Inviting Attendees to a Meeting in Zoom

To Invite attendees to an already scheduled meeting sign into **https://salisbury.zoom.us** using your SU credentials.
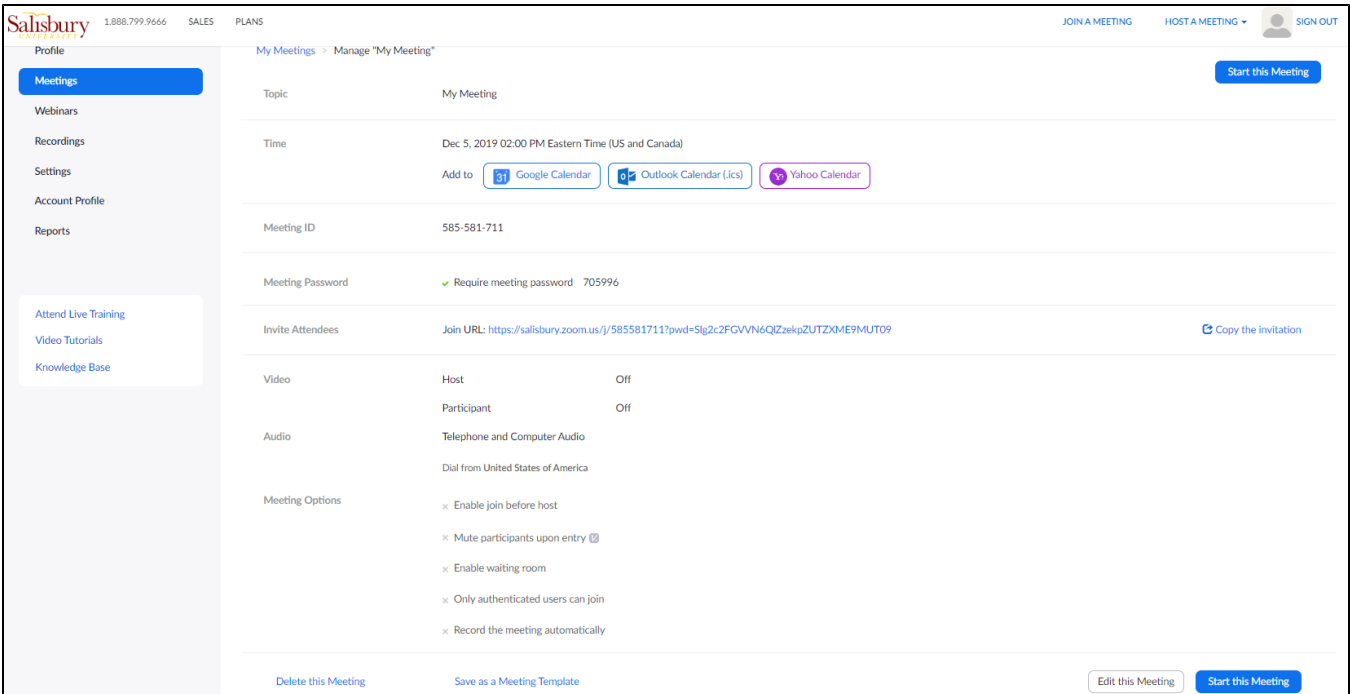
> ⓘ **Note: There is a maximum of 300 attendees for individual meeting sessions for Zoom.**

Select **Meetings** on the left side of the screen.
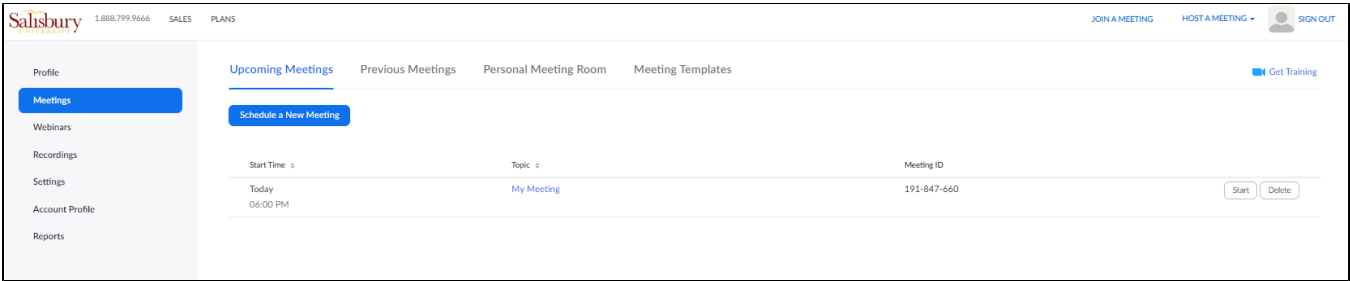
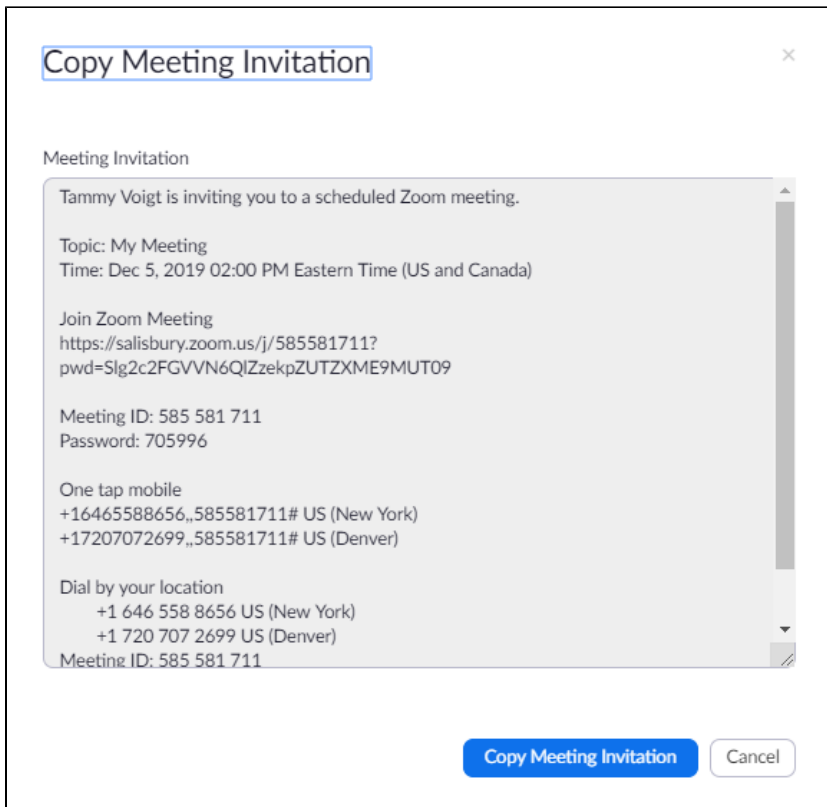A list of your scheduled meetings will be shown.

Select the meeting you wish to invite attendees

The information for the scheduled meeting will be shown.

Select Add to Outlook Calendar to add the meeting to an Outlook Calendar.
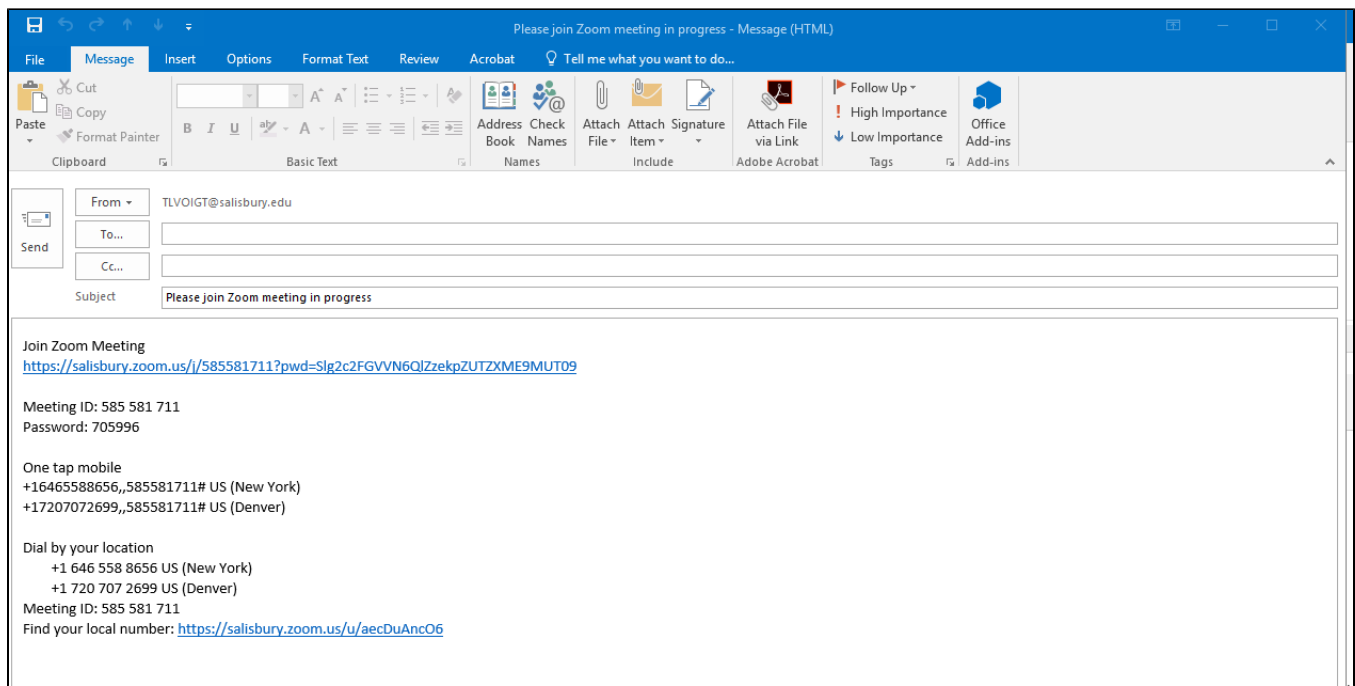
Select Copy Invitation to view the default Zoom Invitation to copy and email to attendees.

Or select the URL to open the meeting. Then select Invite at the bottom of the page to send email invitations using your Default email program.
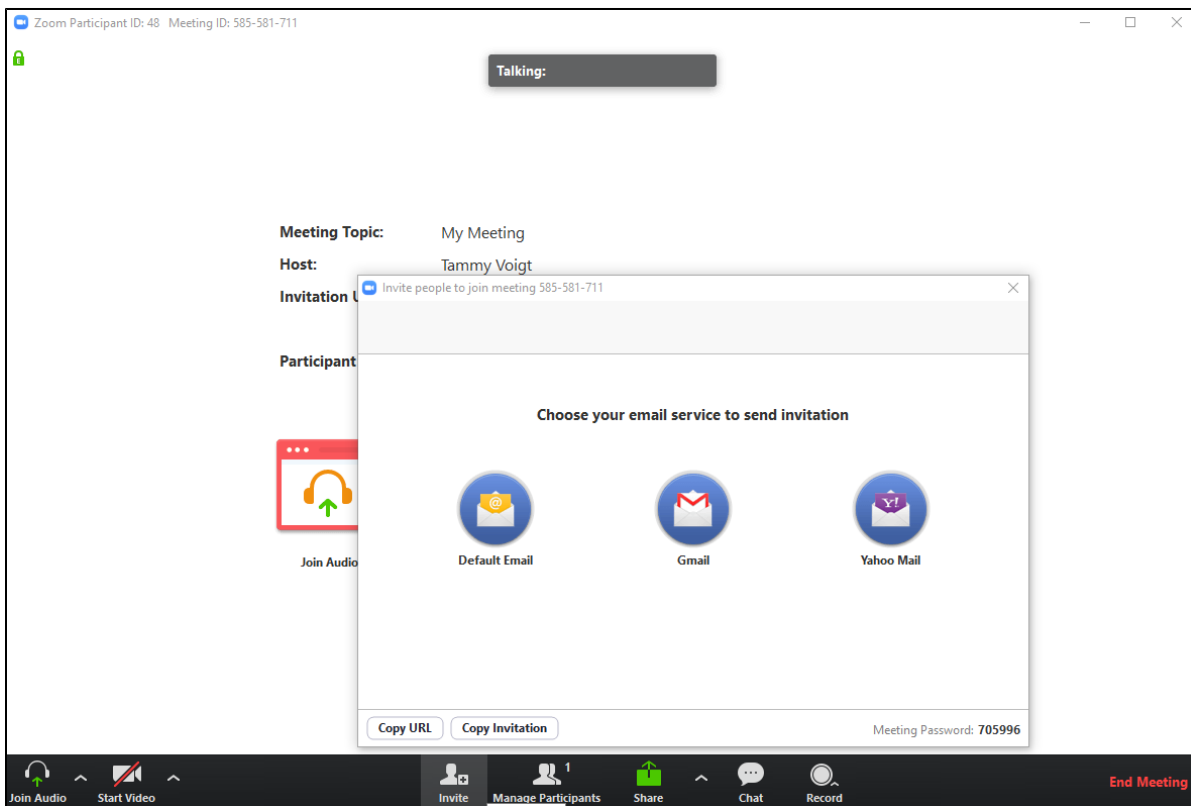
Enter the user's email address and send the invitation link.

See also Inviting Others to Join a Zoom Meeting