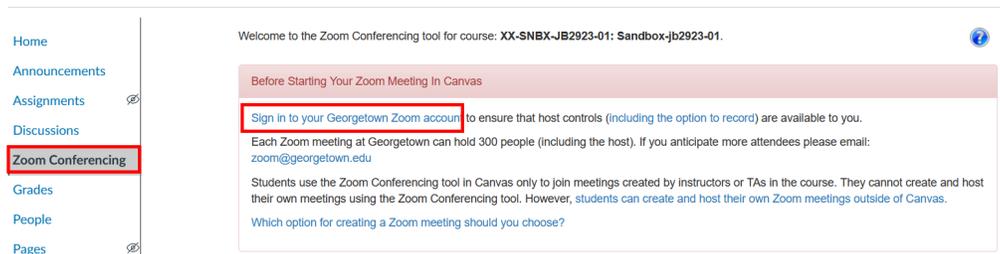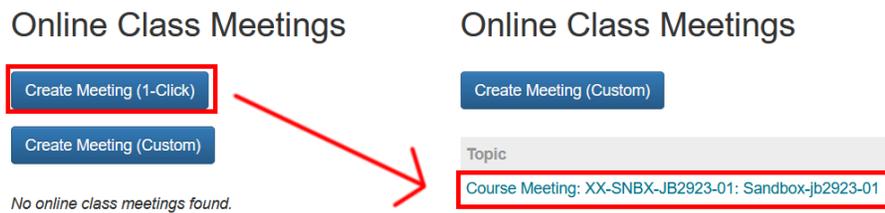INSTRUCTIONAL TECHNOLOGY AT
GEORGETOWN LAW

Using Zoom Conferencing in Canvas

1. Click the 'Zoom Conferencing' link in Canvas to begin.

   a. If this is your first time using the Zoom Conferencing link, a notice will inform you that you must first sign in to Zoom. Clicking the link to do so will open a webpage where you will log in with your Georgetown NetID and password. You will then be redirected back to your course.

2. Click the 'Create Meeting (1-click)' button to create a recurring Zoom session for your classroom. The page will refresh, and the generated meeting link will appear below.

3. When your class requires online participants in any capacity (whether teaching at home, or teaching on campus to remote students), all students and faculty members will use this new link that has been created.

4. Click the link to launch the appropriate Zoom session. Once you are in the meeting, if you elect to record your classes, **you must click 'Record' and then 'Record to the Cloud.'**