

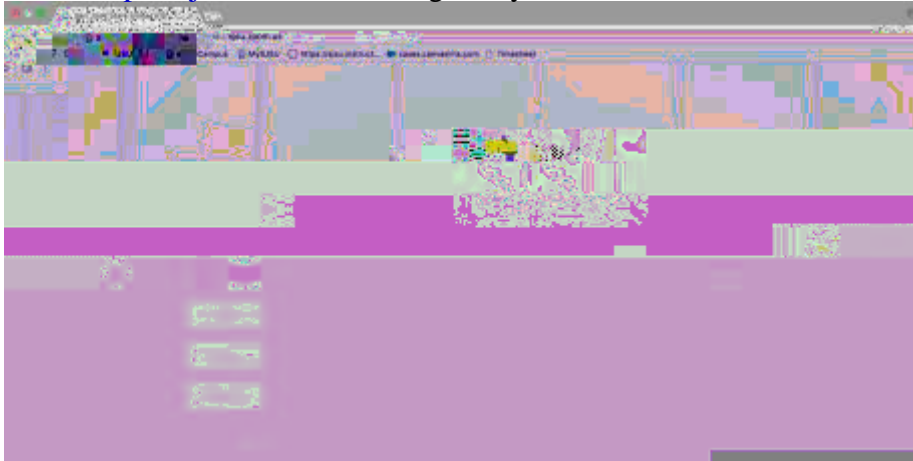


## Steps to Schedule a Zoom Meeting and Invite Attendees Using Email and Calendar Event

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.



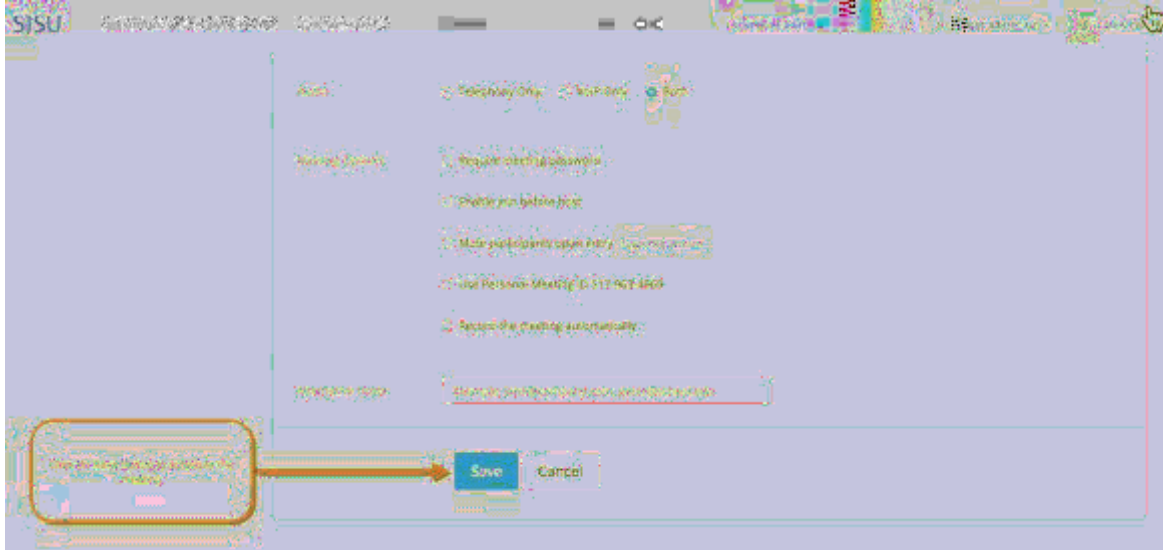
2. Next, log in with your SJSU Id and Password to access your Zoom account.







After 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:

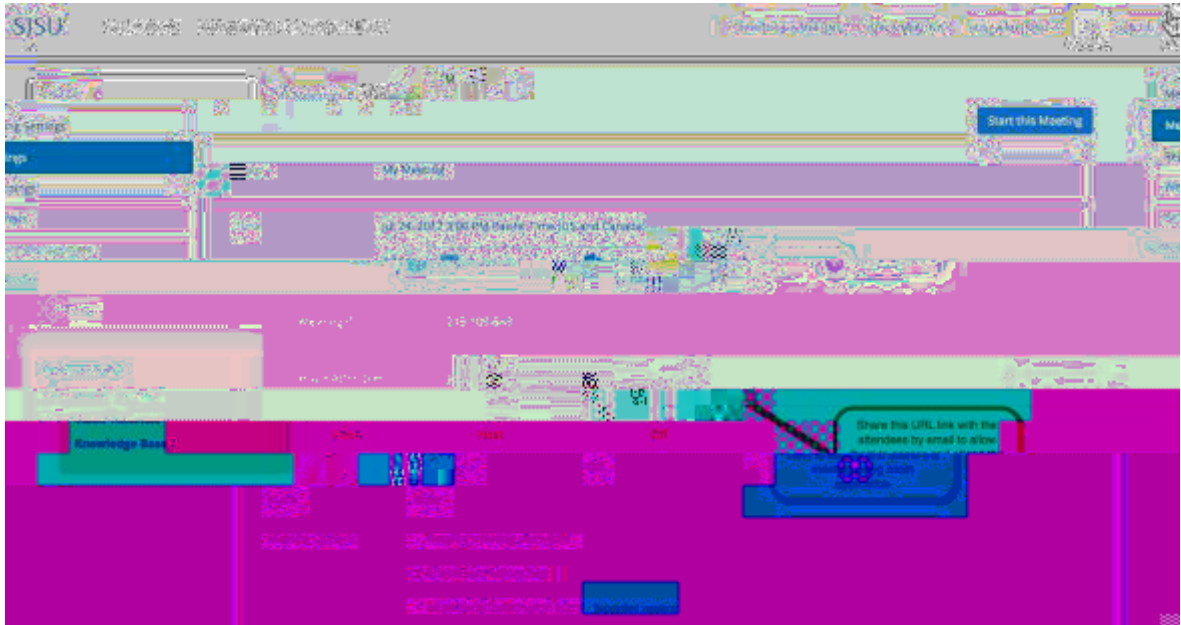
- 1.



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

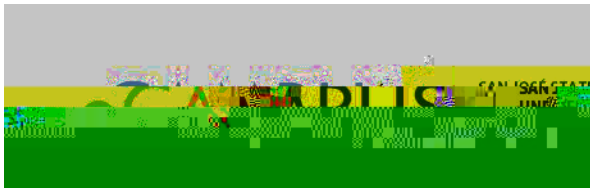


2. By sharing the URL link of the meeting session with the attendees.



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.

