

Inviting Guests to a Zoom Meeting in D2L

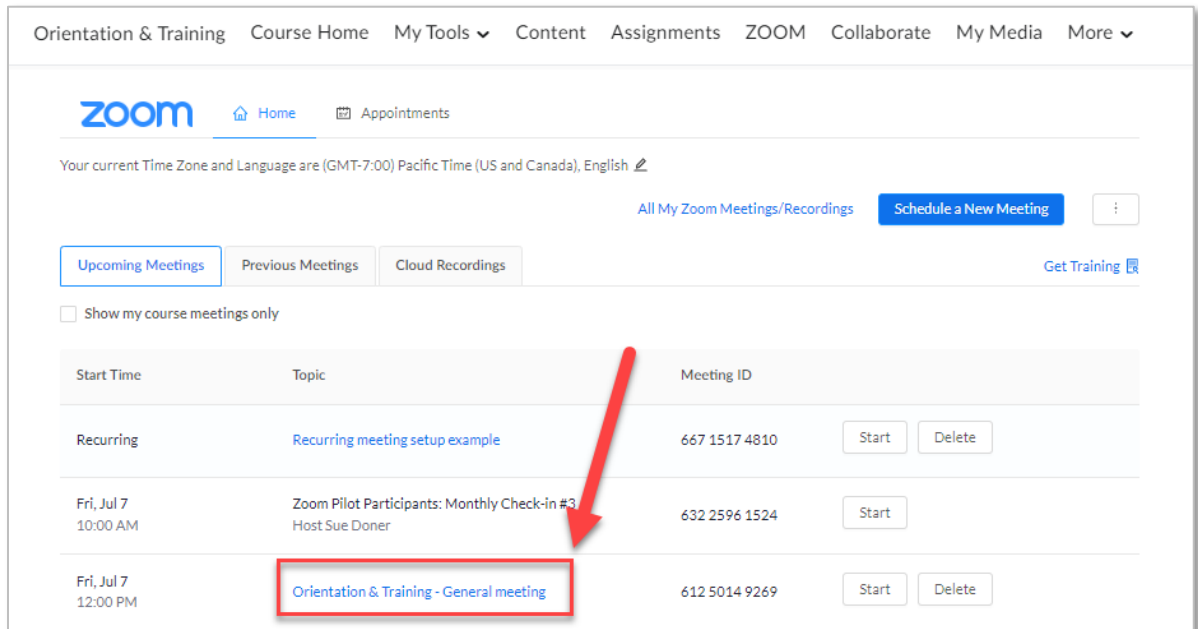
This tutorial describes how to invite an outside/external guest (not a Camosun employee) to attend your Zoom meeting.

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.

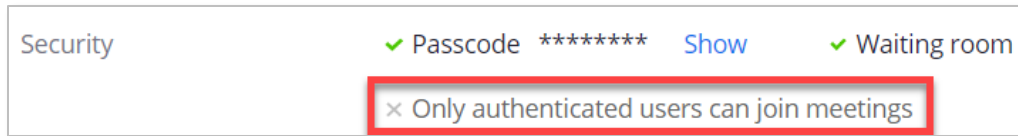
Note: Meeting titles are listed in the Topic column.



The screenshot shows the Zoom web interface. At the top, there is a navigation bar with links: Orientation & Training, Course Home, My Tools, Content, Assignments, ZOOM, Collaborate, My Media, and More. Below this is the Zoom logo and navigation tabs: Home and Appointments. The current time zone and language are set to (GMT-7:00) Pacific Time (US and Canada), English. There is a button for 'Schedule a New Meeting' and a link for 'All My Zoom Meetings/Recordings'. Below this are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A checkbox labeled 'Show my course meetings only' is present. The main content is a table of meetings:

Start Time	Topic	Meeting ID	
Recurring	Recurring meeting setup example	667 1517 4810	Start Delete
Fri, Jul 7 10:00 AM	Zoom Pilot Participants: Monthly Check-in #3 Host Sue Doner	632 2596 1524	Start
Fri, Jul 7 12:00 PM	Orientation & Training - General meeting	612 5014 9269	Start Delete

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.

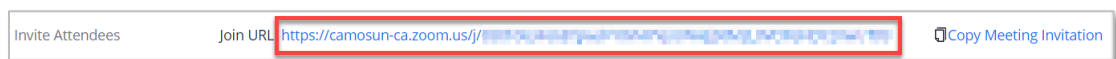


If this option is selected (indicated by a green checkmark), you must edit the meeting and unselect this option before sending the invite. To unselect this option:

- 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.



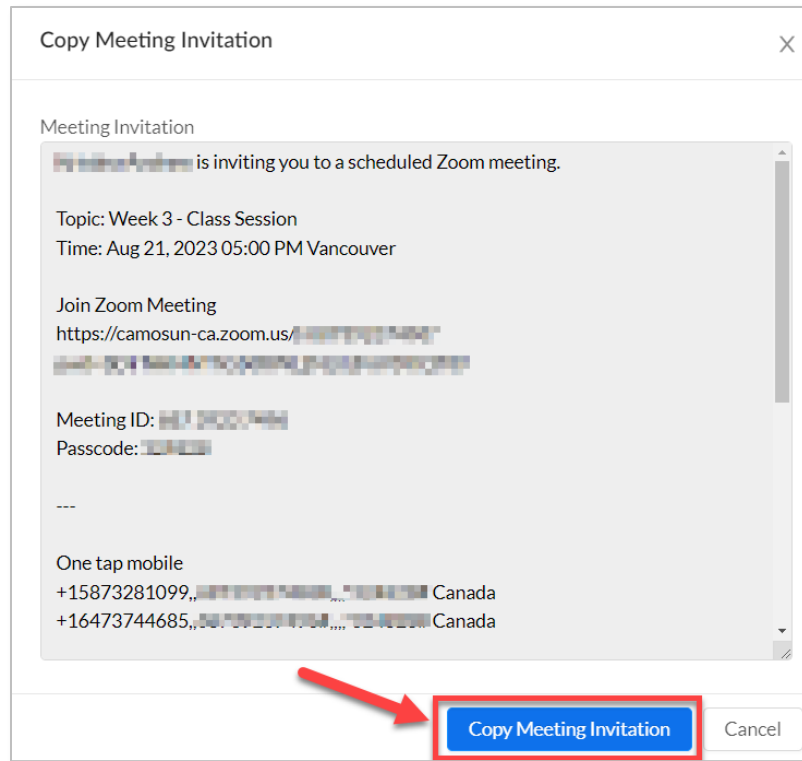
- b. Share the copied URL with the invitee (e.g., paste the link into an Outlook email).

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**.

