The "owner" of the Zoom meeting must log into the meeting's Zoom account.

If you are lost at any point, please go to (click here) zoom.us and use the Blue Chat button in the lower left-hand corner outlined on pg. 4 (click here) – on the first screenshot.

NOTE: You can fill out the meeting form on a computer, laptop, or phone. We recommend a computer or laptop if possible. By following these directions, **you can also copy an invitation and send it to anybody else** (i.e., somebody who will complete the meeting form for you) via email or text.

There are two platforms and several ways to locate this information, complete the meeting form only, and share it with others.
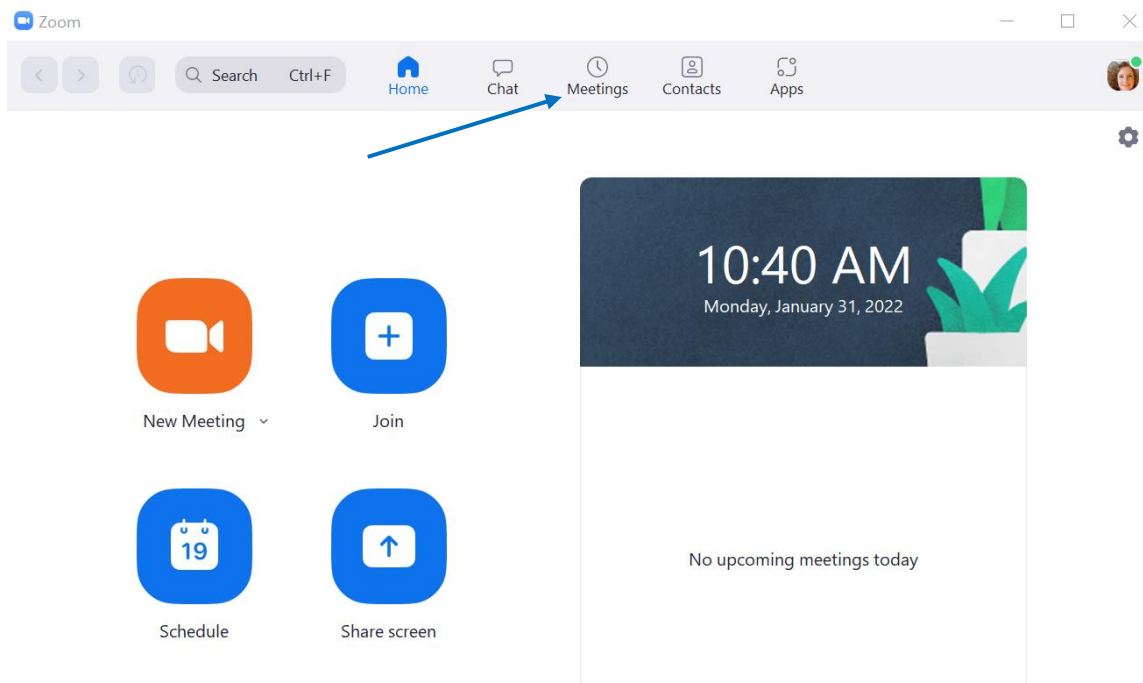
Platform #1 From your Zoom application

The blue square application with the video camera used to log into meetings or start this meeting.

**Log in** (if you aren't already), and it should look like below –

Choice 1 & 2 -

1) **Click on Meetings** (blue arrow - in the center of the top menu) to open another page.

- **Open the meeting**, and in the upper left-hand corner, you will see a **green shield**.
- **Left Click on the shield**, and you will see all of the meeting information, including the url, Meeting ID, and Passcode. You can highlight and copy the data from there.
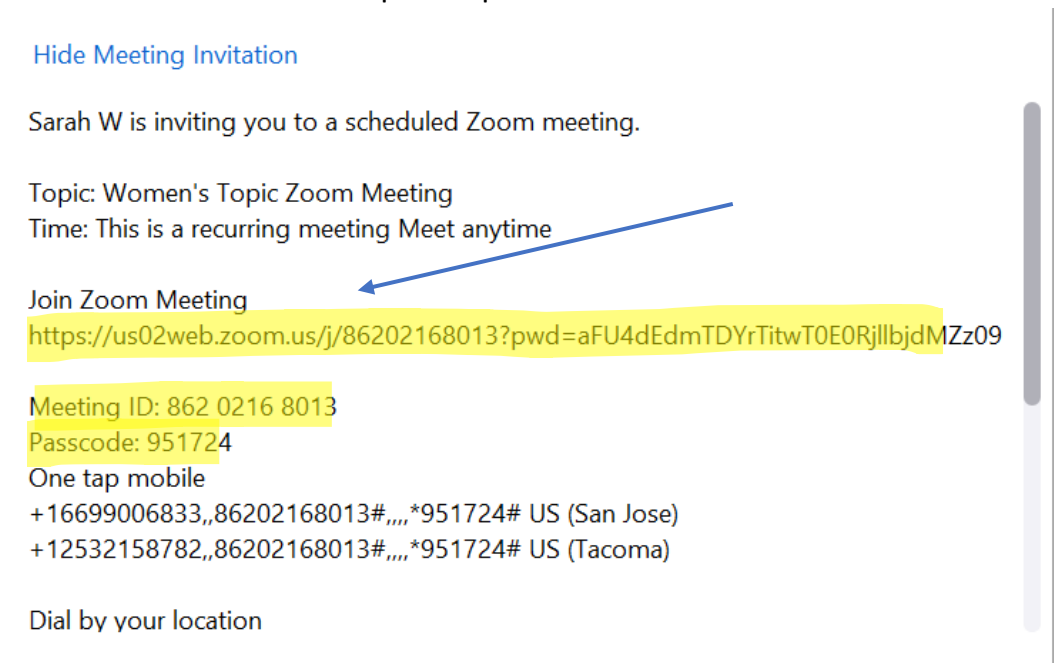
OR –

2) **Click on the meeting on the left to highlight it in blue,** and you should see–
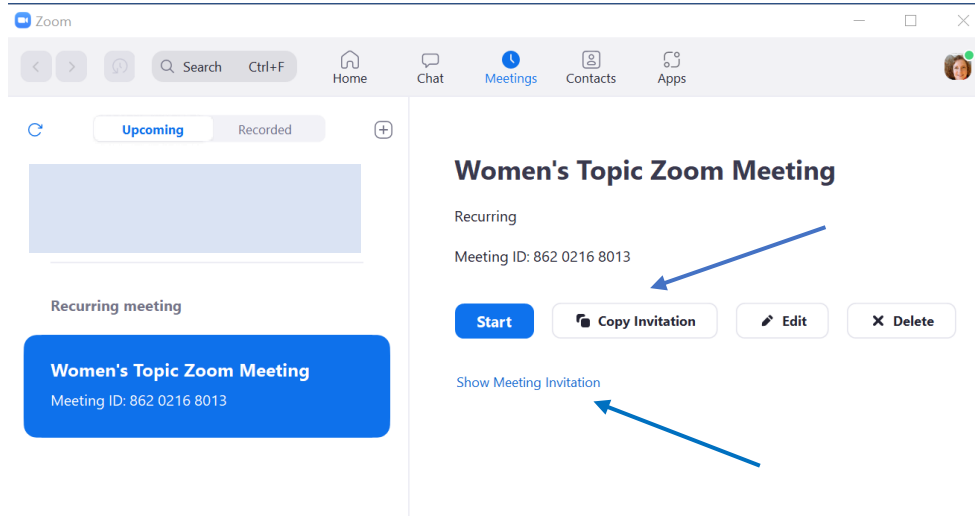
- Next to Start, use "**Copy Invitation**" (blue arrow), and that will **copy the invitation in its entirety** for you to paste somewhere else.

OR – from this screen

- Just below the Start button, you will see "**Show Meeting Invitation**"(blue arrow) – **left-click once**.
- This information will show up in its place –

- See the url under "Join Zoom Meeting" (blue arrow - highlighted) and **highlight the url,** copy, and paste it on the meeting form on WVI's website or any temporary document, sticky, etc. You can do the same with the Meeting ID and Passcode.
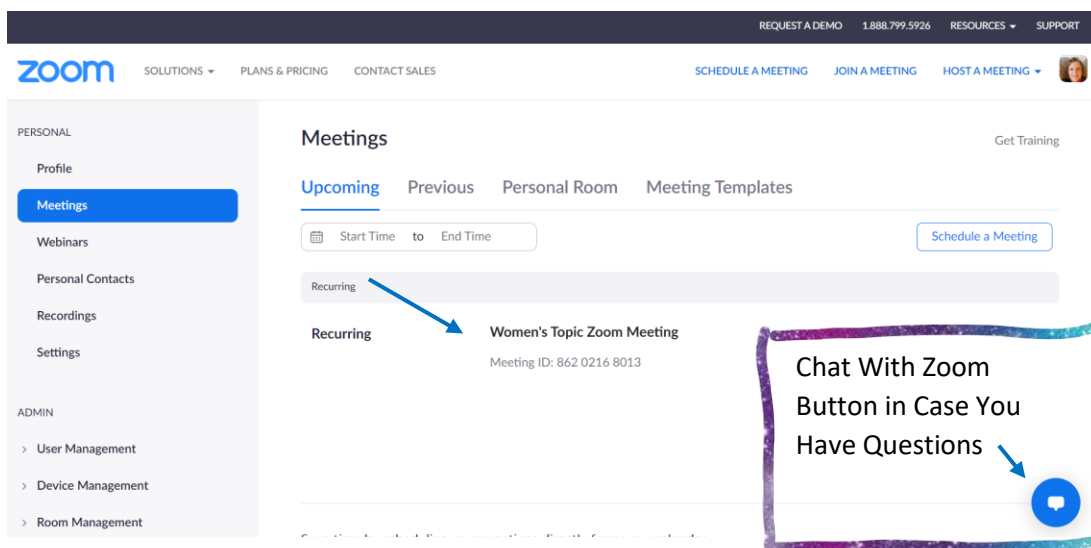
  If you want to see the entire invitation, use the bar on the right to scroll down.

  To copy the entire invitation, hold down the **Ctrl (for PC) or Cmd (for Mac) + A for "Select All"** and then copy.
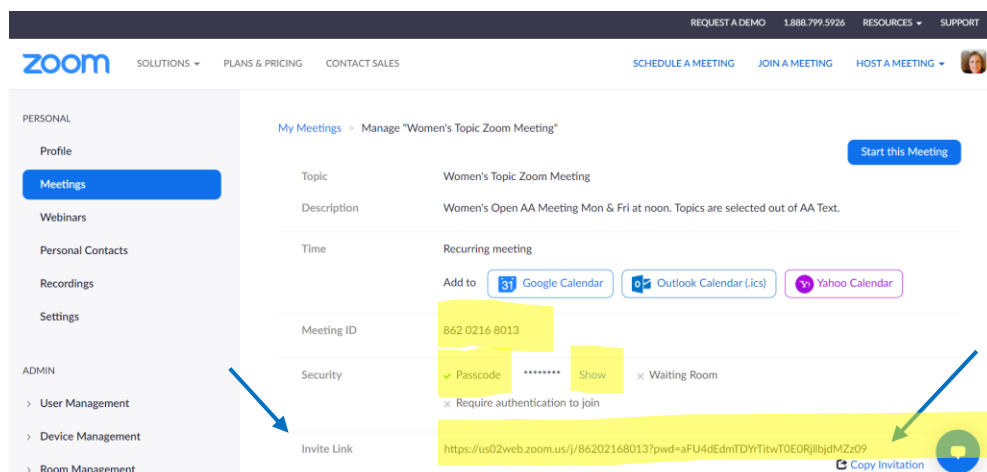
Platform #2 - From a browser window, use (click here) zoom.us

1) **Log in** (if you aren't already), and it should look like below –
   - **Click on Meetings** on the left-hand side.

- Then **hover over the meeting name** (blue arrow), and it will highlight
- **Left-click once**, and that will open another screen –

b) The "**Invite Link**" (blue arrow – yellow highlight) is the url address – your choices are –

i. **Highlight the url** and copy.

OR

ii. **Copy the Invitation link** (blue arrow - under the invite address on the right next to the chat button) to give you all the information, including the url to "paste" somewhere else.

iii. If you **add it to your calendar** (click on whichever type of calendar you use)
- **Google and Yahoo** will open your calendar (you may have to sign in), and you will see it in a new "event" to save to your calendar.
- **Outlook** will download the .ics file, and you need to double-click on it (it should be either at the bottom of your screen on a popup bar, or you may have your computer set to download to the Download folder, so you would need to go there and click on the .ics file.

c) The above meeting screen **also offers you the Meeting ID and Passcode** (click on "Show" to the right of the passcode), which you will also need for online meeting information.

If you are lost at any point, please use the Chat button I outlined above on (click here) pg. 3– on the first screenshot.