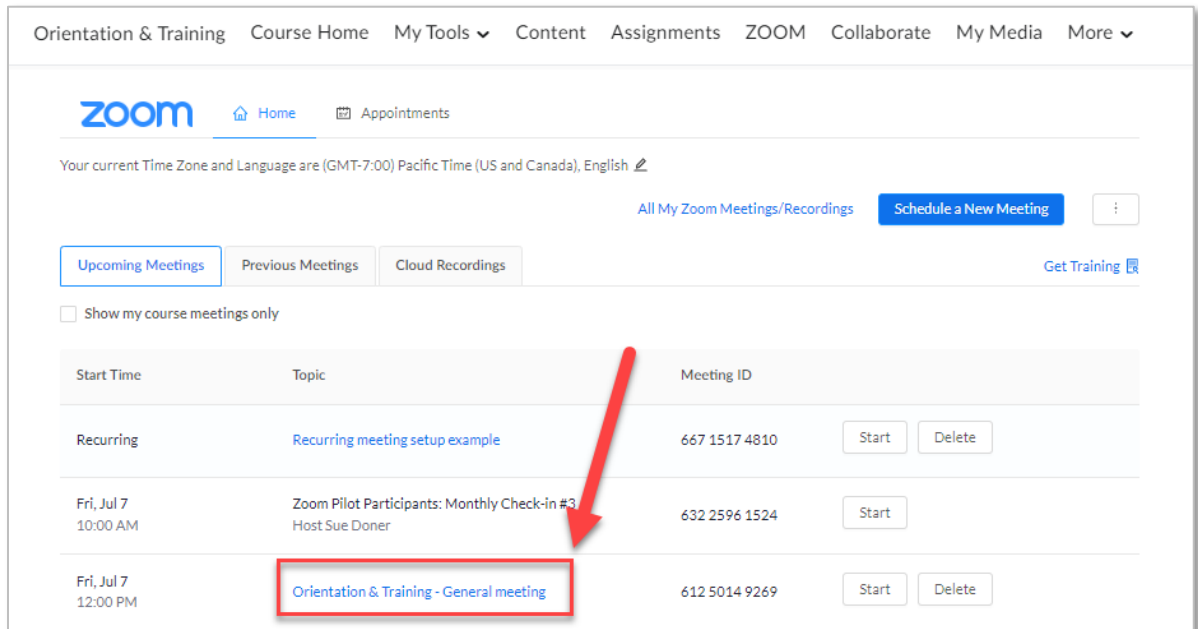# Inviting Guests to a Zoom Meeting in D2L

This tutorial describes how to invite an outside/external guest (not a Camosun employee) to attend your Zoom meeting.

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Steps

1. Access your course in D2L.

2. Navigate to **Zoom**. Confirm the **Home** tab and **Upcoming Meetings** tab are selected.

3. Select the meeting title for which you intend to invite the external guest; this will open the meeting information for the selected meeting.
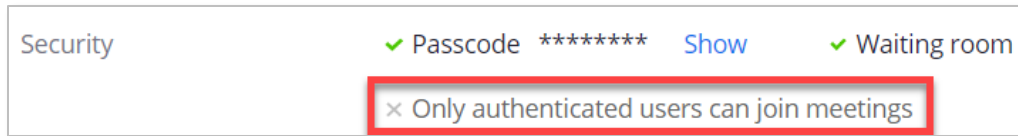
    Note: Meeting titles are listed in the Topic column.

4. Scroll down to the Security section. Confirm that the option **Only authenticated users can join this meeting** is not selected (indicated by an X). In the example below, this option is not selected, as indicated by the X displayed to the left of this setting**.**


If this option is selected (indicated by a green checkmark), you must edit the meeting and unselect this option before sending the invite. To unselect this option:

   a. Scroll to the bottom of the page and select the **Edit this Meeting** button.

   b. Scroll to the **Security** section and unselect the **Only authenticated users can join meetings** option.

   c. Select the **Save** button at the bottom of the page.

5. Use one of the two methods provided below, to copy the Zoom meeting information and share it with the invitee:

Method #1 - Guest URL Method

   a. Highlight and then copy the **URL link** displayed in the Invite Attendees section.
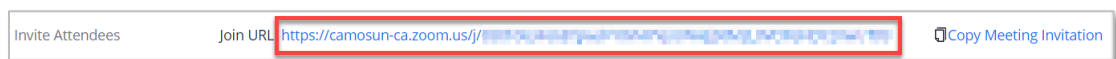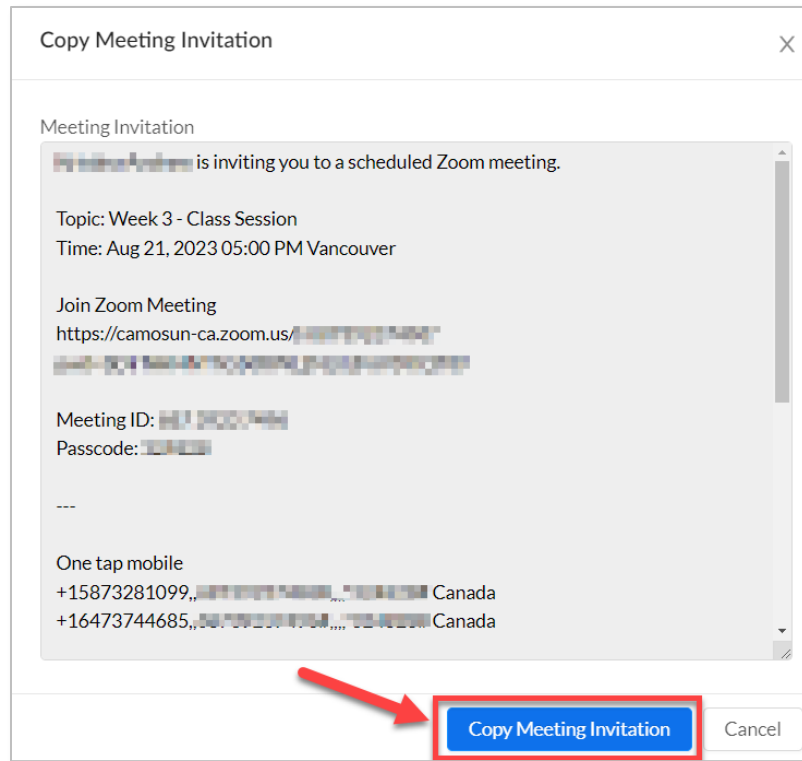

   b. Share the copied URL with the invitee (e.g., paste the link into an Outlook email).

Method #2 - Meeting Invitation Method:

   a. Select the **Copy Meeting Invitation** link to open the Copy Meeting Invitation window.

b. Select the **Copy Meeting Invitation** button to copy the default Meeting Invitation text.

c. Share the copied meeting invitation text with the invitee (e.g., paste the copied text into an Outlook email).

Things to Remember

- To create Zoom meetings within your D2L course, including an individual meeting or recurring meetings, see the tutorial **Creating Zoom Meetings in D2L**.

- To add links to specific Zoom meetings within the D2L Content tool, see the tutorial **Adding Zoom Meeting Link to Content Tool in D2L**.