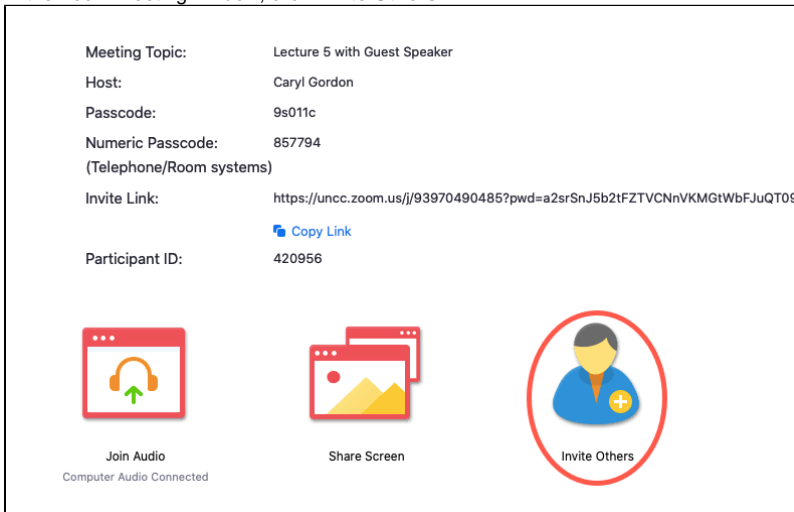


How do I invite guest speakers to my Zoom meeting using Canvas?

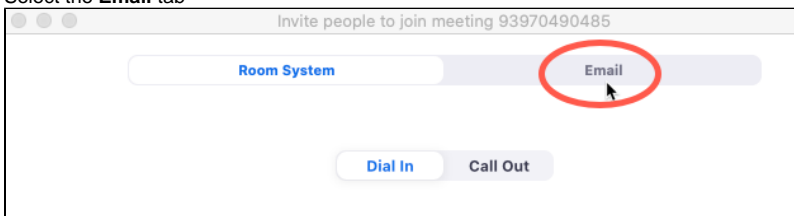
Tell Me

You can invite non-university people to your Zoom meetings via Canvas. You may want to start the meeting a few minutes early so you can send the invitation to your guest

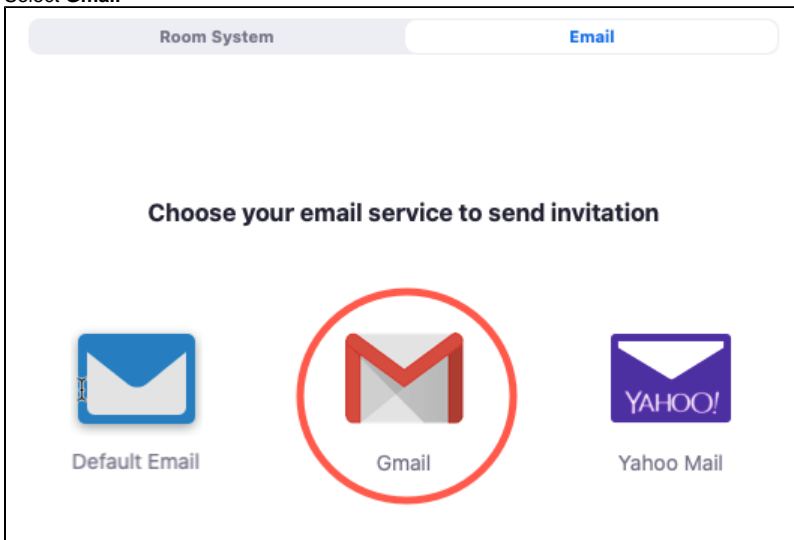
1. Log into your UNC-Charlotte email account
2. Access Canvas and start your Zoom meeting
3. In the Zoom meeting window, click **Invite Others**



4. Select the **Email** tab

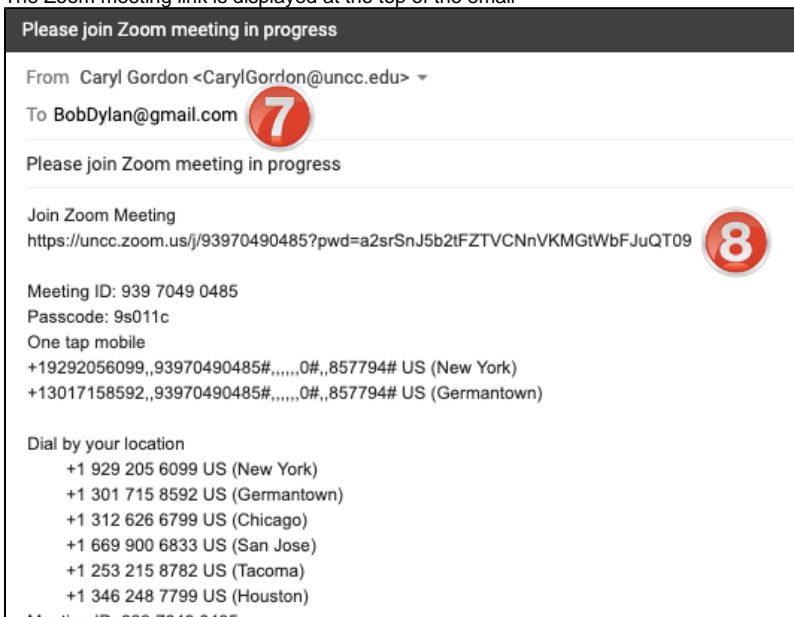


5. Select **Gmail**

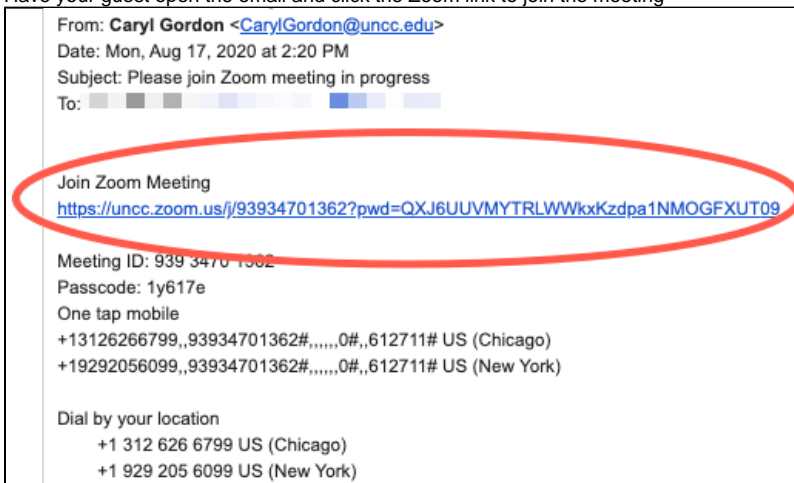


6. Your UNC-Charlotte email is activated and a new email with the meeting details is displayed
7. In the **To** text box, type the email address of the person you want to invite

8. The Zoom meeting link is displayed at the top of the email



9. Send the email
10. Have your guest open the email and click the Zoom link to join the meeting



Related FAQs

- [What is the participant limit on a Zoom meeting?](#)
- [What are Zoom accessibility best practices?](#)
- [How do I access the Zoom link for a session I'm training?](#)
- [How does polling work in Zoom?](#)
- [What Zoom updates and news might help with using Zoom in the classroom?](#)