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.

   ![Zoom Meeting Screen](image)

2. Go to [https://zoom.us](https://zoom.us) and click "Join Meeting".

![Zoom Home Page](image)
# Join a Meeting

## Sending an Invite

1. Start your Zoom meeting

2. Click Invite at the bottom of the screen.

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