



VIRTUAL GROUPS SUPPORT TEAM



ACCEPTING AN EMAIL INVITATION TO JOIN A MEETING

MEETING INVITE FROM GROUP LEADER (HOST)

A Meeting is usually scheduled at a pre-arranged time.

Ensure that you have completed the [Download and Sign-up step](#)

Email link:

1. You will receive an email invitation from the meeting host
2. Click on the link in the email (join via PC, Mac, iOS or Android)
3. You will be taken to the meeting

This is what your email invitation looks like:

From: Group Leader
Sent: 30 March 2020 09:49
To: 'John Smith' <johnsmith@gmail.com>
Subject: Zoom Meeting Invitation

Shakespeare Group Leader is inviting you to a scheduled Zoom meeting.

Topic: Weekly Group Meeting
Time: Mar 30, 2020 11:00 AM London

Join Zoom Meeting

<https://us04web.zoom.us/j/754022200?pwd=MjjaUjAwOGFNbFNyVEFLQStUSkk1dz09>

Meeting ID: 754 022 200