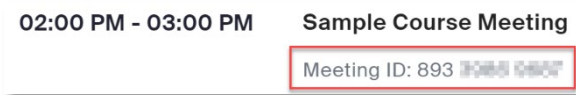# IMPORT ZOOM MEETINGS TO CANVAS COURSE

The Zoom tool in Canvas can import already-scheduled sessions into your course's **Upcoming Meetings** list. Use the steps below to find a session's meeting ID and bring it into your course. For further assistance, **submit this Help Desk request** or **book an appointment with our team.**
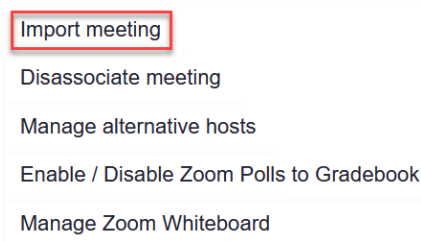
IMPORT ZOOM MEETINGS TO YOUR CANVAS COURSE

To import a meeting that you've already scheduled into your Canvas course:

1. Sign in to your FAU Zoom account at **https://fau-edu.zoom.us**

2. Find or schedule your meeting and copy the **Meeting ID**.

3. Navigate to your Canvas course.

4. Click **Zoom** in the course navigation menu. If your Canvas course does not have this link, **follow the steps in the document linked here** to learn how to add it.

5. Click the three vertical dots (⋮) at the top right and select **Import Meeting.**

6. Paste or type the ID in the Meeting ID field and click the **Import** button.

7. Your meeting will appear in your Canvas course within the **Upcoming Meetings** list of the Zoom tool.