## 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.

3 SOLUTIONS - PLANS & PRICIN	G CONTACT SALES		SCHEDULE	A MEETING JOIN A MEETI	NG HOST A MEETING -
Profile	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Meeting Templates	Get Training
Meetings Webinars	Schedule a New Meeting	Join a meeting from an H.	323/SIP room system		
Recordings	Start Time 💠	Topic ¢		Meeting ID	
Account Profile Reports		The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.			
Attend Live Training Video Tutorials	Save time by schedu	ling your meetings directly	from your calendar.		
Knowledge Base	Microsoft O Download	Dutlook Plugin	Firefox Add-on Download		

- 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**.

Meeting Options	Enable join before host		
	Mute participants upon entry 1000		
	☑ Enable waiting room		
	Only authenticated users can join		
	Breakout Room pre-assign		
	Record the meeting automatically		
Alternative Hosts	Example: mary@company.com, peter@school.edu		
	Save Cancel		

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).

		REQUEST A DEMO 1.888.799.0125 RESOURCES - SUPPORT		
B SOLUTIONS - PLANS & PRICING	CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING -		
Profile	My Meetings > Manage	"Training Class"		
Meetings Webinars	Торіс	Training Class		
Recordings Settings	Time	Apr 30, 2020 01:00 PM Eastern Time (US and Canada) Add to 🔯 Google Calendar (Jics)		
Account Profile Reports	Meeting ID	998-6314-9856		
	Meeting Password	Show		
Attend Live Training Video Tutorials	Invite Attendees	Join URL: https://bard.zoom.us/j/99863149856?pwd=b0VHYkpLWWx6dDF4U1pGdzlldFo0UT09 Copy the invitation		
Knowledge Base	Video	Host On		

## 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.

			REQUE	ST A DEMO 1.888.799.0125	i Resources - Support
B SOLUTIONS - PLANS & PRICIN	G CONTACT SALES		SCHEDULE A MEETI	NG JOIN A MEETING	HOST A MEETING -
Profile	My Meetings > Man	age "Training Class"			Charle Mitta Manalian
Meetings Webinars	Торіс	Training Class			Start this Meeting
Recordings	Time	Apr 30, 2020 01:00 Easte	n Time (US and Canada)		
Settings		Add to Google Calen	dar ) 💽 Outlook Calendar (.ics)	Yahoo Calendar	
Reports	Meeting ID	998-6314-9856	*		

- 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.

( <b>4</b> )	C' 🔓 🔽 🔽 https://calendar.google.com/calendar/r/eventedit/MzI2bzhraV	V01aGY1bmc5YnFkdGRtOWps 🗉 😶 🔂		
×	Training Class	Save More actions -		
Cancel	event changes           Apr 30, 2020         1:00pm         to         2:00pm         Apr 30, 2020         (GMT-04:00) Eastern Time - New York	Time zone		
	All day Does not repeat 🝷			
	Event Details Find a Time	Guests Rooms		
0	https://bard.zoom.us/j/99863149856?pwd=b0VHYkpLWWx6dDF4U1pGdzlldFo0UT09	Add guests		
	Add conferencing 👻	Guest permissions		
¢	Notification - 10 🔄 minutes - 🗙	Modify event		
	Add notification	See guest list		
	Karen I 🔹 💿 🔻			
Ċ	Busy - Default visibility - ⑦			
=	0 B Z <u>U</u> i≡ ≔ ⇔ X	k		
	Karen Homan is inviting you to a scheduled Zoom meeting.			
	Join Zoom Meeting https://bard.zoom.us/j/99863149856?pwd=b0VHYkpLWWx6dDF4U1pGdzlldFo0UT09			
	Meeting ID: 998 6314 9856 Password: 537136			