# HOW TO SCHEDULE A ZOOM MEETING THROUGH BLACKBOARD

1. Log into Blackboard and navigate to the course where you will like to schedule the Zoom meeting.

2. Click on the "**Zoom Videoconferencing**" link located in the course menu. (Please refer to the "Linking to Zoom within your Blackboard Course" handout if you have not created a link to Zoom within your course).

3. Click on the "**Schedule a New Meeting**" button in the upper left corner of the page.
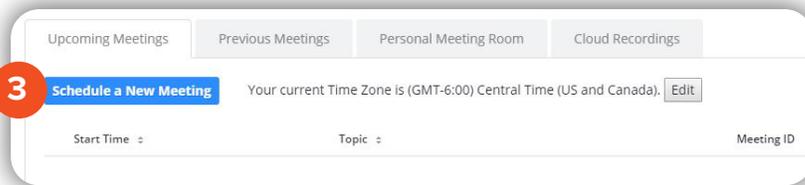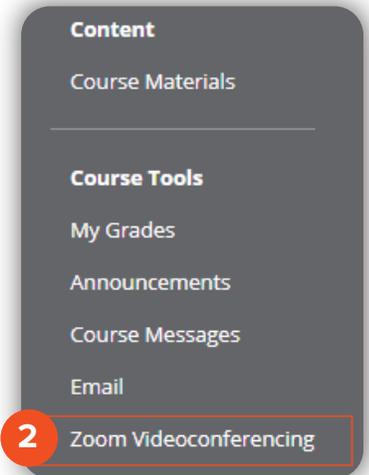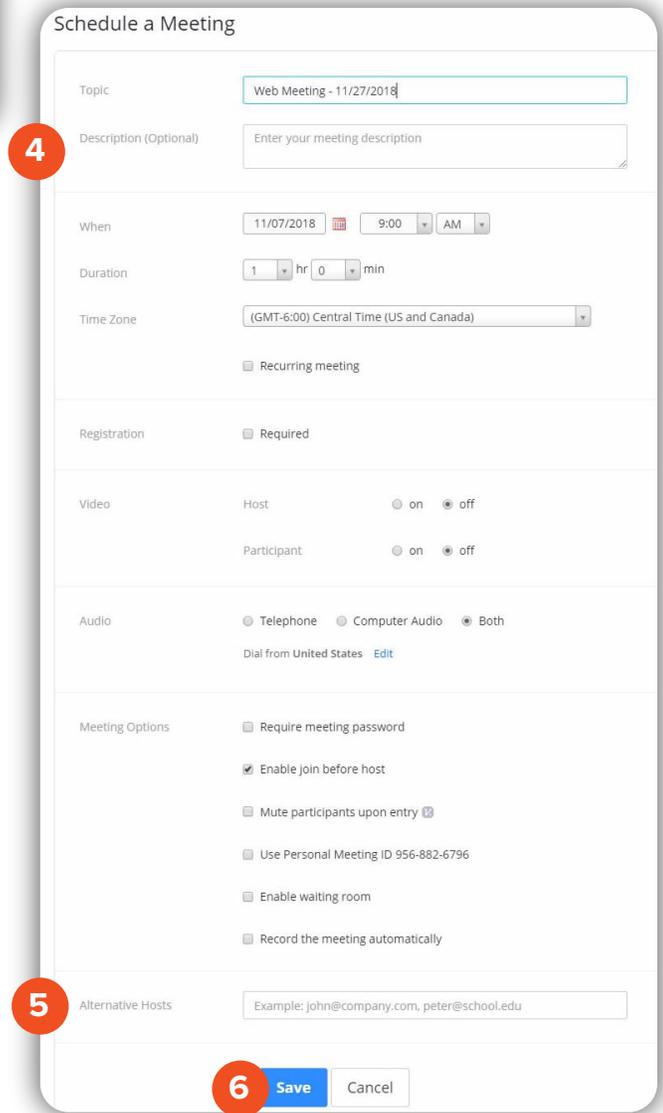

4. Enter a Topic name, a date and time, and a duration. **Note:** you may also set additional meeting options in this page.

5. If you want to add an additional host (moderator) please add this in the Alternative hosts field. You will need to enter the UTRGV email address of the user.

6. Click the "**Save**" button on the bottom of the page.

Your meeting is now scheduled and students of this course can view and join the meeting using the "Zoom Videoconferencing" link located in the course menu.