



Zoom is SOU's collaborative web conferencing service. With Zoom, you can participate in a virtual meeting with up to 25 people. Zoom can be used for online gatherings such as class meetings, office hours, and study sessions.

Everyone with an SOU computing account can create a Zoom host account. Anyone with an Internet connection can join a Zoom meeting, but only a host can start or schedule a meeting.

Before adding a Zoom link to your Moodle site, read [these instructions](#) and activate your Zoom account.

Once your account is activated, open your Moodle course site and turn editing on.

In the section where you want to add a link to a Zoom meeting:

1. Click on **Add an activity or resource**.
2. Choose **External tool** from the activities list and click on **Add**.

Then follow the steps shown in the example below:

1. Enter a title for the Zoom session in the **Activity name** field. In the **Activity description** field, provide information about the session and how to join it.
2. In the **External tool type** field, use the pull-down menu to select **Zoom**.
3. Click on **Show more...** to display additional options.
4. In the **Custom parameters** field, you need to enter your email address to tie the session to your personal Zoom account. Type in **email=** followed by your SOU email address. Make sure you don't include any spaces.
5. Leave the **Privacy settings** set to the defaults and set up the remaining options as desired. Note that external tool links are set up with points attached by default, so be sure to set the **Grade** option to no points if you will not be assigning a score for participation in the meeting.
6. Click on **Save changes** or **Save and display** to create the Zoom link.
7. When you open the link, a **Launch Application** dialogue box will appear. Check the box labeled **Remember my choice for zoommtg links**, then click on **OK**. Zoom will launch and students will be able to join your meeting.

