**Zoom Scheduled Meeting Invite**

Schedule a meeting either on the Web in [My Meetings](https://zoom.us/meeting) or through the application directly.

**App Invitation**

1. Log in to the Zoom application.
2. Click **Meetings**.

3. Select the meeting that you want to invite others to. Click **Copy Invitation**.
The meeting invitation will be copied and you can paste that information into an email or anywhere else you would like to send it out.

**Web Invitation**

1. Login to the [**My Meetings**](https://zoom.us/meeting)**.**
2. Click on the topic of your meeting.

3. Next to **Time,** there are options for adding to your calendar.
	* If you click on **Google Calendar** or **Yahoo Calendar**, it will create a calendar event automatically in the specific email service you choose.
	* If you click on **Outlook Calendar**, this will generate a .ics file that you import to your Outlook calendar.
	
4. You can also manually copy the meeting information by clicking the text that says **Copy the invitation**.

	* If you click on **Copy the Invitation**, another window will open with the meeting invitation text.
	* Click **Select All.**
	* You can copy the invitation and send it out through email or elsewhere.
	 