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".
### Sending an Invite

1. **Start your Zoom meeting**

2. Click Invite at the bottom of the screen.

<table>
<thead>
<tr>
<th>Meeting Topic</th>
<th>Zoom Test - Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Name</td>
<td>DANIEL FICEK</td>
</tr>
<tr>
<td>Invitation URL</td>
<td><a href="https://zoom.us/j/309328433">https://zoom.us/j/309328433</a></td>
</tr>
<tr>
<td>Participant ID</td>
<td>31</td>
</tr>
</tbody>
</table>

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/adqswJwpPe4](https://zoom.us/u/adqswJwpPe4)