Blackboard: Invite Guests to a Scheduled Zoom Session

After you schedule a Zoom course meeting, you can share the invite link with guests that do not have access to your Blackboard course.

1. Open your Blackboard course and go to the Zoom Meeting page.

2. Click on the Topic (name) of the meeting that you’d like the guest to join.

   ![Zoom Meeting Page](image)

   **Upcoming Meetings**
   - **Start Time**: Today 1:00 PM
   - **Topic**: Class Session 1
   - **Meeting ID**: 91594567163

3. In the Invite Attendees section, select Copy the invitation.

   ![Copy the invitation](image)

4. In the pop-up window, click Copy Meeting Invitation.

   ![Copy Meeting Invitation](image)

5. You can now paste the meeting invitation into an email and share it with your guest(s).

   **Only share invitation links with intended participants and do not post publicly.** Anyone with the invite link or meeting information can join.