Add Zoom to your Blackboard Course

1. First, activate your UAlbany Zoom account
   a. Go to http://albany.zoom.us
   b. Click Sign In; this will bring the UAlbany single sign-on page
   c. Sign In with your NetID and Password

2. Log in to Blackboard at https://blackboard.albany.edu

Add Zoom Tool to Course Menu
1. In your course, click the plus sign at top left of the Course Menu to add a Menu Item
2. Choose Tool Link
3. Enter the display name such as “Zoom Meetings”
4. Select Zoom from the dropdown menu
5. Make Available to Users
6. Click Submit
7. Click the Zoom link to view/schedule meetings/recordings.
Add Zoom Tool to a Content Area

1. In the Content Area, click the **Tools menu** on the horizontal Content Area menu

2. **Click More Tools** and Select **Zoom**

3. Enter the **display name** such as “Zoom Meetings”

4. **Click Submit**

5. **Click the Zoom link** to view/schedule meetings/recordings.