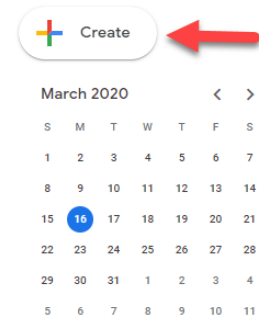


Setting Up the Zoom Google Calendar Integration

For 2U Instructors: The following steps walk you through setting up Zoom Google Calendar Integration. This gives you the option to automatically create a Zoom meeting as part of Google Calendar events.

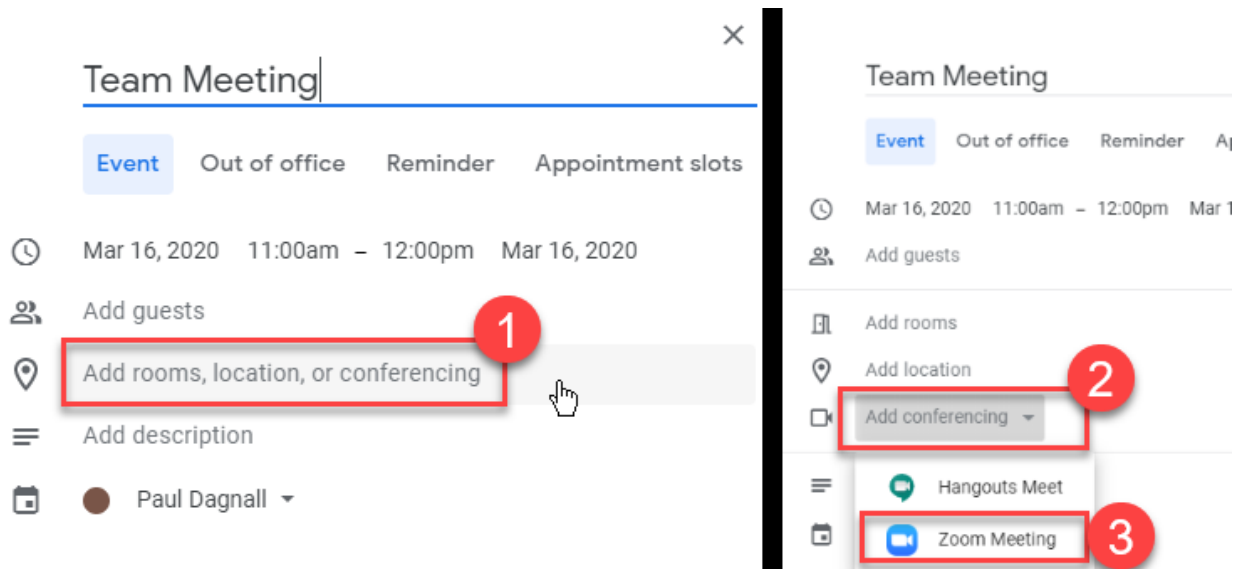


Step 1: Create a Google Calendar Event

Create a Google Calendar Event and enter all the desired information while leaving out the room/location information.

Step 2: Add Zoom Conferencing

In the spot where you would usually define the room or location you will instead choose the option to **Add conferencing** > select **Zoom Meeting**.



Step 3: First Time Configuration

Note: Step 3 only needs to be done the first time you use the Zoom Google Calendar integration.

- Associate your **udayton.edu** account with the Zoom Google Calendar App.
- When prompted, **Allow** the app to have access to your Google account.
- Sign in with your udayton email and your password for Zoom.

A screenshot of the Zoom sign-in form. It features the Zoom logo, a 'SIGN UP, IT'S FREE' button, a text input field for the email address 'pdagnall1@udayton.edu', a text input field for the password, and a blue 'Sign In' button.

zoom SIGN UP, IT'S FREE

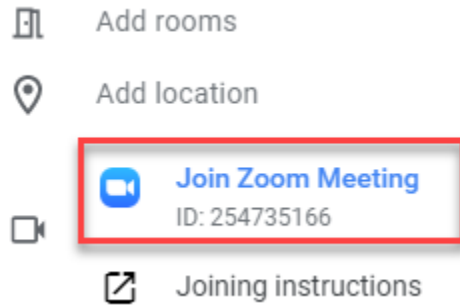
pdagnall1@udayton.edu

Password

Sign In

- d) When prompted, **Authorize** the app to enable it use your Zoom account.
- e) **Save** your meeting.

The Zoom meeting will automatically be associated with the event, and it will also appear in your Zoom account under Meetings. All invited attendees will have the Join Link.



Again, Step 3 will be unnecessary for future meetings.

For additional assistance with Zoom, including best practices advice, please contact the Office of eLearning at elearning@udayton.edu or 937-229-5039.

You may also refer to [eLearning's Zoom documentation](#) or [Zoom's own help documentation](#).

