

Importing Already Scheduled Meetings into the TCU Online Zoom Integration

While it is easiest to schedule meetings from within TCU Online to simplify giving students access to the meeting information, the directions below address scenarios in which:

- You have set up a meeting with the Zoom client and want to add the meeting to your TCU Online course shell
- You have set up a meeting in one of your TCU Online course shells and want to add it to another shell (i.e., you want students from multiple course shells to join the same meeting)

To import a Zoom meeting into a TCU Online Course Shell:

1. Locate the nine-digit meeting ID of the meeting you wish to add. This should display with the meeting information wherever you have initially scheduled the meeting.
2. Note this meeting ID – you will need it in step 3.
3. From within the course shell where you wish the meeting to appear, navigate to the TCU Zoom integration (People > Zoom).
4. Click on the tiny 3 dots on the far right (1)
5. Click the Import meeting dropdown (2)
6. Add the Zoom meeting ID number and click Import (3).

