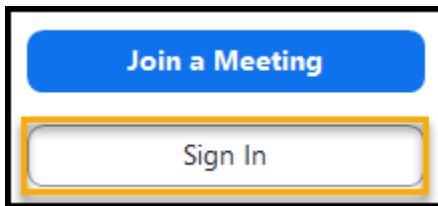


Sending Zoom Meeting Information (Desktop Version)

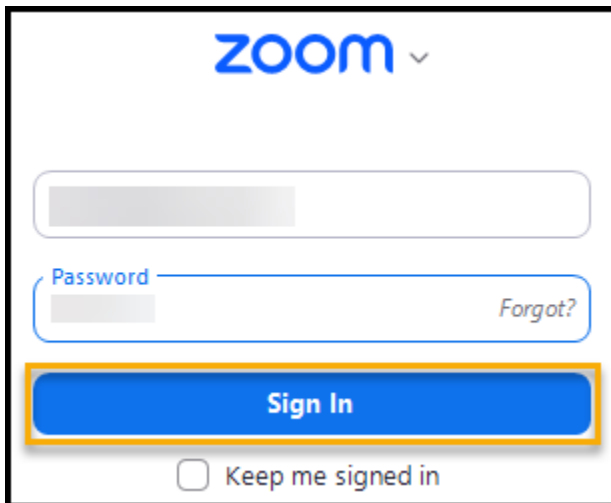
1. Double-click on the “Zoom” desktop icon.



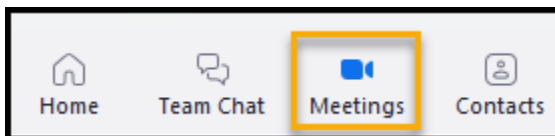
2. Click on the “Sign In” button in the dialogue box that appears.



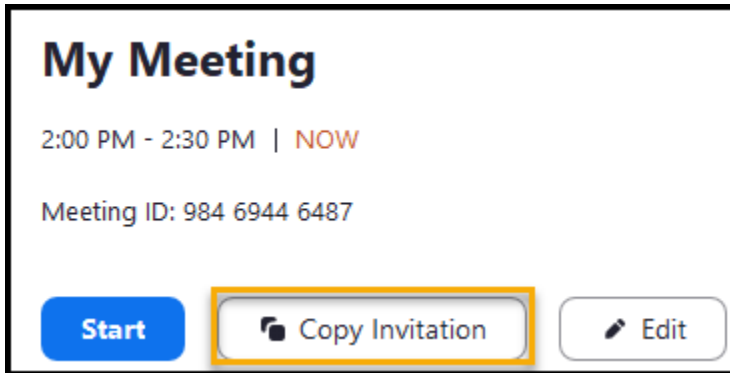
3. Type in your email address and password that is associated with your Zoom account and then click on the “Sign In” button.



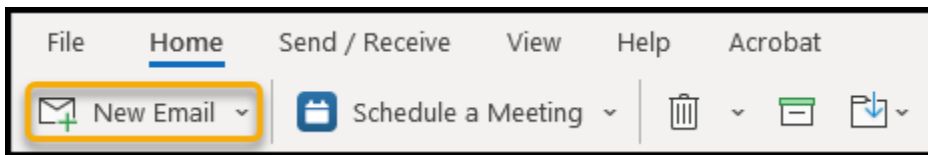
4. Click on the “Meetings” tab located on the top of your Zoom window.



5. Your scheduled Zoom meetings will be listed. Click on the title of the Zoom meeting you want to access. Next, click on the “Copy Invitation” button.

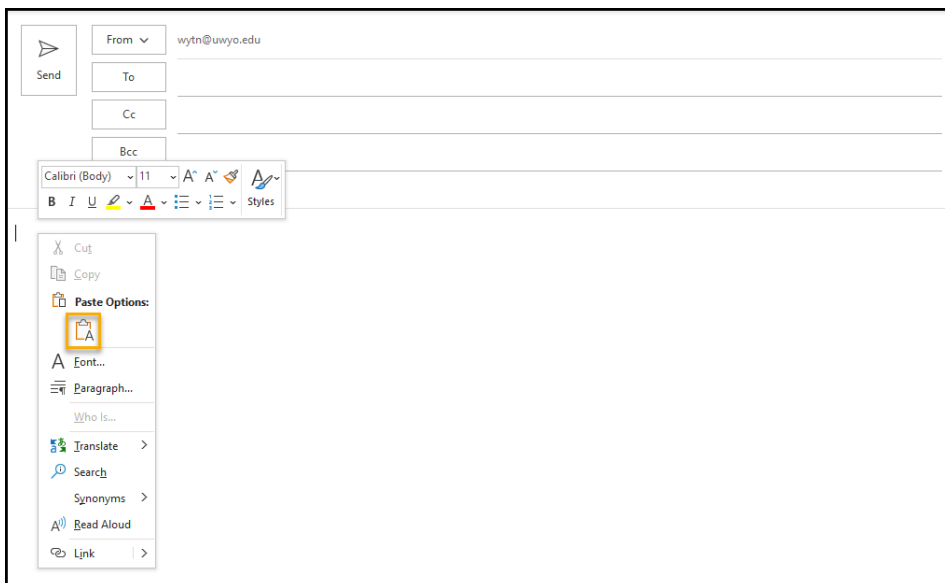


6. Open up your email account (in this example a Microsoft Outlook account is used) and select the “New Email” option.

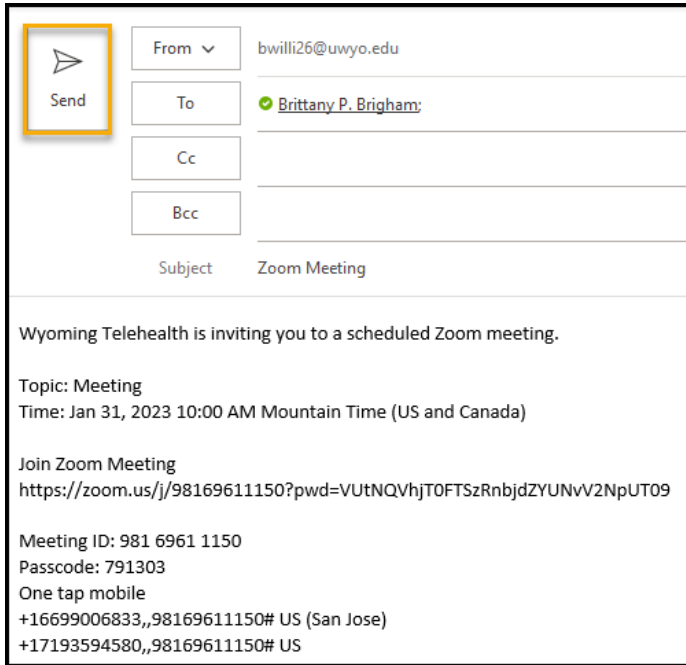


A new window will appear where you can paste the details of your Zoom meeting.

7. Right-click on the body of your email window using your mouse, and then select the clipboard icon.



8. This will copy your Zoom meeting information over into your email message. Click on the “Send” button once you have entered the email address(es) of who you would like to receive your message.



The screenshot shows an email composition interface. On the left, a 'Send' button with a paper plane icon is highlighted with a yellow border. The email header includes a 'From' field with a dropdown arrow and the address 'bwilli26@uwyo.edu'. The 'To' field contains 'Brittany P. Brigham' with a green checkmark. The 'Cc' and 'Bcc' fields are empty. The 'Subject' field contains 'Zoom Meeting'. The email body text is as follows:

Wyoming Telehealth is inviting you to a scheduled Zoom meeting.

Topic: Meeting
Time: Jan 31, 2023 10:00 AM Mountain Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/98169611150?pwd=VUtNQVhjT0FTSzRnbjdZYUNvV2NpUT09>

Meeting ID: 981 6961 1150
Passcode: 791303
One tap mobile
+16699006833,,98169611150# US (San Jose)
+17193594580,,98169611150# US

- We also recommend checking out Zoom’s training videos that are available through the Zoom Learning Center: <https://learn-zoom.us/show-me>.
- If you have any questions or concerns, please email the Wyoming Telehealth Network at wy-telehealth@uwyo.edu. We are here to support you and your telehealth Zoom experience!