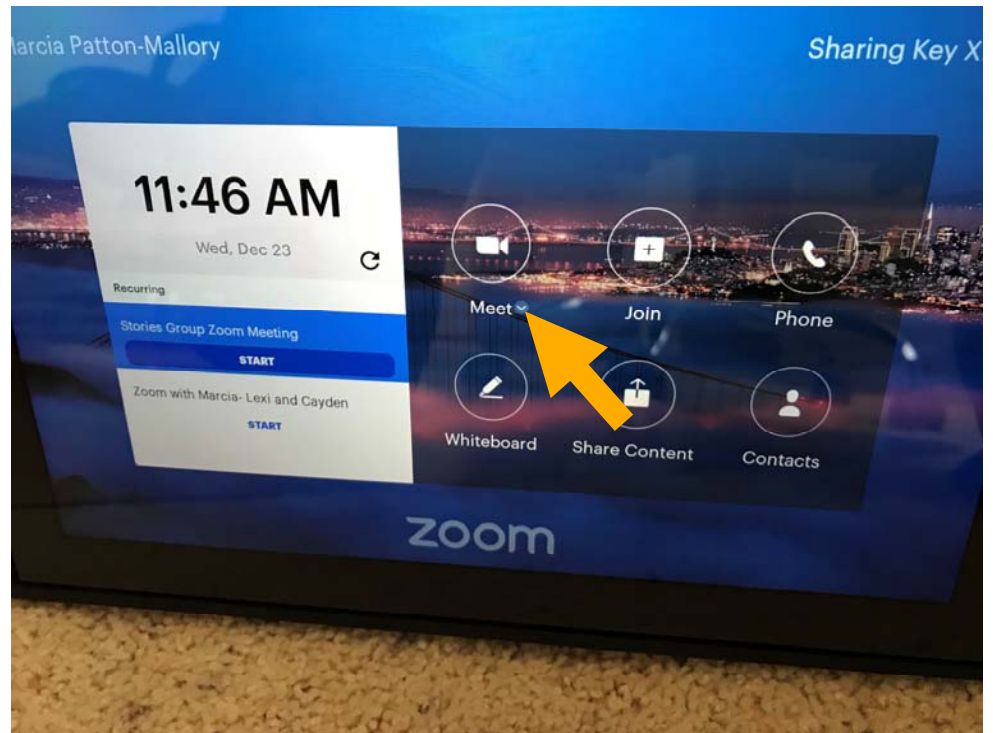


# Setting up a meeting in Zoom and inviting someone to join on Facebook Portal

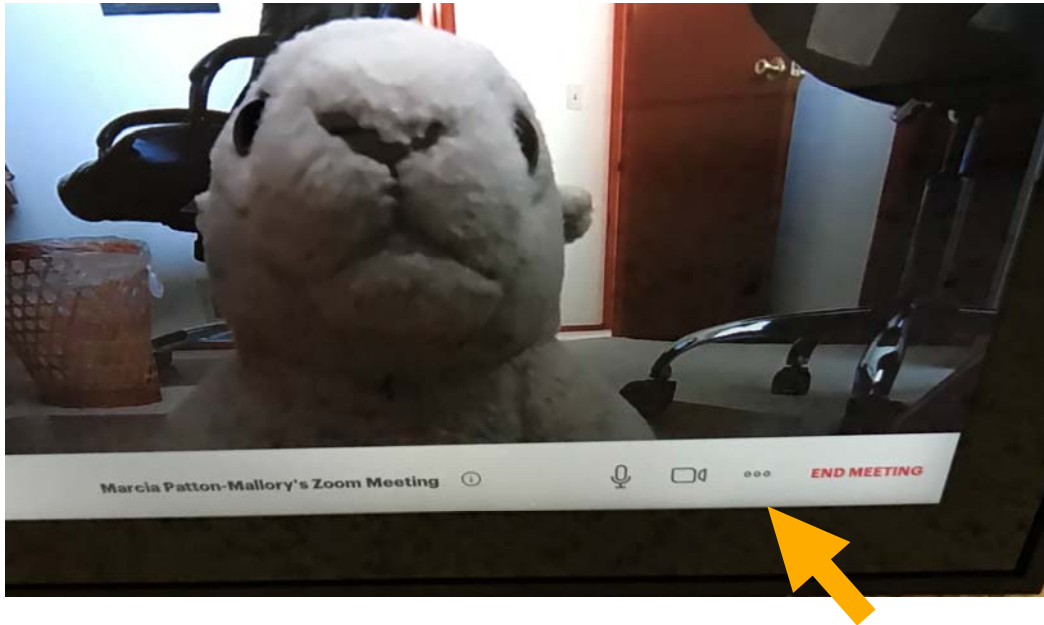


Swipe across screen to locate the Zoom app, click on it to open

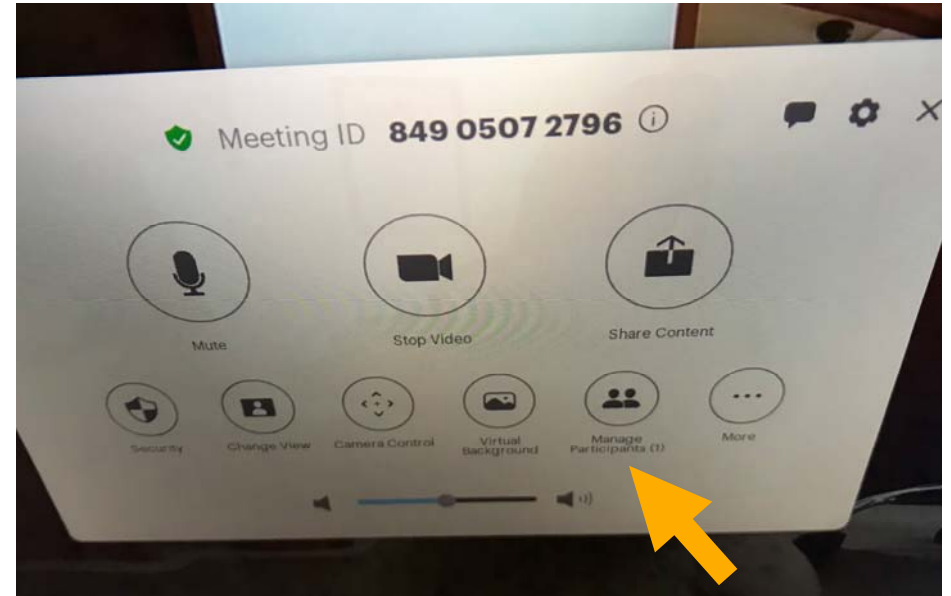


Click on Meet or use the small downward arrow next to meet to select meet with "your personal meeting ID" and it will open a meeting with you as the only participant

## Inviting a person to join your Zoom meeting in progress

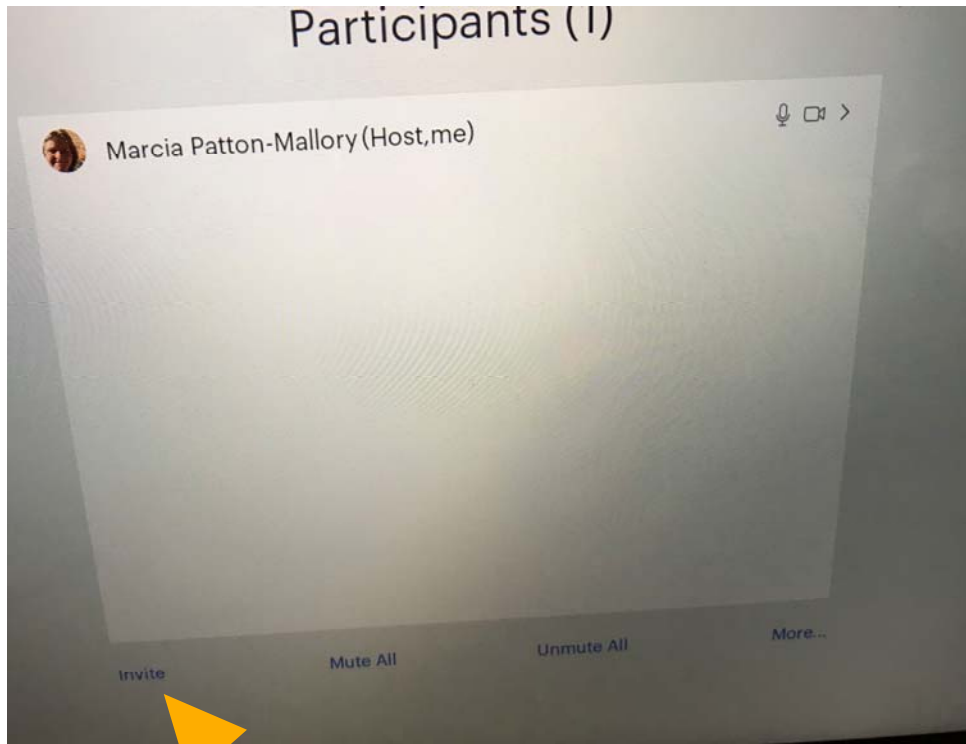


Click on the three dots to open options page

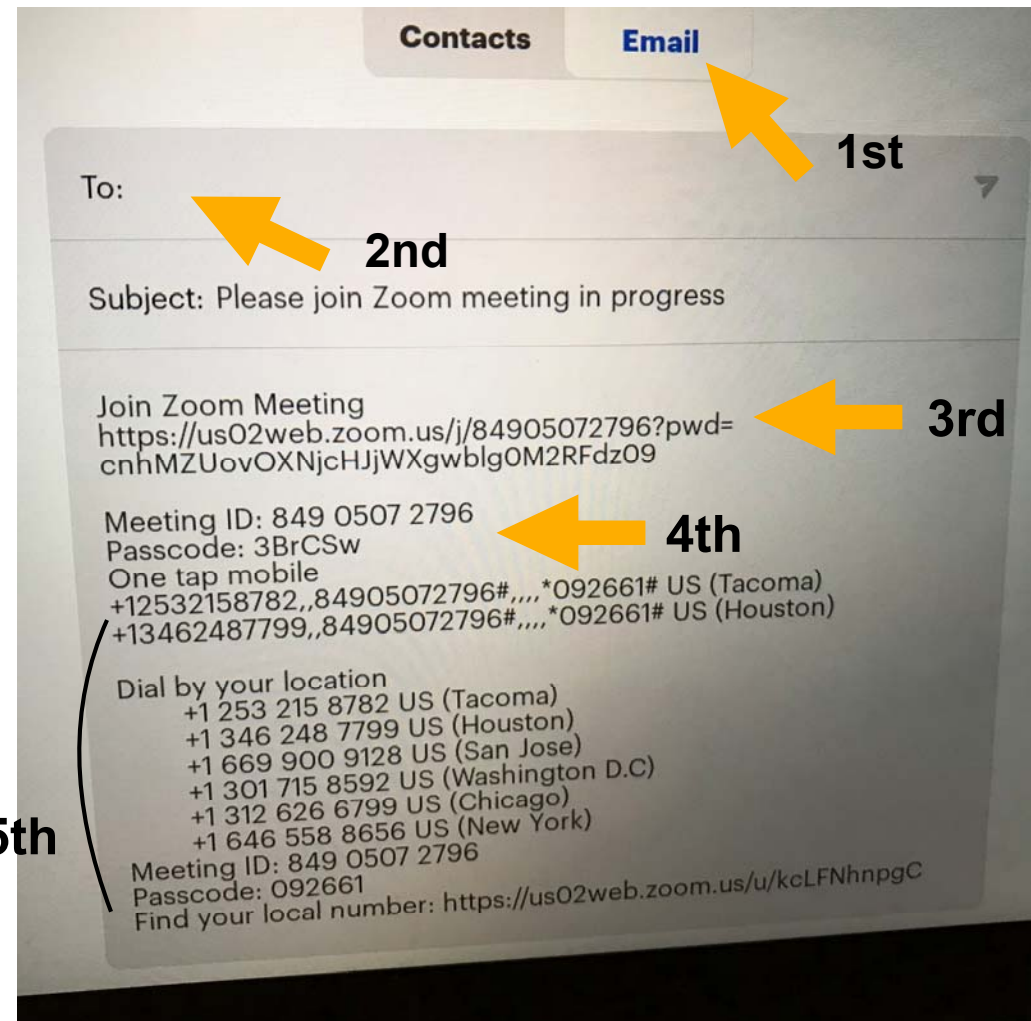


Click on Manage Participants to invite people to your meeting in progress using their email

## Send email invitation to join Zoom meeting in progress



Select Invite to open up a page where you can send an email invitation for someone to join your meeting in progress



1st: select email option

2nd: type in the email address of the person (people) you are inviting

3rd: the link will connect them directly to your meeting in their internet browser or

4th: they can join using the meeting ID and Passcode in their Zoom app

5th: This is the default invitation that includes an option to join using a phone line and can be removed in your Zoom settings or deleted before you send the email. Replace with any note you want to include