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.

2. Go to [https://zoom.us/](https://zoom.us/) and click “Join Meeting”.
1. **Start your Zoom meeting**

2. Click Invite at the bottom of the screen.

3. Click "Copy Invitation" at the bottom of the screen.

**Meeting Information**

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

**Controls:**

- Join Audio
- Share
- Invite Others
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