

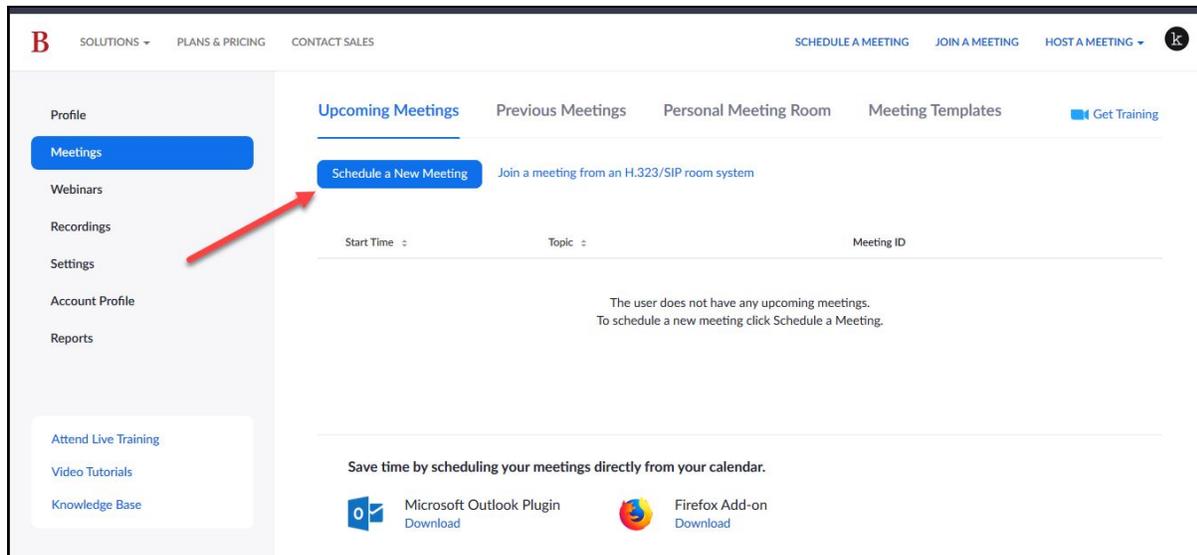
Create a Google Calendar Event/Invite for a Zoom Meeting

Create and schedule a Zoom meeting

1. Go to the following link: <https://bard.zoom.us/>



2. Click on the **red Login button** and sign in with your **Bard Gmail account**.
3. Click **Schedule a New Meeting**.



4. Fill out the information for your meeting.

- Topic
- Date
- Time
- Recurring meeting if it is ongoing

5. Select your **Meeting Options** below and click **Save**.

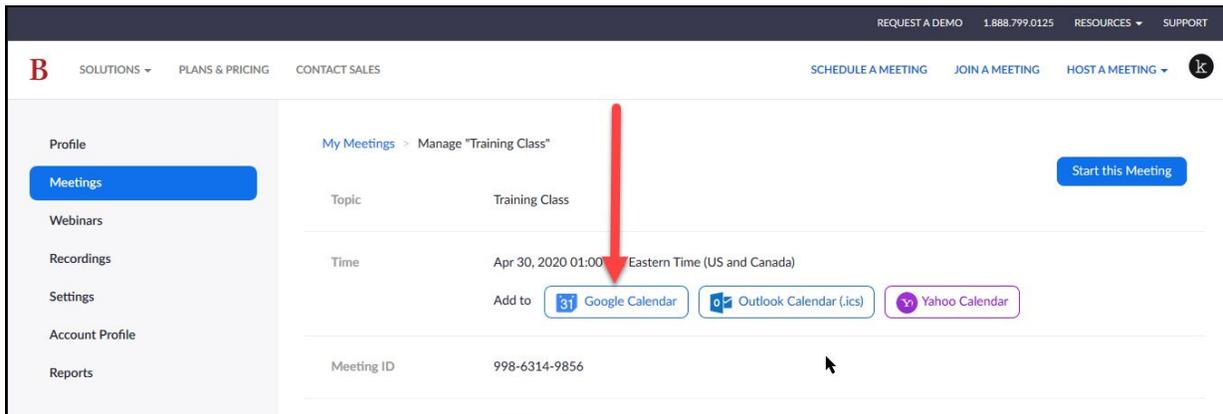
The screenshot shows a 'Meeting Options' form. It contains several checkboxes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (unchecked), 'Enable waiting room' (checked), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Record the meeting automatically' (unchecked). Below these is an 'Alternative Hosts' field with the placeholder text 'Example: mary@company.com, peter@school.edu'. At the bottom are two buttons: 'Save' (blue) and 'Cancel' (white).

6. Your meeting is created. Your meeting link is shown next to **Invite Attendees**. You can click **Start the Meeting** to begin the meeting right away. You can copy the URL (see link to the right of URL) to email to your attendees OR you can create a calendar event (see next section).

The screenshot shows the 'Manage Training Class' page. The page has a dark header with navigation links like 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A sidebar on the left contains menu items like 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. The main content area shows details for a meeting titled 'Training Class'. It includes fields for 'Topic', 'Time' (Apr 30, 2020 01:00 PM Eastern Time), 'Add to' (with buttons for Google Calendar, Outlook Calendar, and Yahoo Calendar), 'Meeting ID' (998-6314-9856), 'Meeting Password' (masked with asterisks), and 'Invite Attendees' (with a 'Join URL' and a 'Copy the invitation' link). A 'Start this Meeting' button is visible in the top right. The 'Join URL' is circled in red in the original image.

Create a Google Calendar event for your Zoom meeting

1. If you click **Add to: Google Calendar**, you will be asked to okay permissions for Zoom to place the event on your Google Calendar. Accept the permissions.



2. All the details for the event will be created as a Google calendar event. You can then add your students/participants to the **Guests** list on the right hand side of the event so that they will be notified of your Zoom meeting.
3. Click **Save** to add the event to your calendar. When asked to send invitation emails to guests, click **Send**.

Now your Zoom meeting can be referenced in a calendar invite via email, or directly from the calendar event.

