

window that looks similar to the one below:

Meeting Invitation

Molly Morris is inviting you to a Zoom meeting.

Join Zoom Meeting

<https://success.zoom.us/j/8924190324?pwd=...>

Password: [REDACTED]

Topic: Molly Morris' Personal Meeting Room

One tap to join audio: +16699006833,,8924190324# (US Toll)

Or, Dial: +1 669 900 6833 or +1 646 876 9923 (US)

877 853 5247 or 888 788 0099 (US, Toll Free)

+1 647 558 0588 (Canada)

855 703 8985 (Canada, Toll Free)

Meeting ID: 892 419 0324

Password: [REDACTED]

More International Numbers: <https://success.zoom.us/u/ako65KIP7>

Or, join by SIP

8924190324@zoomcrc.com

Password: [REDACTED]

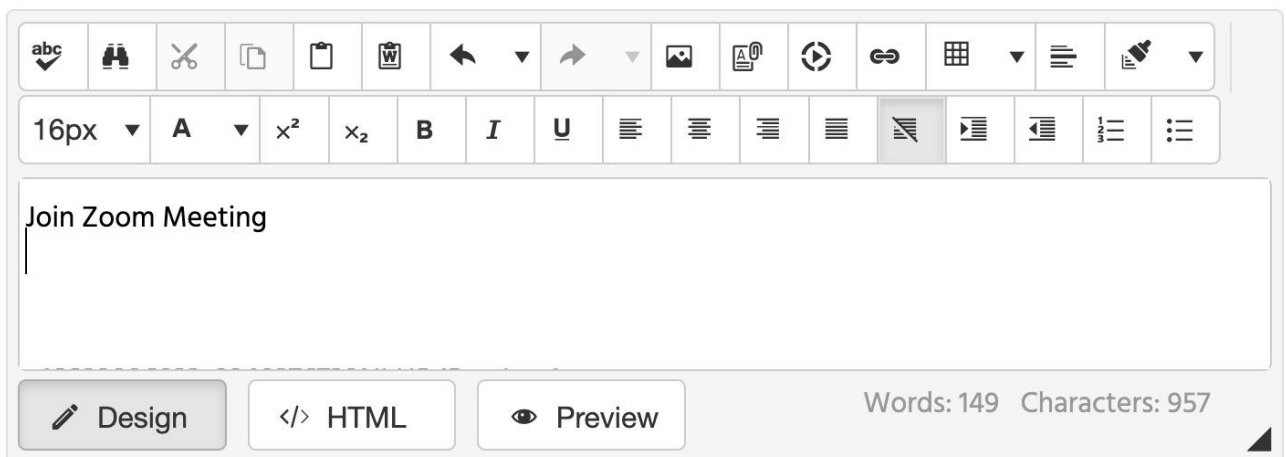
If you do not see a new window, open TextEdit (Mac) or Notepad (PC) and paste the invitation details into it instead.

From the invitation or your TextEdit/Notepad document, copy the Zoom Meeting URL only - it should begin with <https://>.

Your Zoom Meeting URL appears to be: <https://zoom.us/j/99403767391>

In Description Editor for your Activity in CloudCME, click where you want the link to appear:

Description: 



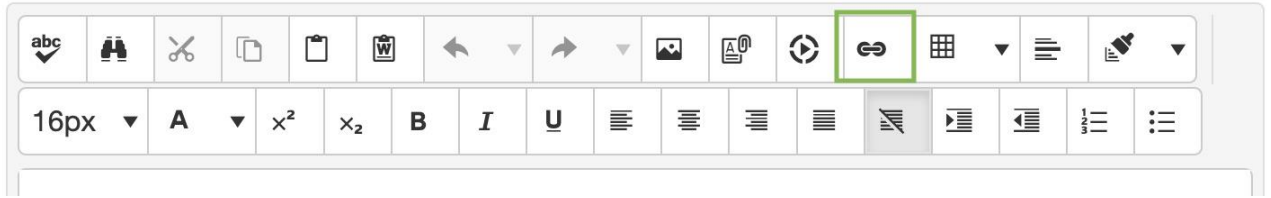
16px ▼ A ▼ x² x₂ B I U [Alignment icons]

Join Zoom Meeting

Design </> HTML Preview Words: 149 Characters: 957

Then, click the hyperlink tool:

Description: 




Paste the Meeting URL you copied into the URL and Link Text fields, select New Window from the Target dropdown, and click OK to save your changes:


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Hyperlink Manager

Hyperlink Anchor E-mail

URL: 

Link Text:

ID: 

Target:

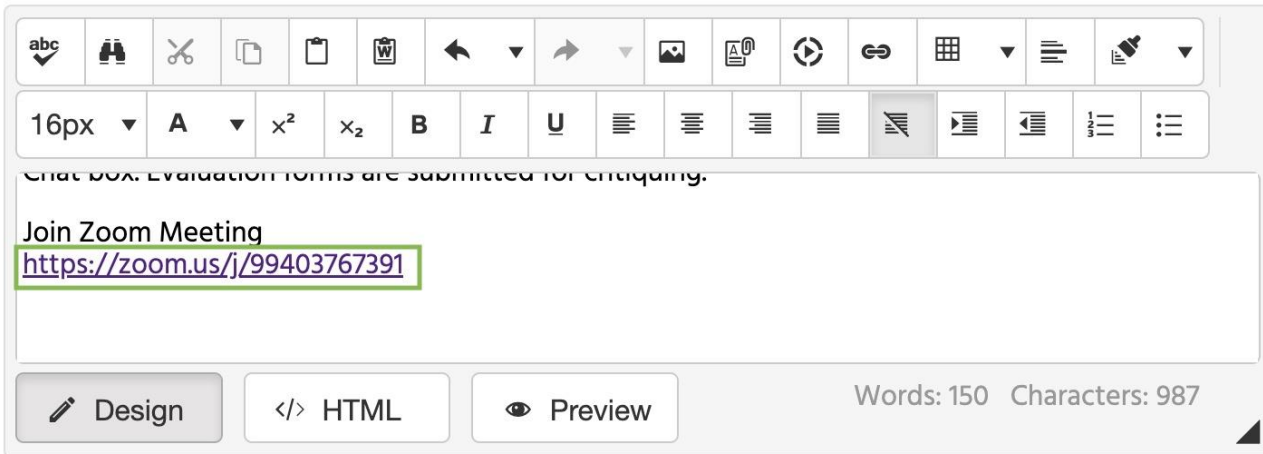
Existing Anchor:

Tooltip:

CSS Class:

You should see the link in the Description Editor:

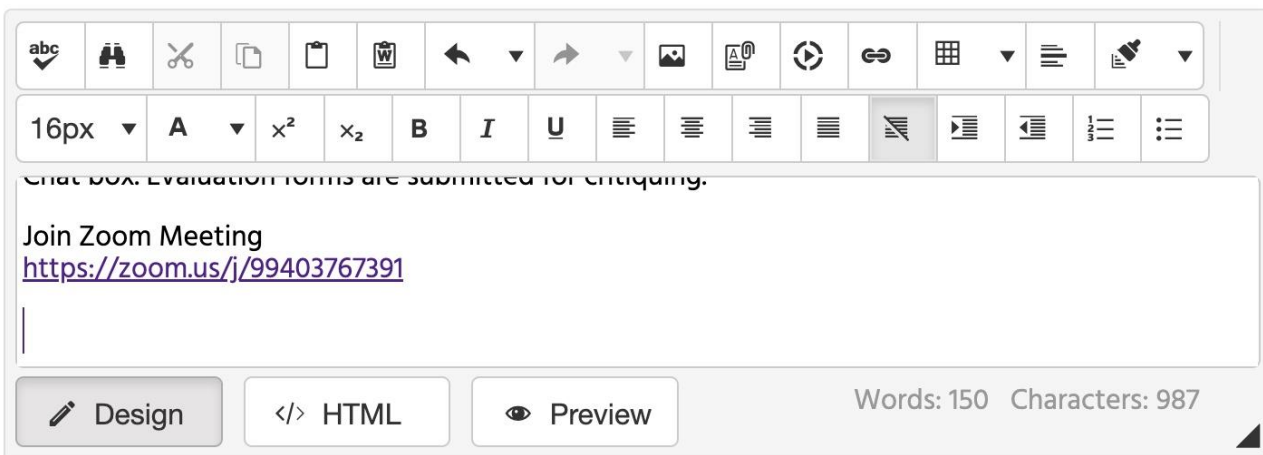
Description: 



The screenshot shows the Description Editor interface. At the top is a toolbar with various icons for text formatting and editing. Below the toolbar is a text area containing the text "Join Zoom Meeting" followed by a URL <https://zoom.us/j/99403767391> which is highlighted with a green border. At the bottom of the editor, there are three buttons: "Design", "HTML", and "Preview". On the right side, it displays "Words: 150 Characters: 987".

Hit return/enter to being a new line in the Description Editor:

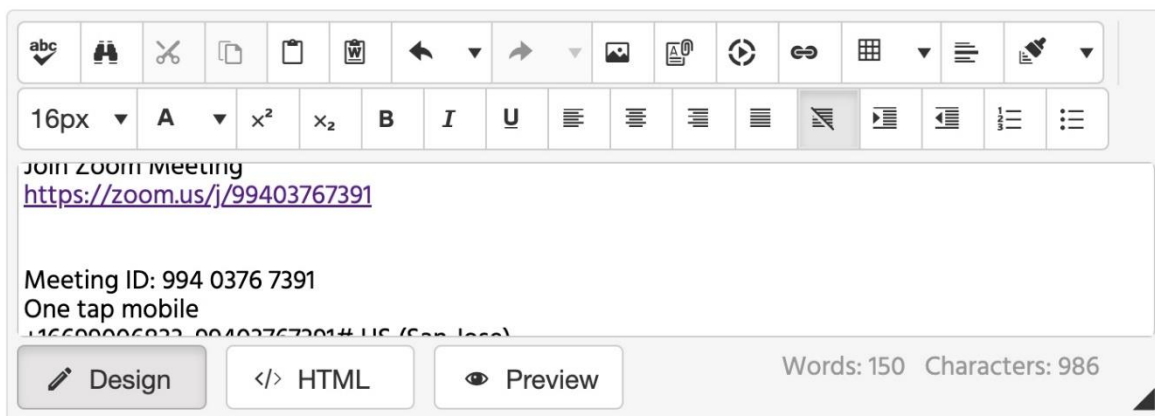
Description: 



This screenshot is similar to the previous one, but now there is a new empty line below the URL <https://zoom.us/j/99403767391>. The rest of the interface, including the toolbar and bottom buttons, remains the same.

You can now copy the remaining information, excluding the URL, from the invitation (i.e., the Meeting ID and dial-in phone numbers) and paste it directly into the editor:

Description: 



The screenshot shows the Description Editor with the following text: "Join Zoom Meeting" followed by the URL <https://zoom.us/j/99403767391>. Below the URL, the text "Meeting ID: 994 0376 7391" and "One tap mobile" followed by a partially visible phone number "16600006932 99403767391# US (San Jose)" is pasted. The bottom buttons and word/character counts are also visible.

When you finish editing, click Update at the bottom of the Overview tab to save your changes. Confirm everything works from the AP.

Regarding using a passcode for your Zoom Meeting, we do not have any recommendations one way or the other. If you choose to use the passcode, you'd need to provide it to the attendees beforehand.

If you'd like us to review the steps above with you on a call, please send me your availability next week, Tuesday or Thursday, and

I'd be happy to schedule a training call to review them.

If you have any questions, let me know, and have a great day!

Kind regards,

Beverly Millard

Lead SAS Software Support Specialist/Forms Specialist

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<http://www.cloud-cme.com>