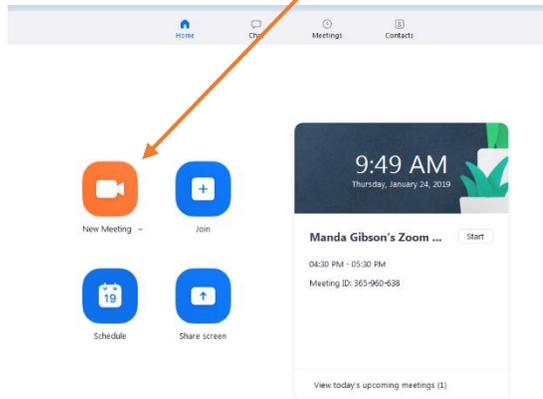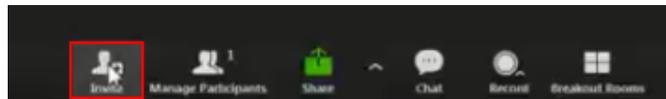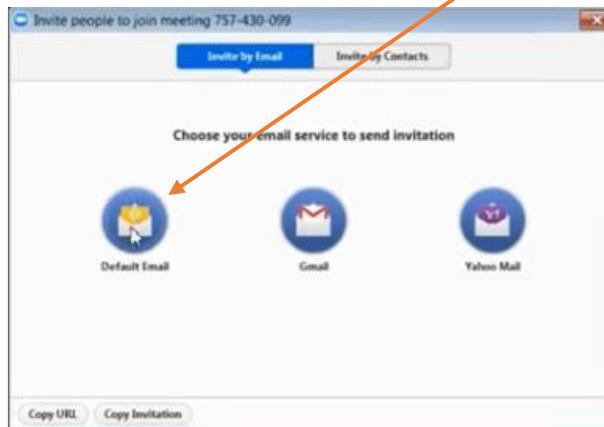**How to Host a an Impromptu Meeting Using the Zoom App**

1. Start a Zoom meeting by clicking on the **New Meeting** option on your Zoom App.

2. Once inside your Zoom meeting, click on the Invite option at the bottom of the screen.

3. You have three options when inviting a participant to your meeting. You can invite a participant by email (2 options) or from your contact list.

    a. If you have your email open on your computer, clicking on **Default Email** will open an email window containing the Zoom link.

    b. You can also click on **Copy URL** or **Copy Invitation** and paste the contents into an email as well.

c. If you have signed into Zoom using your Simpson user name and password, anyone with a Simpson College email address should be available in your contact list. Type the individual's name in the **Type to filter** box, click **Invite** in the bottom right hand corner of the window, and an email will be sent to that contact.