Copy a Zoom Meeting Room URL

1. Open the Zoom Meeting room.
2. Select Invite at the bottom of the screen.

3. Select Copy URL in the bottom right-hand corner of the window.

4. The URL will be saved to your clipboard.

Sharing a Zoom Meeting within Sakai

1. Select Site Info from the tool menu bar.
2. Select Edit Tools from the top menu bar.
3. Scroll down the page, check Web Content and select Continue.

4. Enter a title.
5. Within Source, paste the meeting URL.  
   **Note:** See [Copy a Zoom Meeting URL](#) for instructions.

6. Select **Continue** and then **Finish**.
7. The link will then appear within the tool menu bar.

8. Selecting this tool will then direct site users to the Zoom meeting room.

Within Sakai, a Zoom meeting URL can also be shared within the **Lesson tool**, the **Schedule tool**, the **Message tool**, the **Announcement tool**, or the **Resource tool**.