

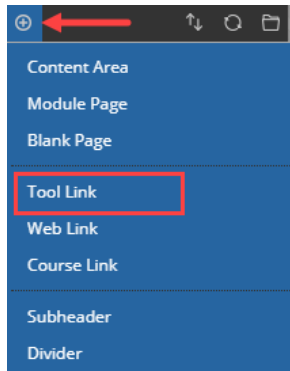
# ZOOM: ADD TOOL LINK IN ULEARN

Instructors need to add a tool link to Zoom in their ulearn courses in order to create class meetings. A new tool link will need to be created in each course.

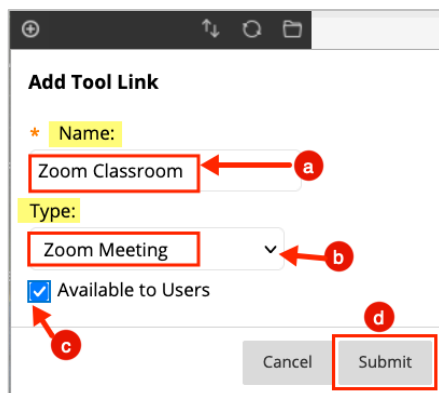
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## Instructions

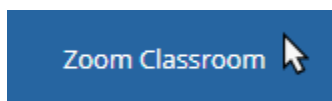
1. In the course left menu, click the + icon and select **Tool Link**.



2. To successfully add the tool link to Zoom complete the following steps in order:
  - a) Provide a **name** in the text box (i.e., “Zoom Classroom”).
  - b) From the **type** menu click on the **down arrow** icon and select **Zoom Meeting** (it’s all the way at the bottom of the list).
  - c) **Check the box** Available to Users
  - d) Click **Submit**.

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' and four main sections: 'Name:' with a text box containing 'Zoom Classroom' (labeled 'a'), 'Type:' with a dropdown menu showing 'Zoom Meeting' (labeled 'b'), 'Available to Users' with a checked checkbox (labeled 'c'), and 'Submit' and 'Cancel' buttons (labeled 'd'). Red boxes highlight the text box, the dropdown menu, the checkbox, and the Submit button.

3. The tool link has been created. Repeat these steps in each course you need to add a tool link to Zoom for.



To create class meetings, visit the user guide on how to [Create a Class Meeting in Zoom](#).