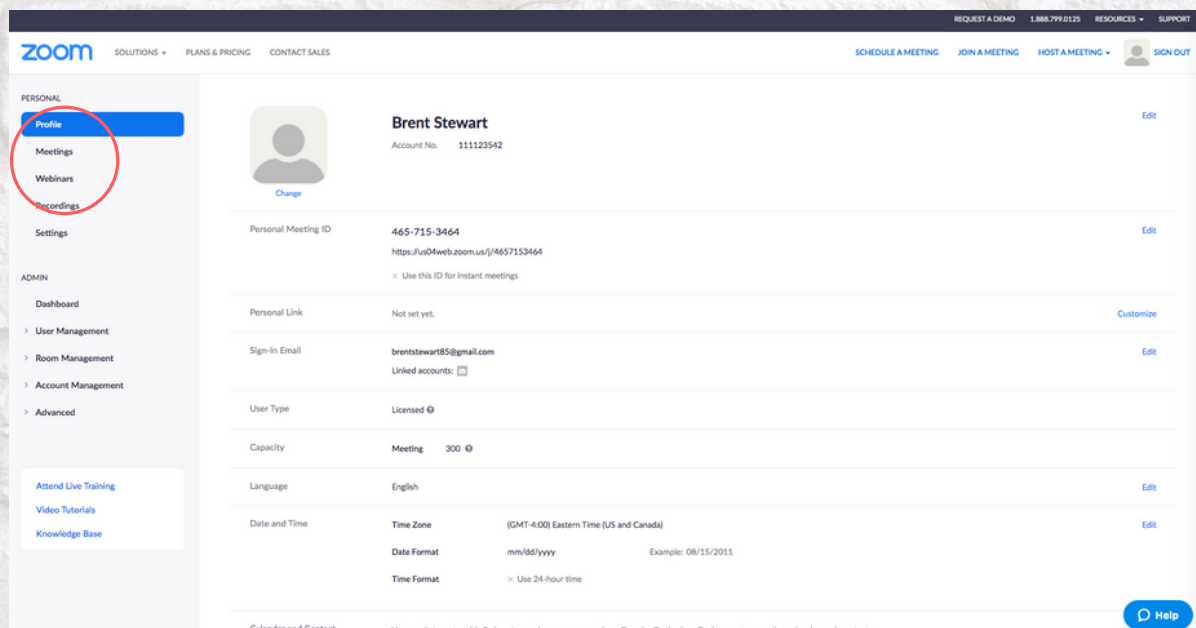
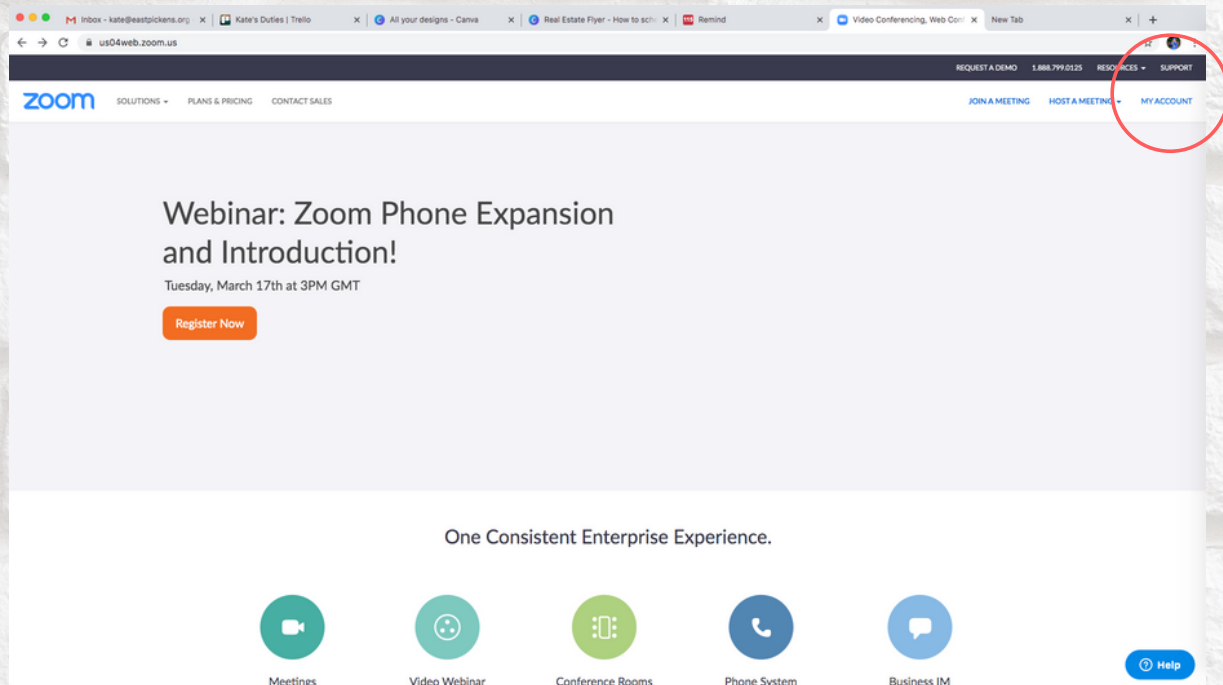


# HOW TO INVITE OTHERS TO A ZOOM MEETING

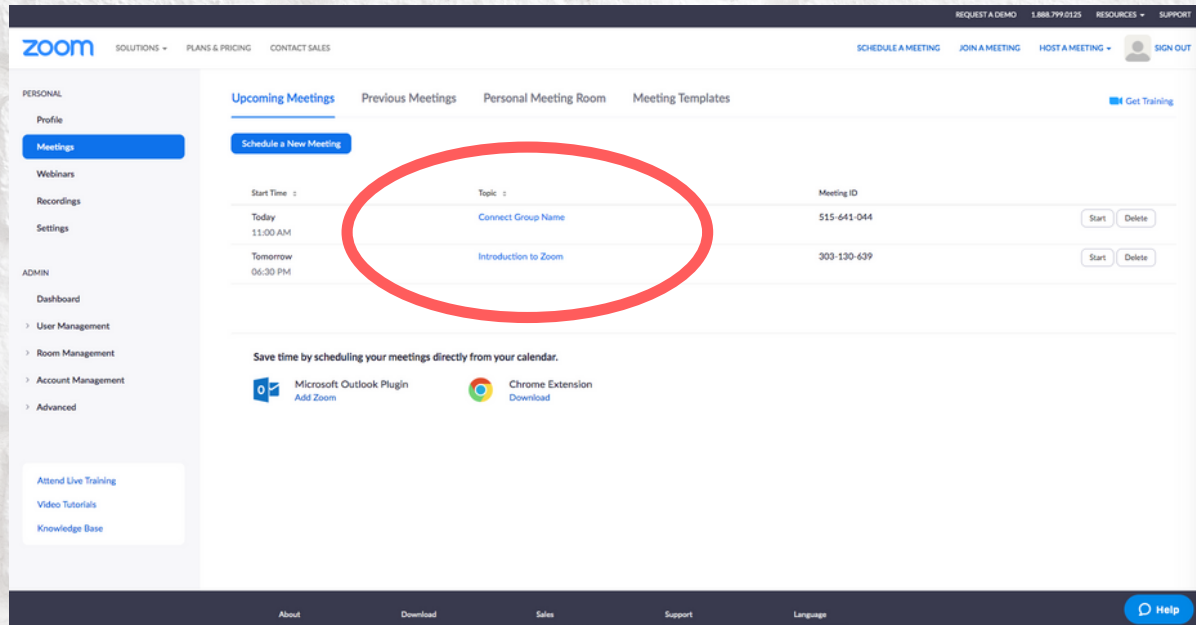
- 1.) Go to zoom.us and sign in with your username and password. Click on My Account. Then click "Meetings."





# HOW TO INVITE OTHERS TO A ZOOM MEETING

2.) Click on your Connect Group name.

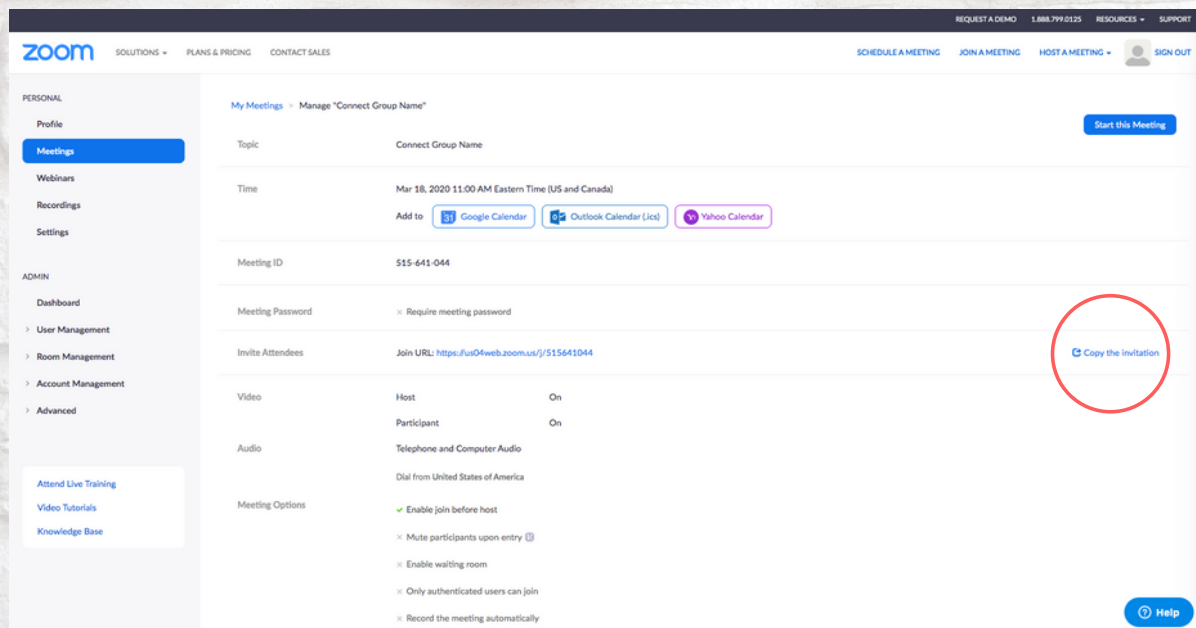


The screenshot shows the Zoom web interface. The left sidebar contains navigation options like 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Dashboard', 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this is a table of upcoming meetings:

Start Time	Topic	Meeting ID	Start	Delete
Today 11:00 AM	<a href="#">Connect Group Name</a>	515-641-044	Start	Delete
Tomorrow 06:30 PM	<a href="#">Introduction to Zoom</a>	303-130-439	Start	Delete

A red circle highlights the 'Connect Group Name' link in the 'Topic' column of the first meeting row. Below the table, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension'.

3.) Click on "Copy the Invitation."



The screenshot shows the Zoom web interface for managing a meeting. The left sidebar is the same as in the previous screenshot. The main content area is titled 'My Meetings > Manage "Connect Group Name"'. It displays the following information:

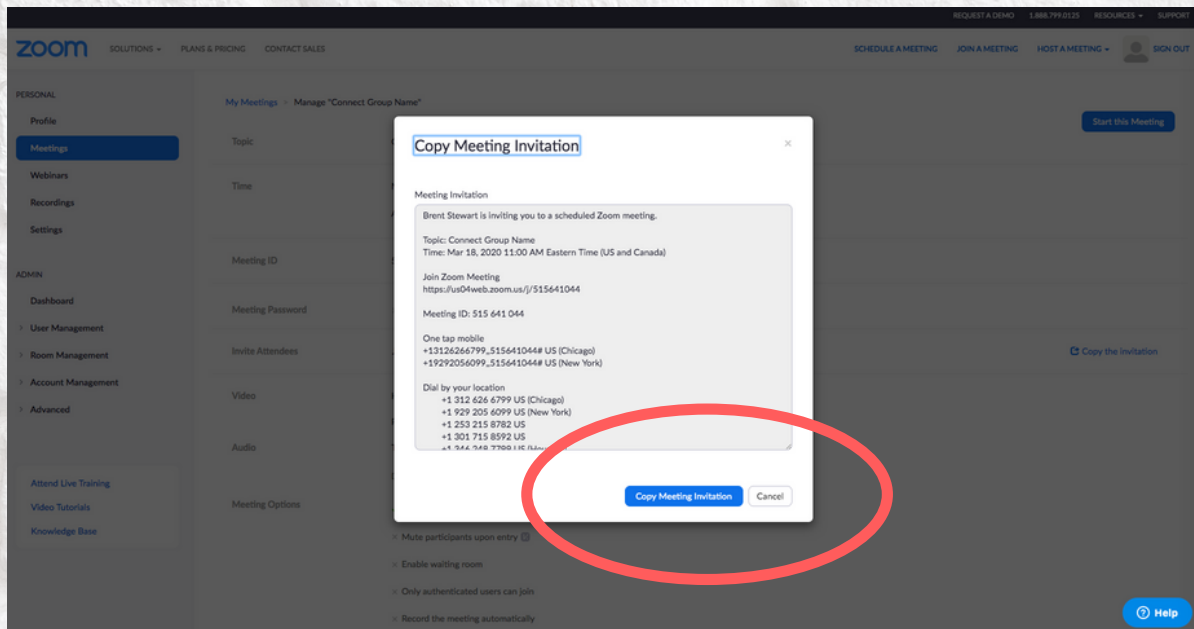
- Topic: Connect Group Name
- Time: Mar 18, 2020 11:00 AM Eastern Time (US and Canada)
- Add to: [Google Calendar](#), [Outlook Calendar \(.ics\)](#), [Yahoo Calendar](#)
- Meeting ID: 515-641-044
- Meeting Password: [Require meeting password](#)
- Invite Attendees: Join URL: <https://us04web.zoom.us/j/515641044>
- Video: Host: On, Participant: On
- Audio: Telephone and Computer Audio
- Dial from: United States of America
- Meeting Options:
  - Enable join before host
  - Mute participants upon entry
  - Enable waiting room
  - Only authenticated users can join
  - Record the meeting automatically

A red circle highlights the 'Copy the Invitation' button located next to the Join URL.



# HOW TO INVITE OTHERS TO A ZOOM MEETING

4.) Copy the link and go to your email.



5.) Paste in the body of the email that you will be sending to your members of your connect group and send.

