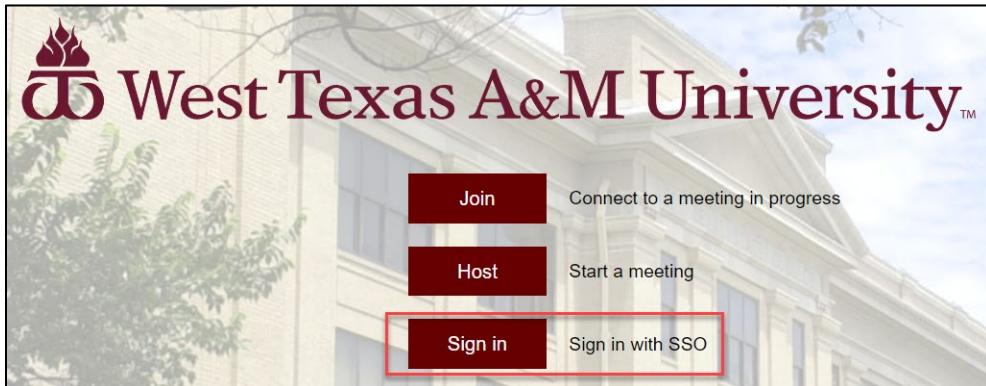


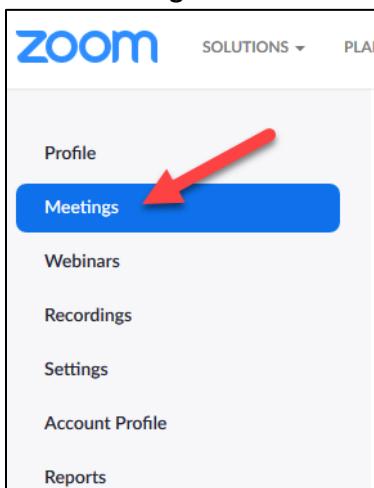
ACCESS, SHARE, & EDIT A ZOOM MEETING IN THE WTAMU ZOOM SITE

ACCESS AND VIEW ZOOM MEETINGS

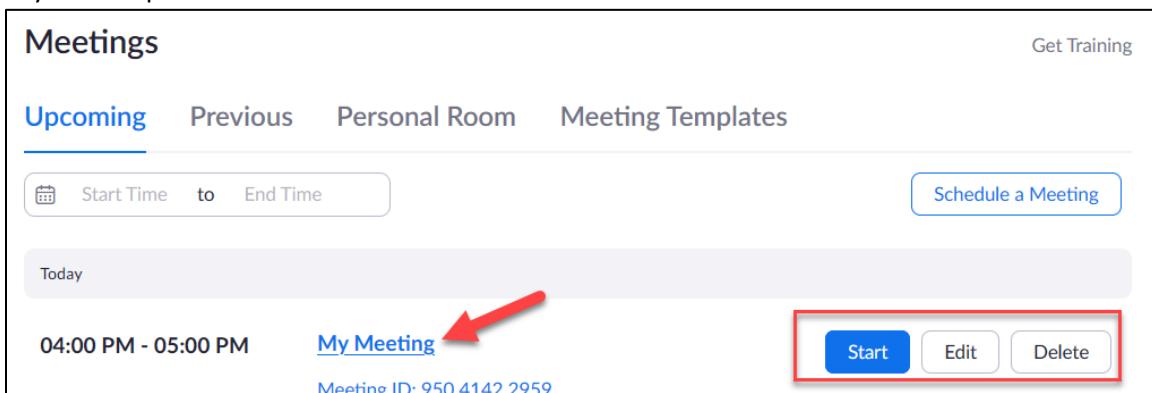
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.

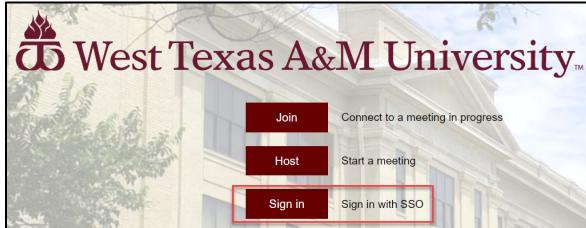


3. Locate the **Upcoming** meeting you want to edit, *hover over* your meeting **Topic** (title) and select any of the options available.

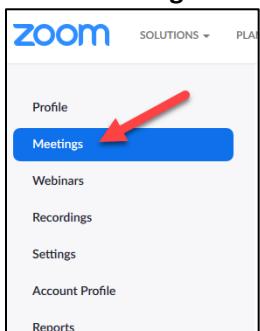


TO ACCESS THE MEETING INFORMATION TO SHARE

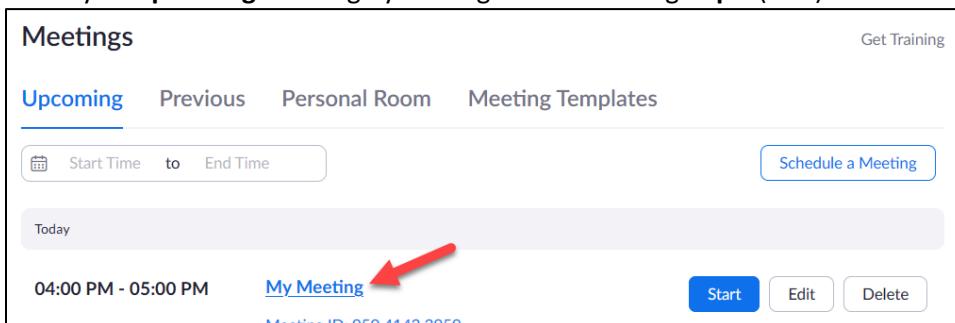
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



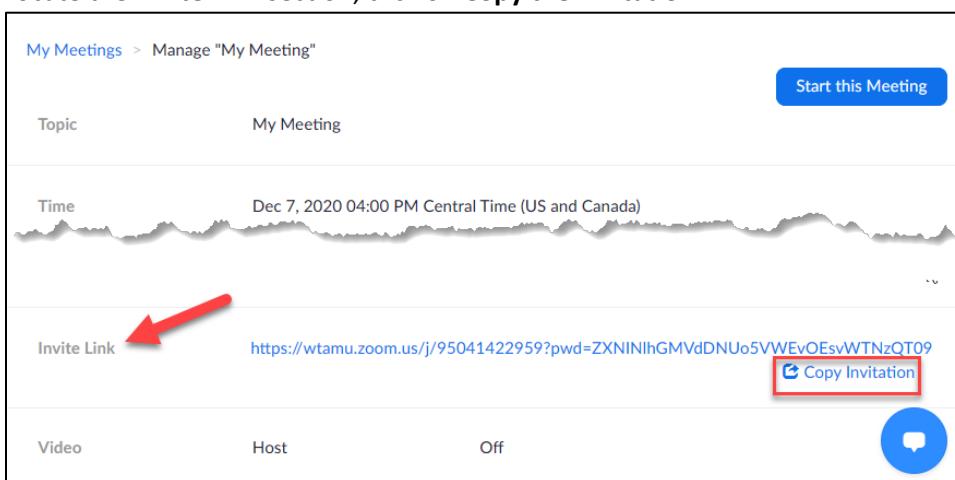
2. Select **Meetings** from the menu.



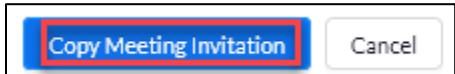
3. Select your **Upcoming** meeting by clicking on the meeting **Topic** (title).



4. Locate the **Invite Link** section, click on **Copy the invitation** link.



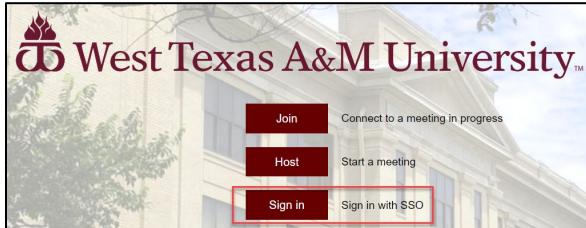
5. Click on the **Copy Meeting Invitation** (blue button) to copy the complete meeting information to your clipboard



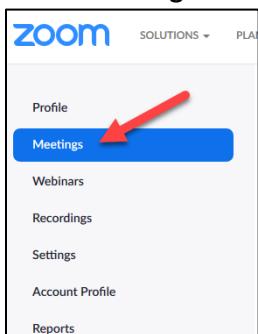
6. Paste information into your desired sharing location.

EDIT A MEETING

1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.



3. Locate the **Upcoming** meeting you want to edit, *hover* over your meeting **Topic** (title) and click on **Edit** to update your meeting information or select **Delete** to delete your meeting.

