

# Create a Zoom meeting

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This guide provides the steps to create a Zoom meeting and share the invite with your class.

## Creating a meeting

1. Open your Zoom client and sign into Zoom.
2. Click on the Schedule icon.
3. Select your meeting settings.
4. Click Schedule to finish
5. Copy Join URL (Meeting Link)

## Share meeting invite

1. Open your eLearning course
2. Click the drop down arrow next to News
3. Select New News Item
4. Create your News Item
  - a. Add a title for your announcement.
  - b. Add a description for the meeting in the body of the announcement.
  - c. Add instructions for the students (Example: Join Online Class Meeting or Access Virtual Office Hours).
  - d. Paste the Join URL Meeting Link a. To paste, right click your mouse and select paste
5. Publish

