Setting Up the Zoom Google Calendar Integration

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.
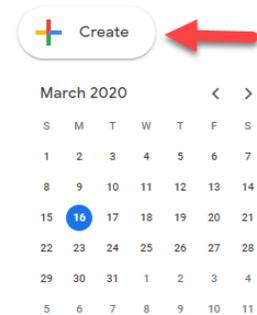
Step 1: Create a Google Calendar Event

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**.
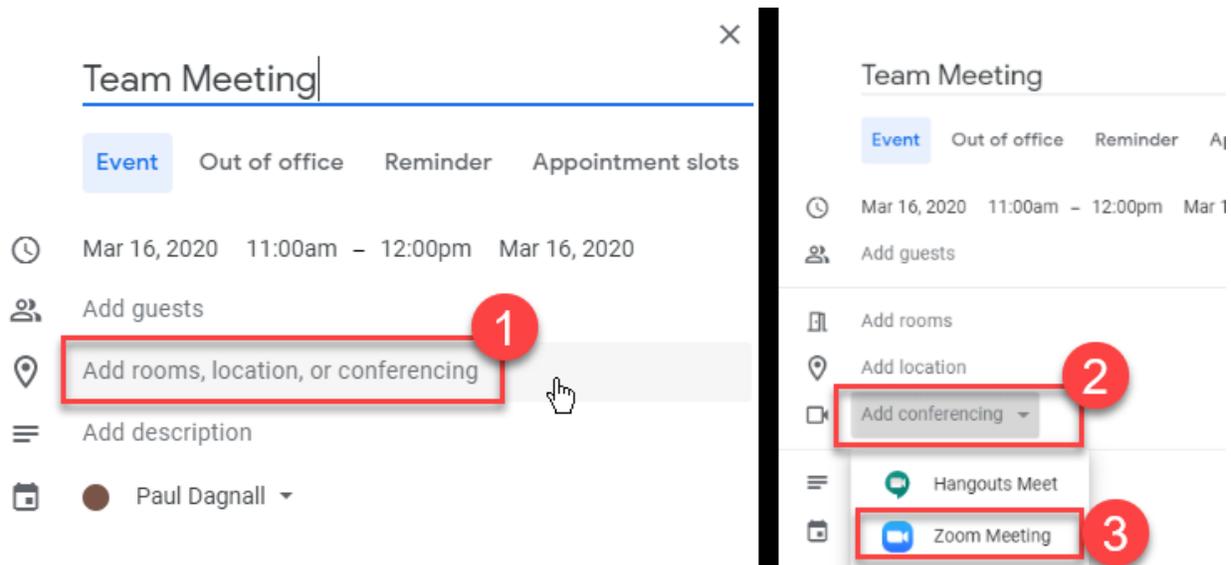
Step 3: First Time Configuration

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

a) Associate your **udayton.edu** account with the Zoom Google Calendar App.

b) When prompted, **Allow** the app to have access to your Google account.

c) If you do not teach through 2U (you would know if you did), choose the option to **Sign In with SSO.**
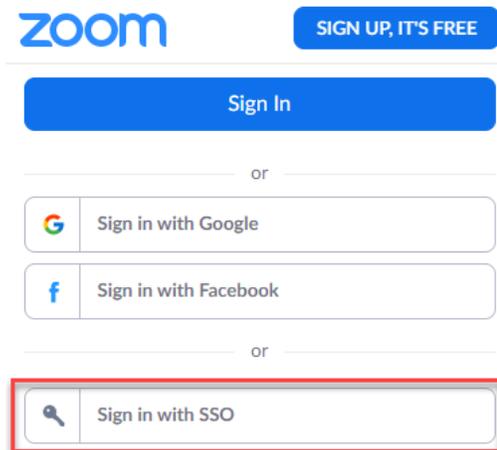
d) Enter **udayton** for the Zoom domain.
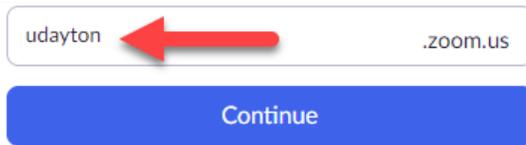
udayton ←   .zoom.us

Continue

e) Sign-in with UD username and Password credentials.

LOGIN

Use your University of Dayton
username and password.

Username

pdagnall1

Password

....

LOGIN

f) When prompted, **Authorize** the app to enable it use your Zoom account.

g) **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.

Add rooms

Add location

Join Zoom Meeting
ID: 254735166

Joining instructions
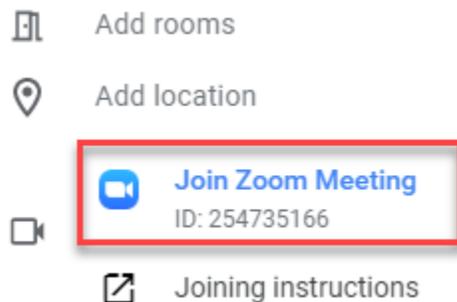
Again, Step 3 will be unnecessary for future meetings.

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.

University of Dayton
Office of eLearning