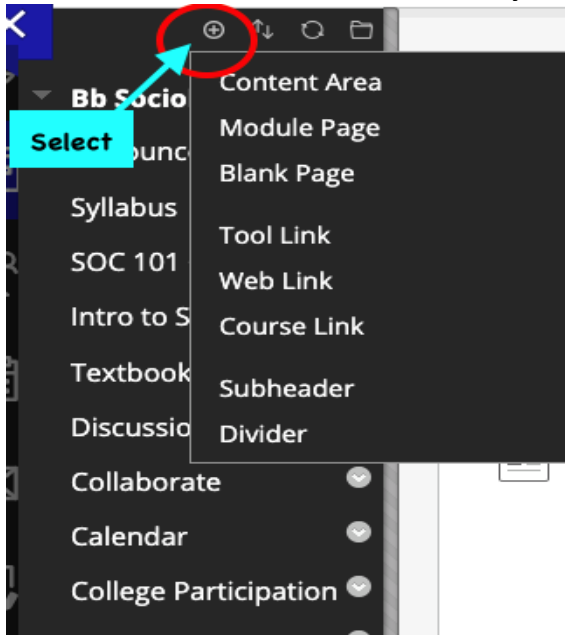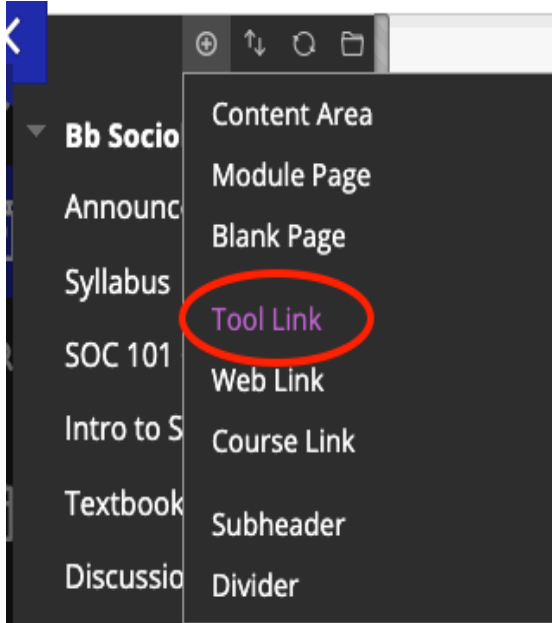# Add "Zoom Meeting" to Your Course Menu

1. **Locate your course**
2. **Go to Course Menu on left side of your course, then select the + sign located above the course title.**
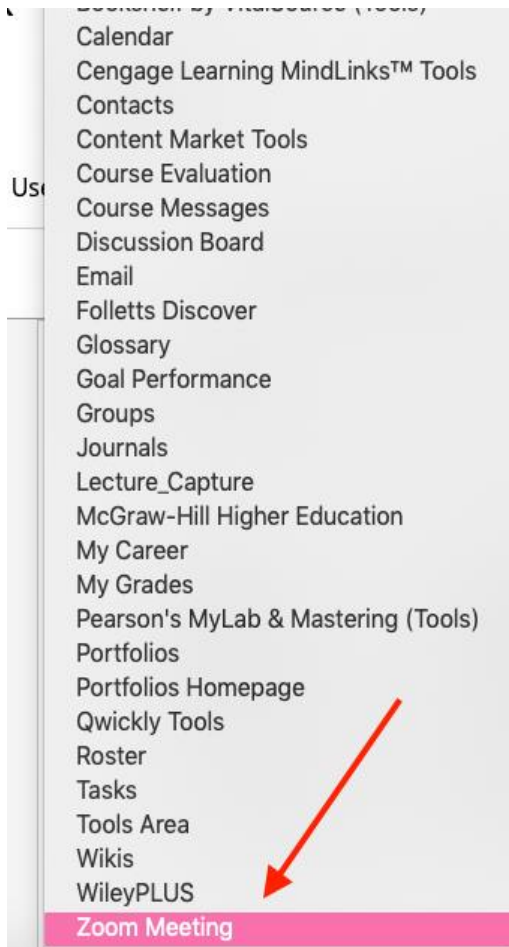

3. **Next, select "tool link" from the drop down**

4. **Type in "Zoom Meeting", check "Available to Users". Then select the "drop down arrow"**

5. **Select "Zoom Meeting", then click "Submit". You will see the Zoom Meeting link at the bottom of your course menu.**

6. **To relocate your Zoom meeting on the Course menu, hover over the left side of the words "Zoom Meeting" until you see the arrows, then click and drag up or down to desired location.**