

Inviting a Guest Speaker to a Video Conference

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These directions are for faculty. They work whether you're creating a new video conference in Canvas or editing a pre-existing meeting on the video conference tab of a Canvas Site.

Table of Contents

- [Inviting a Guest to a Video Conference Scheduled within Canvas](#)
- [Inviting a Guest Outside of Canvas](#)
- [Best Practices](#)
- [Questions](#)

Inviting a Guest to a Video Conference Scheduled within Canvas

It is easy to share your video conference information with a guest speaker right from Canvas. This article assumes you are using Zoom for your video conference.

Keep in mind that only the meeting owner can edit a meeting.

If you've scheduled your Zoom meeting within Canvas it is very easy to get an invitation link to share with a guest:

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Inviting a Guest Outside of Canvas

[^Top](#)

You can gather the information needed to invite your guest speaker to your video conference scheduled via [upenn.zoom.us](#):

Zoom meetings you scheduled via Canvas will also show up listed in [upenn.zoom.us](#).

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Best Practices

[^Top](#)

Following these best practices will help ensure a trouble-free guest experience.

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Questions

[^Top](#)

For more information, contact your **Wharton Computing** representative.
