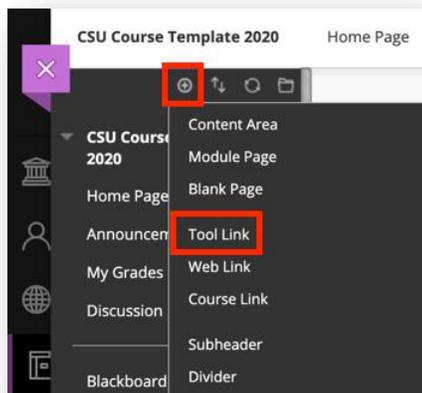
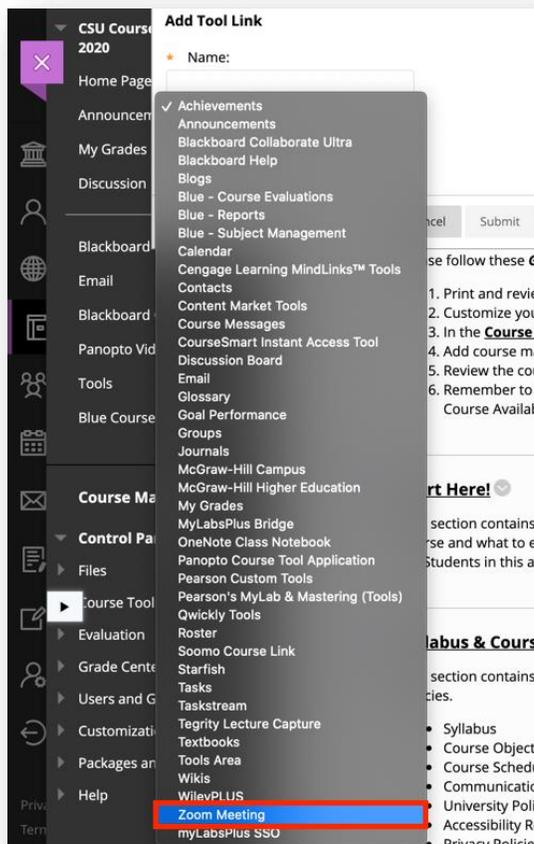


How to add Zoom to your Course Menu

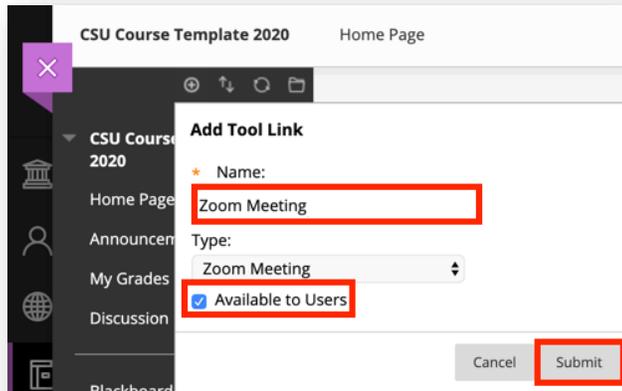
1. Log into Blackboard and click on Courses. Click on the name of the course you would like to add Zoom to your course menu.
2. Click on the **New Item** button at the top of the Course Menu (circle with a plus symbol inside). 
3. Select **Tool Link** from the drop down menu.



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



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.

