on the link you created.

11. You are now logged into your Zoom Meetings from Blackboard.

12. From your Zoom Browser within Blackboard, you can:
   - View Upcoming Meetings
   - View Previous Meetings
   - Schedule Meetings
   - Start Meetings

For More Information, Visit it.liu.edu/zoom