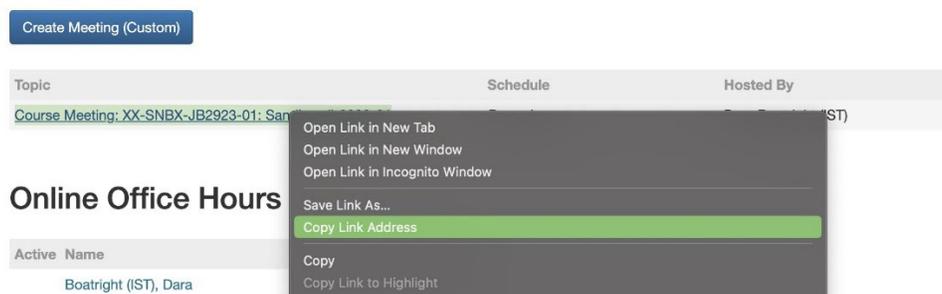


Inviting Guests to your Online Classroom

You may sometimes need to invite participants to your online classroom who are not enrolled in your Canvas space, and therefore cannot use the Zoom Conferencing link. In this case, please follow the instructions below.

1. Create a meeting using the [Zoom Conferencing link in Canvas](#) if you have not done so.
2. Right click the meeting link and select ‘**Copy Link Address.**’

Online Class Meetings



Online Office Hours

Active	Name
	Boatright (IST), Dara

- a. Depending on your computer and web browser, this menu may look different. If you do not see ‘Copy Link Address,’ choose the closest available option.
- b. On laptops that do not have a right mouse button, use a two-finger click.
- c. You can also use the keyboard shortcut: **Ctrl + C** on Windows, or **⌘ (Command) + C** on MacOS.

3. Copy this link into an e-mail, text message, or any other text field by right clicking on an empty area and selecting ‘Paste.’

You can also use the keyboard shortcut: **Ctrl + V** on Windows, or **⌘ (Command) + V** on MacOS.

