Zoom for Government Meeting Invitations

If you have the Zoom tool in Sakai, students will automatically see your course.

You can invite people to your meetings in 2 ways: Sharing the meeting number or sending an invite.

Sharing the Meeting Number

1. Start your Zoom meeting, the Meeting ID number is at the top of the screen.
1. Go to https://zoom.us/ and click "Join Meeting".

2. Enter the Zoom Meeting ID number.

3. Join a Meeting

   Meeting ID or Personal Link Name

   Join

Sending an Invite

1. Start your Zoom meeting

2. Click Invite at the bottom of the screen.

   Meeting Topic: Zoom Test - Students
   Host Name: DANIEL FUCIK
   Invitation URL: https://zoom.us/j/309328433
   Participant ID: 31

   Join Audio
   Share
   Invite Others
3. Click "Copy Invitation" at the bottom of the screen.

<table>
<thead>
<tr>
<th>Copy URL</th>
<th>Copy Invitation</th>
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4. You can Paste the invitation into an Email in Outlook, Word or anywhere else you can paste text.

**EXAMPLE INVITE:**

Join Zoom Meeting  
https://zoom.us/j/309328433

Meeting ID: 309 328 433

One tap mobile  
+16699006833,309328433# US (San Jose)  
+14086380968,309328433# US (San Jose)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 408 638 0968 US (San Jose)  
+1 346 248 7799 US (Houston)  
+1 646 876 9923 US (New York)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
Meeting ID: 309 328 433  
Find your local number: https://zoom.us/u/adqsJWpPe4