

Steps to Schedule a Zoom Meeting and Invite Attendees Using Email and Calendar Event

This guide will help you to access your account in Zoom using your SJSU Id and will show you the steps to start a meeting session, set up a calendar event, and invite the attendees with the meeting session details.

Part 1: Steps to Sign in to Zoom Account and Create a Meeting

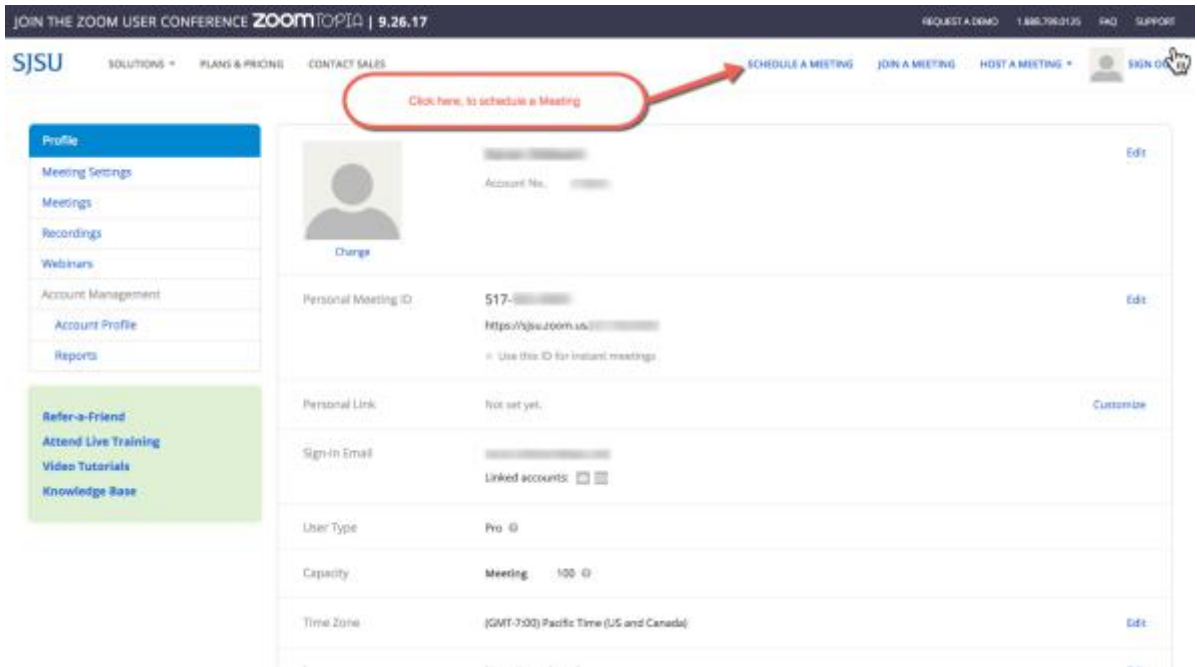
1. Go to <https://sjsu.zoom.us>. To log into your Zoom account, click on the “Sign In” button.



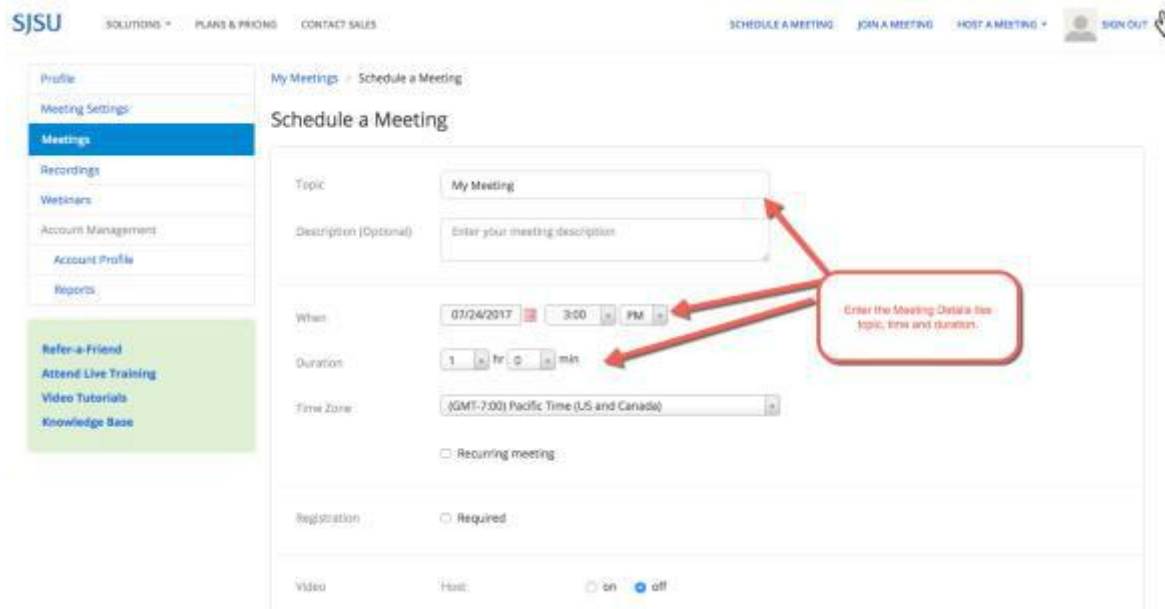
2. Next, log in with your SJSU Id and Password to access your Zoom account.



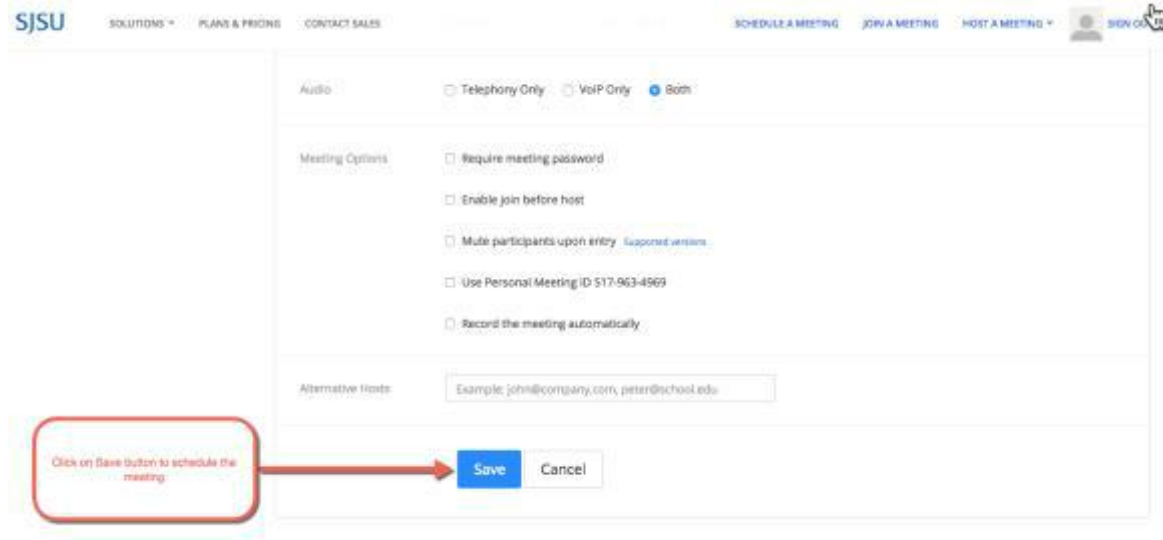
- After signing in, to schedule a new meeting session, please click on the “SCHEDULE A MEETING” link.



- Enter the meeting details like topic, time, and duration of the meeting.



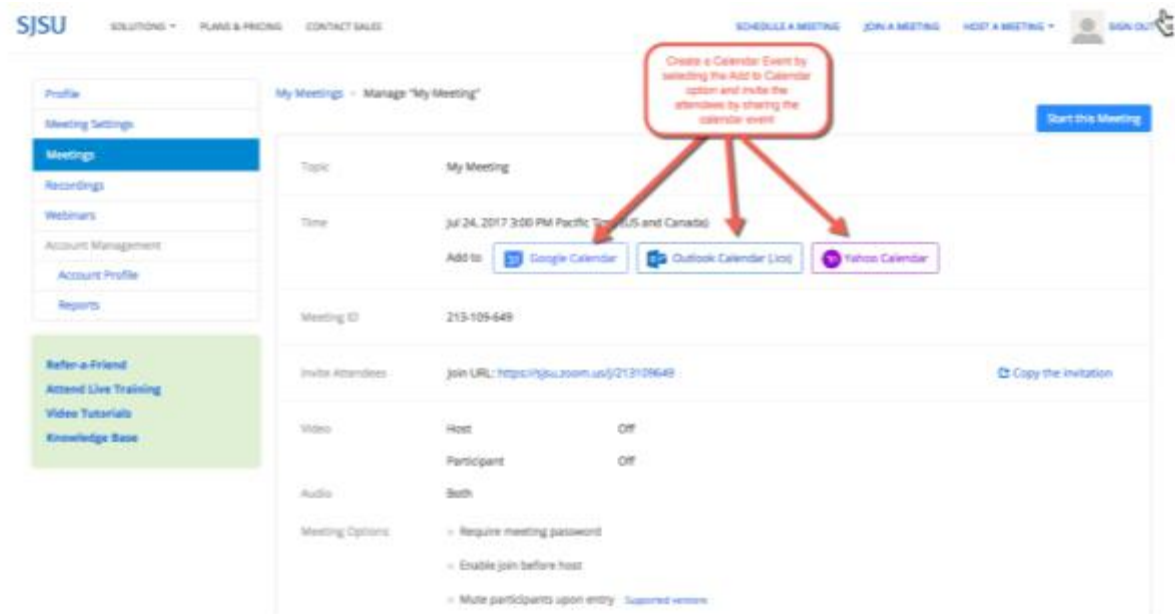
After setting up the meeting, press the “Save” button to schedule the meeting. Update the required audio/ video settings and other meeting options for the conference.



Part 2: Inviting the Attendees to the meeting

You can invite the attendees and share the meeting session details by the following options:

1. By creating a calendar event by using Google/Outlook/Yahoo calendar

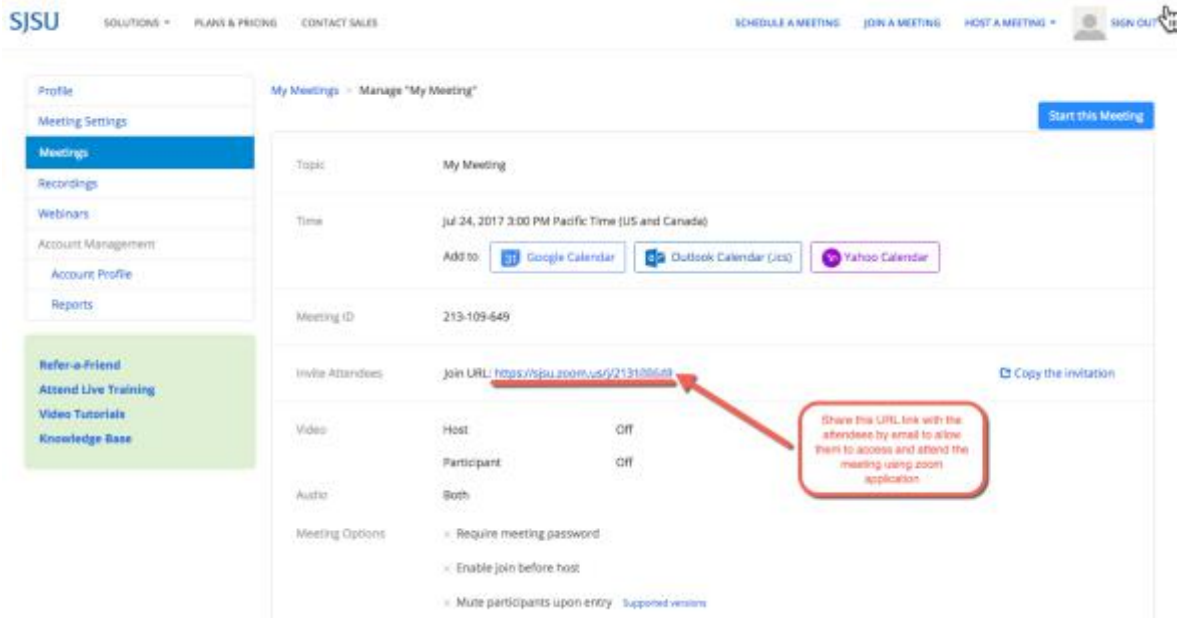


Click on Google Calendar to add the meeting session to a Calendar event and share it with the attendees.

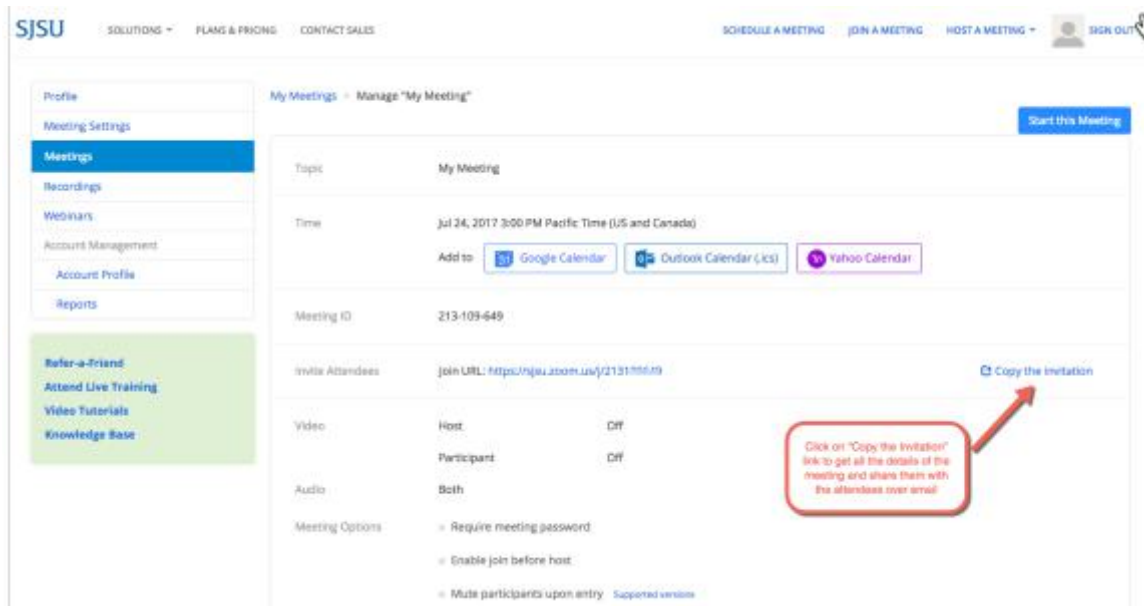
The screenshot shows the Zoom meeting creation interface with several red callout boxes and arrows:

- SAVE**: A red box around the 'SAVE' button with an arrow pointing to it and the text "Once done,click on save button to add event to calendar".
- Meeting Topic**: A red box around the "My Meeting" title field with an arrow pointing to it.
- Meeting Date & Time**: A red box around the date and time selection fields (7/24/2017, 3:00pm to 4:00pm) with an arrow pointing to it.
- Meeting Invitation and help Details**: A red box around the description area containing meeting details like "Hi there, [name] is inviting you to a scheduled Zoom meeting." and various joining instructions. An arrow points from this box to the description area.
- Invite attendees by entering their names or email id in Add guests text box**: A red box around the "Add guests" input field in the "Guests" section with an arrow pointing to it.

2. By sharing the URL link of the meeting session with the attendees.



3. By copying the invitation and forwarding it to the attendees over email.



Click on the “Select All” button and press CTRL+C or right click->copy, to copy the invitation and share the copied meeting session details with the attendees.

