1. Click the Zoom shortcut app:



2. Click New Meeting:



3. Click Participants:

2:50 PM Mon Feb 8			<b>२</b> 81% 🔲			
End	🤣 Zoom 🗸	Ų		<b>1</b>	•••	
		Mute	Stop Video	Share Content Participants	More	
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4. Click Invite:



5. Click Mail and email the link to necessary participants:

You have been invited to meet on Skype. Click	Cancel Please join Zoom meeting in progress	•
	To: Cc/Bcc: Subject: Please join Zoom meeting in progress	
AirDrop Mail Skype Zoom	Join Zoom Meeting https://us05web.zoom.us/j/82300190096? pwd=NHpDTWplZm4rZnBGRWo5d2Q3Nmt2QT09	

- 6. Participants can join as a guest or will be prompted to sign in
- 7. When meeting is completed, click the **End**