

Zoom: Adding a Participant to an Existing Session

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1. Log into the Zoom Conference website – <http://zoomconference.com/>
2. There are a few ways to add a participant to an existing session
3. Instant Meet Invite

During a meeting, you can invite people to join the conference by clicking on **Invite** tab in your meeting controls.



Once you click invite, you can choose the option to Invite by Email, Invite by IM, Invite by Phone (requires an [audio conferencing plan](#)), or Invite a Room System (requires [Cloud Room Connector](#) Subscription)

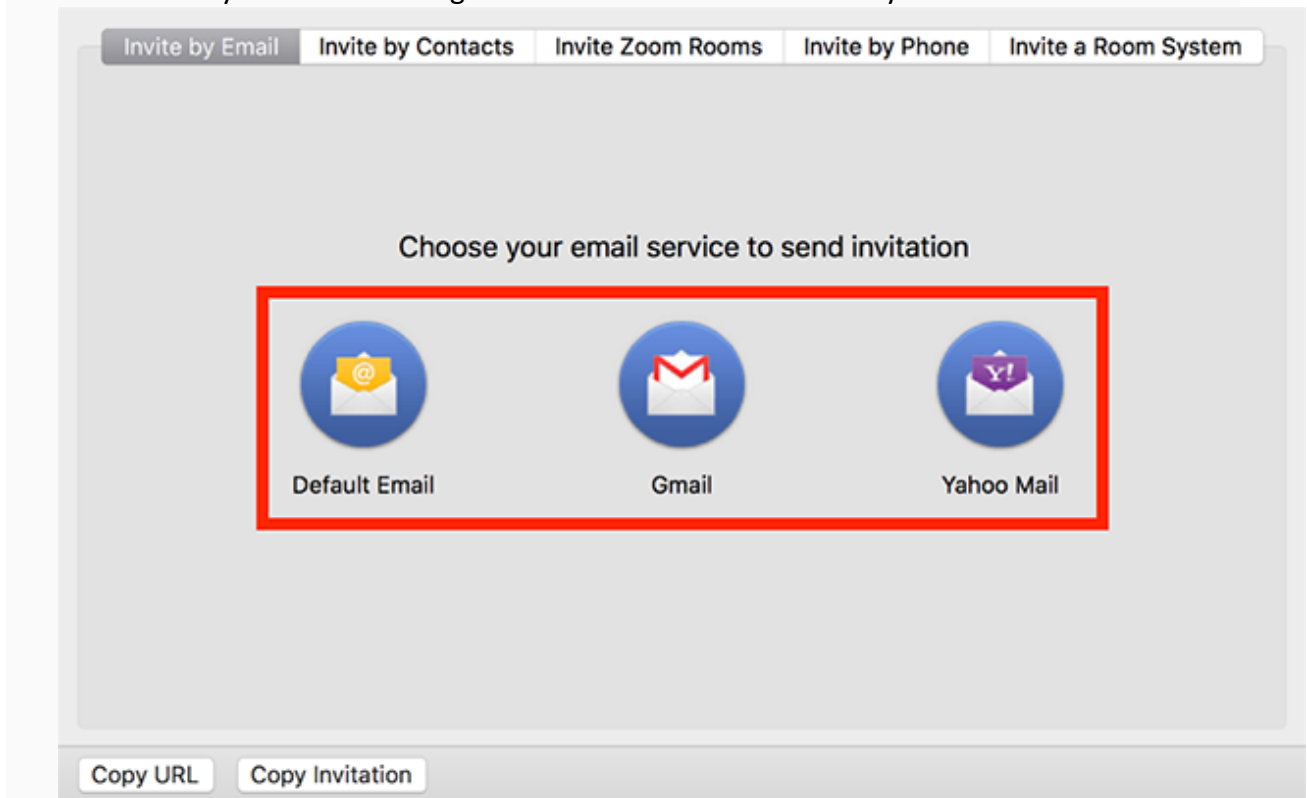
4. Invite by email

After clicking on **Invite** in the meeting controls, click on one of the three email options.

- **Default Email** will open up your default email application (ex. Outlook, iCal, etc.)
- **Gmail** or **Yahoo Mail** will open a web browser and will prompt you to log you in with your Yahoo or Gmail account. If you are already logged in, a new email will be composed

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automatically with the meeting information included in the body of the email.

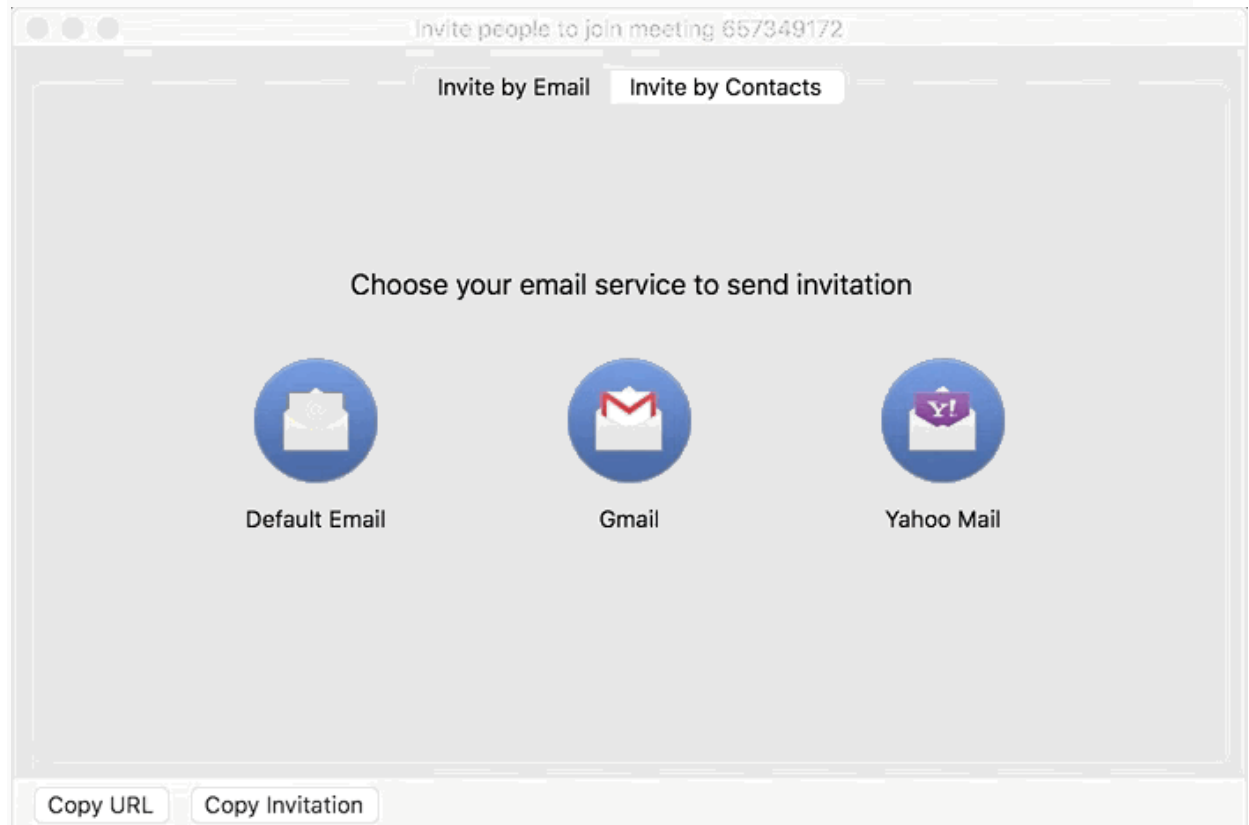


5. Invite by contacts

1. After clicking on **Invite**, click on **Invite by Contacts**.
2. Select their name from the window, or search for a contact.
3. Click on the individual you would like to invite. You can select multiple contacts. Once you do this, their name(s) will have a check mark next to it and they will appear in the list at the top of the window.
4. Click **Invite** in the lower right corner.

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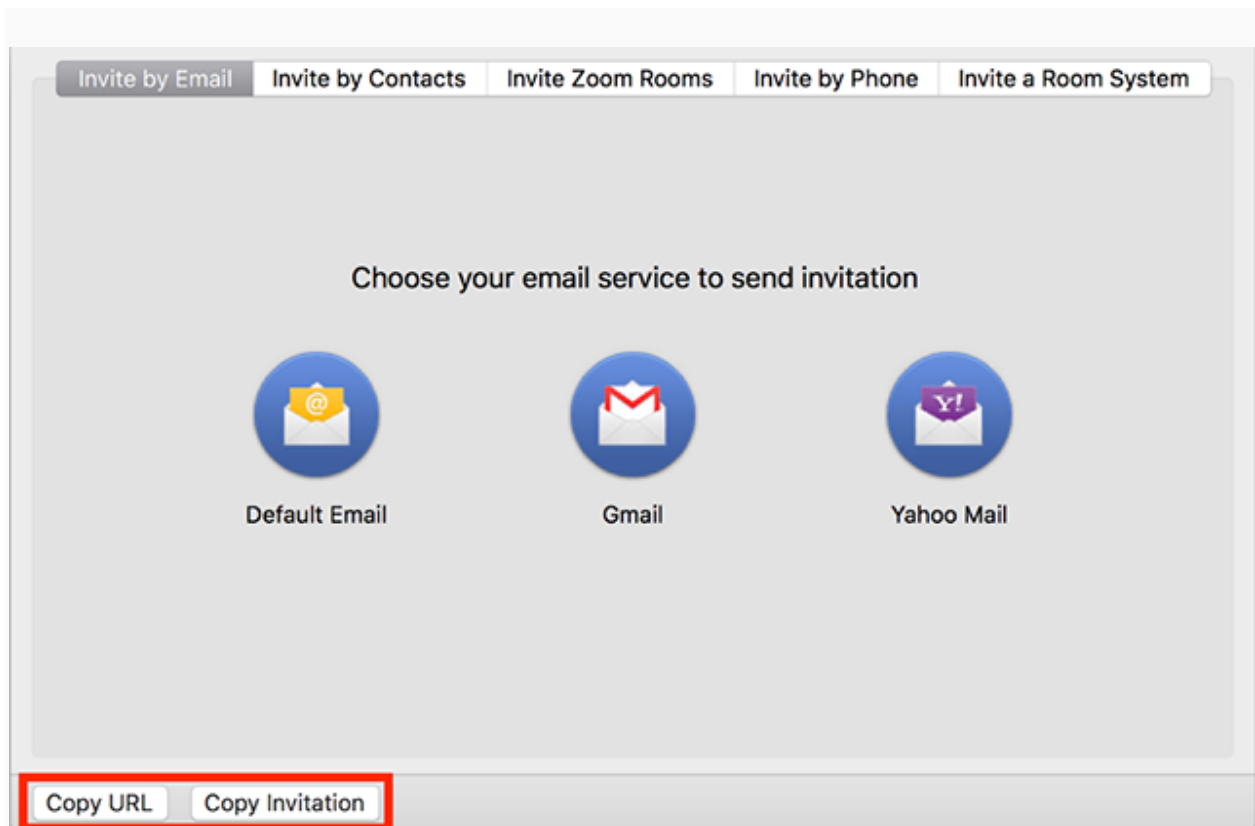
Select contacts and click **Invite**.



6. Copy URL or copy invitation

Click **Copy URL** or **Copy Invitation** if you want to send your instant meeting information elsewhere. Copy URL will copy the join link and Copy Invitation will copy the full invitation text. You can then paste it using ctrl-V on a PC, cmd-V on a Mac, or by right-clicking and choosing paste.

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The new participant will receive an invitation to the Virtual Zoom session