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/ and click "Join Meeting".

<table>
<thead>
<tr>
<th>Video-first Unified Communications Platform</th>
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<tbody>
<tr>
<td>Enter your email</td>
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   Zoom Phone: The next generation enterprise phone system
   Learn more about Zoom Phone.
1. **Start your Zoom meeting**

2. Click Invite at the bottom of the screen.

   - **Meeting Topic**: Zoom Test - Students
   - **Host Name**: DANEL FILCEK
   - **Invitation URL**: https://zoom.us/j/3093298433
   - **Participant ID**: 31
   - **Join Audio**
   - **Share**
   - **Invite Others**

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  
+1 312 826 6799 US (Chicago)  
Meeting ID: 309 328 433  
Find your local number: https://zoom.us/u/adqsJWpPe4