

How to update Zoom meeting invites

Migrating to Lumen[®] SIP Connected Audio

LUMEN[®]

Table of Contents

Overview	3
Updating invitations in Microsoft Outlook (Zoom add-in).....	3
Updating invitations in Google Calendar	5
Updating invitations using Microsoft O365 add-in	7
Updating invitations on the Zoom website.....	9

Overview

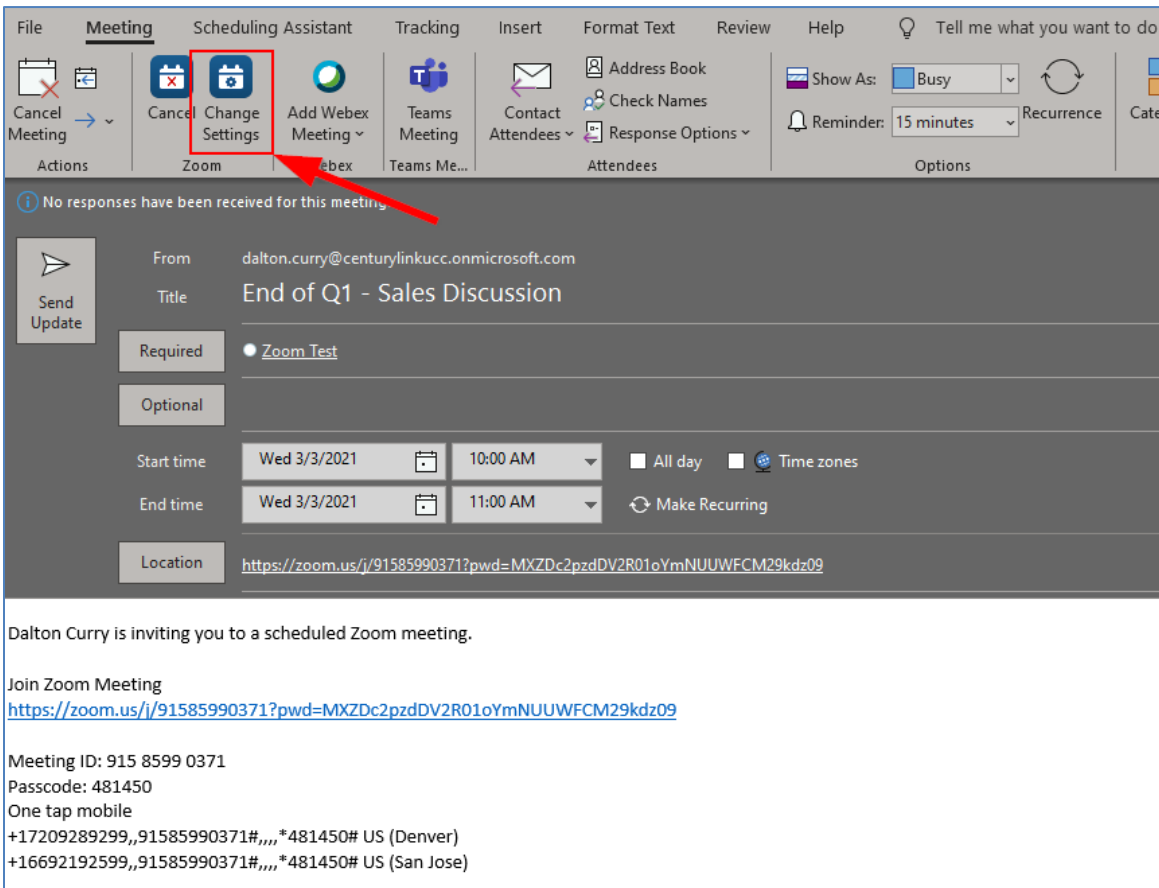
This document will provide end users with step by step instructions for updating their Zoom meeting invitations. When a customer moves to SIP Connected Audio there are a few steps that a host must take for the new dial in numbers to appear inside their Zoom Meeting invites.

Please note that any Zoom Meeting Invitations scheduled after the migration to Lumen® SIP Connect Audio (SCA) will automatically contain the new dial in numbers. The update process outlined below is to help customers update their existing meeting invitations that had been scheduled before the migration. Updating these invites will ensure that meeting participants have the latest dial in numbers to access Zoom delivered by Lumen.

Updating invitations in Microsoft Outlook (Zoom add-in)

Follow the instructions below to update your Zoom Meeting invitation from inside Microsoft Outlook using the Zoom Add-in.

1. Open your calendar invite.
2. Click the **Change Settings** icon on the Meeting ribbon.



The screenshot shows the Microsoft Outlook interface with the Meeting ribbon selected. The 'Change Settings' icon, which is a calendar icon with a gear, is highlighted with a red box. A red arrow points from the 'Change Settings' icon to the 'Zoom Test' meeting details below. The meeting details include the sender (dalton.curry@centurylinkucc.onmicrosoft.com), title (End of Q1 - Sales Discussion), required status (Zoom Test), start and end times (Wed 3/3/2021, 10:00 AM to 11:00 AM), and location (Zoom meeting link). Below the meeting details, there is a message from Dalton Curry inviting to a scheduled Zoom meeting, with the meeting ID (915 8599 0371), passcode (481450), and dial-in numbers for Denver and San Jose.

- The **Zoom – Edit Meeting** window will appear. Click on the blue **Save** icon at the bottom.

Zoom - Edit Meeting

Meeting ID

Generated ID 915 8599 0371 Personal Meeting ID 265 243

Security

Passcode 481450 ⓘ
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Video

Host On Off Participants On Off

Audio

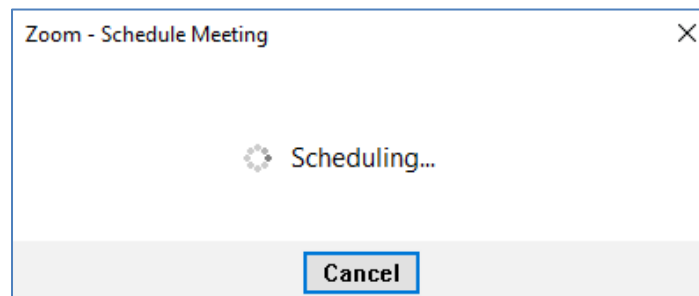
Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

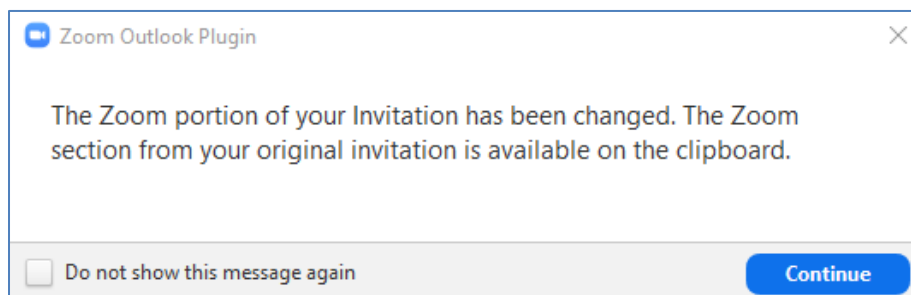
Advanced Options ▾

Do not show me again Save Cancel

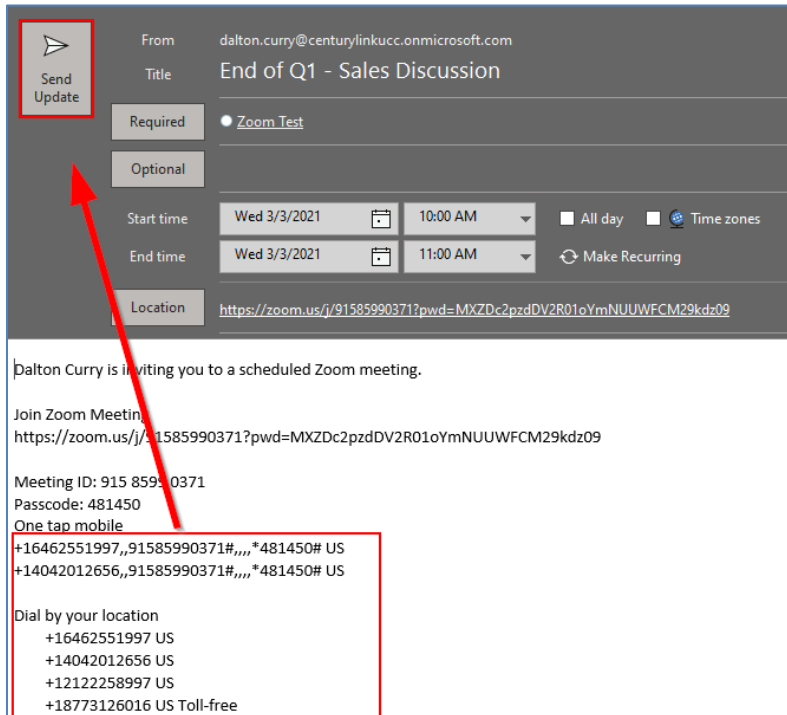
- A new window will appear showing the Zoom add-in is communicating back to the server. Wait for the window to disappear.



- A new dialog box will then appear stating that a portion of your invitation has been changed. Click the blue **Continue** button.



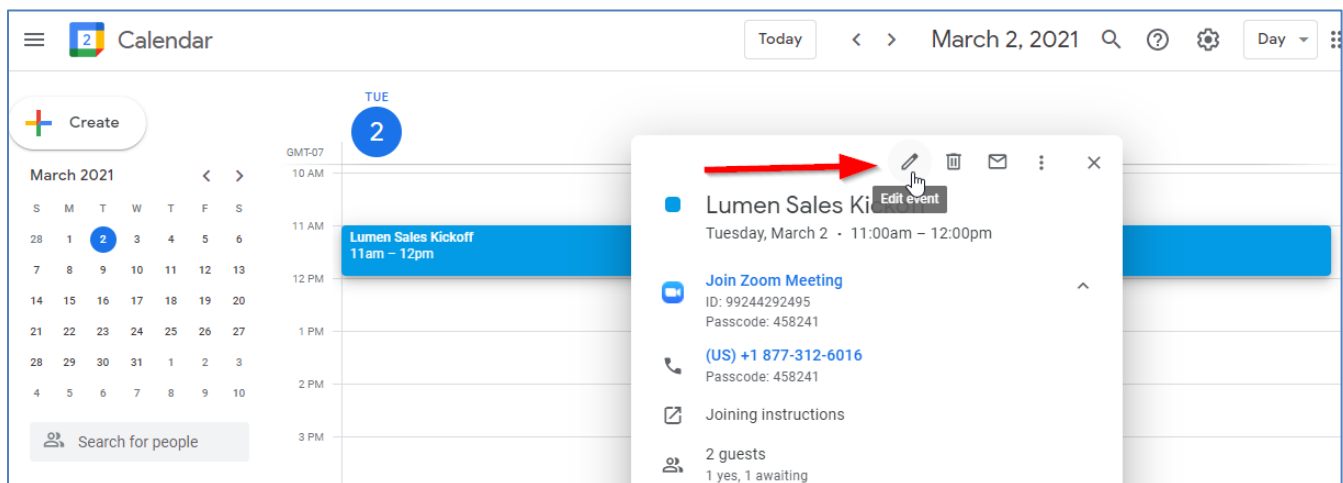
- The new Lumen SIP Connected Audio Dial In Numbers will appear in the body of the Zoom Meeting invitation. Click **Send Update** to ensure that your meeting participants get the updated instructions for dialing into your meeting.



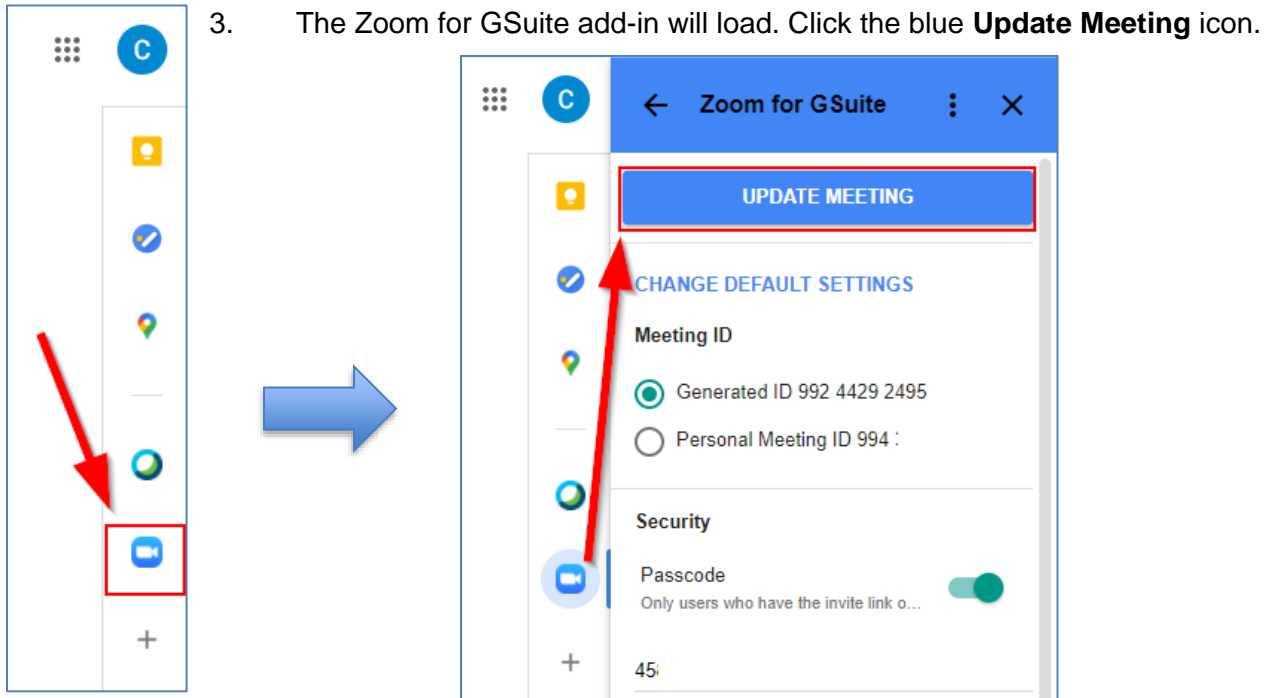
Updating invitations in Google Calendar

Follow the instructions below to update your Zoom Meeting invitation from inside Google calendar using the Zoom add-in for GSuite.

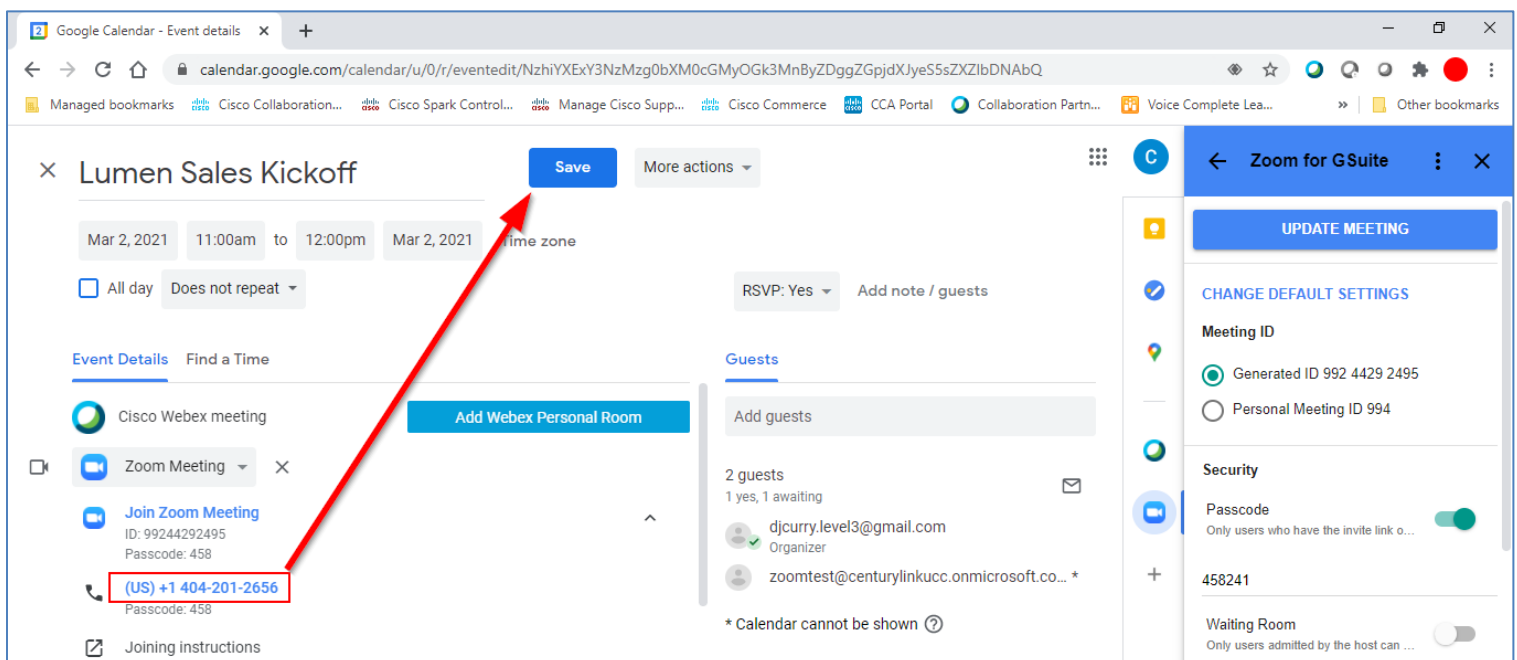
- Locate your meeting invitation and click on the **Pencil icon (Edit Event)**.



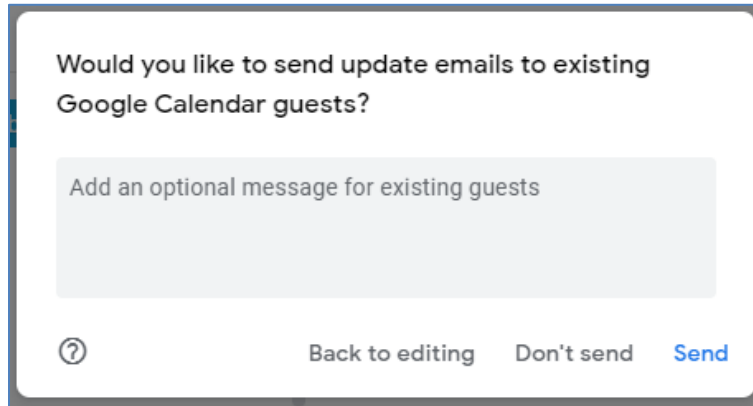
- From the meeting invitation click on the Zoom for GSuite icon on the right-hand side of the page.



- The host will then see the updated SIP Connected Audio dial in numbers under the Join Zoom Meeting section. Click on the **Save** icon at the top of the page.



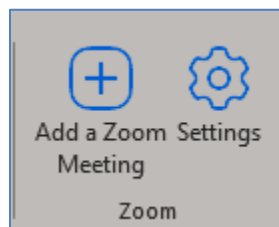
5. A new dialog window will appear. Click the Send button to ensure that meeting participants receive the new information for the Zoom Meeting.



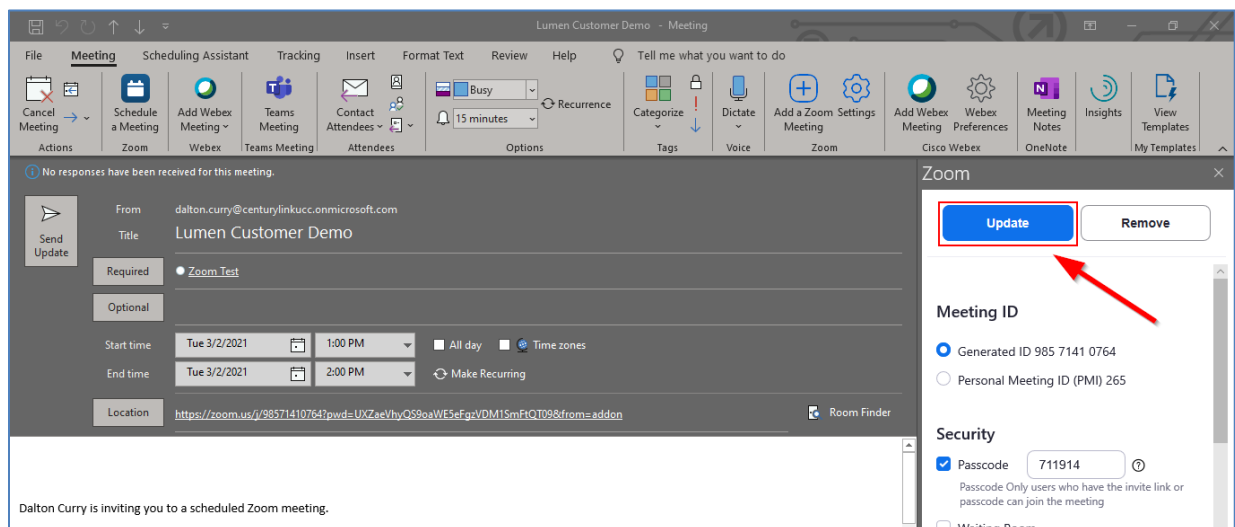
Updating invitations using Microsoft O365 add-in

Follow the instructions below to update your Zoom Meeting invitation from inside Microsoft Outlook using the Microsoft O365 Zoom Add-in.

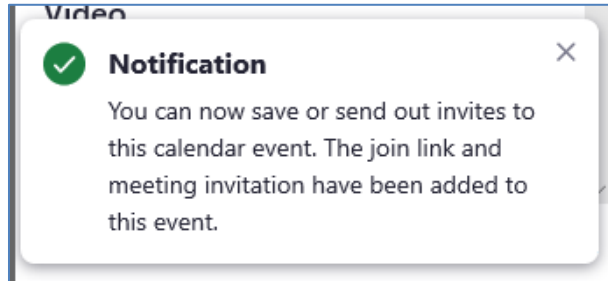
1. Open your calendar invite.
2. Locate the Zoom section on the Meeting ribbon. Click the **Settings** cog wheel.




3. A Zoom slide out window will appear. Click the blue **Update** button at the top of the screen.



- A notification will then appear at the bottom of the add-in letting the host know that the invite was updated.



- The host will not see the updated dial in numbers in the body of their meeting invitation. Click the Send Update button to ensure that meeting participants receive the new information for the Zoom Meeting.


 Send Update

From dalton.curry@centurylinkucc.onmicrosoft.com

Title Lumen Customer Demo

Required Zoom Test

Optional

Start time Tue 3/2/2021 1:00 PM All day Time zones

End time Tue 3/2/2021 2:00 PM Make Recurring

Location <https://zoom.us/j/98571410764?pwd=UXZaeVhyOS9oaWE5eFgzVDM1SmFtQT09&from=addon>

Dalton Curry is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/98571410764?pwd=UXZaeVhyOS9oaWE5eFgzVDM1SmFtQT09&from=addon>

Meeting ID: 985 7141 0764
 Passcode: 711914 One tap mobile

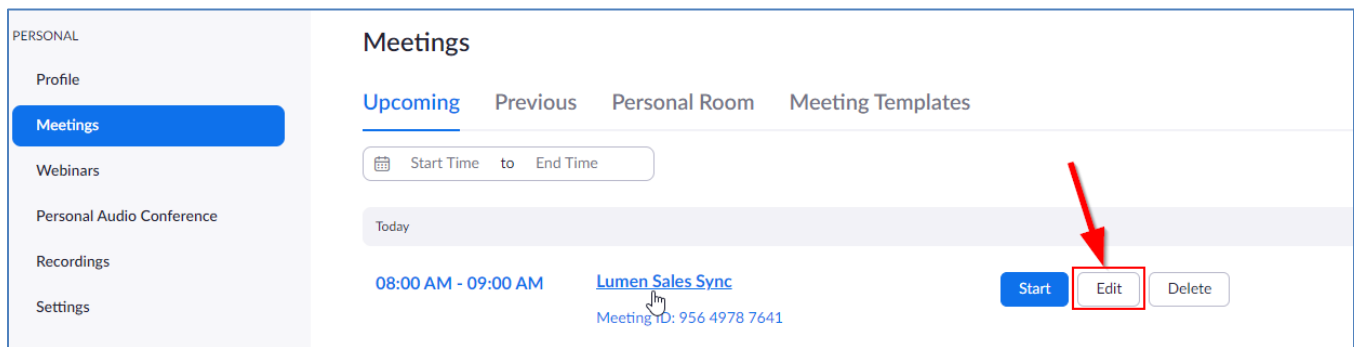
+12122258997,,98571410764#,,,,*711914# US
 +16462551997,,98571410764#,,,,*711914# US

Dial by your location
 +12122258997 US
 +16462551997 US
 +14042012656 US
 +18773126016 US Toll-free

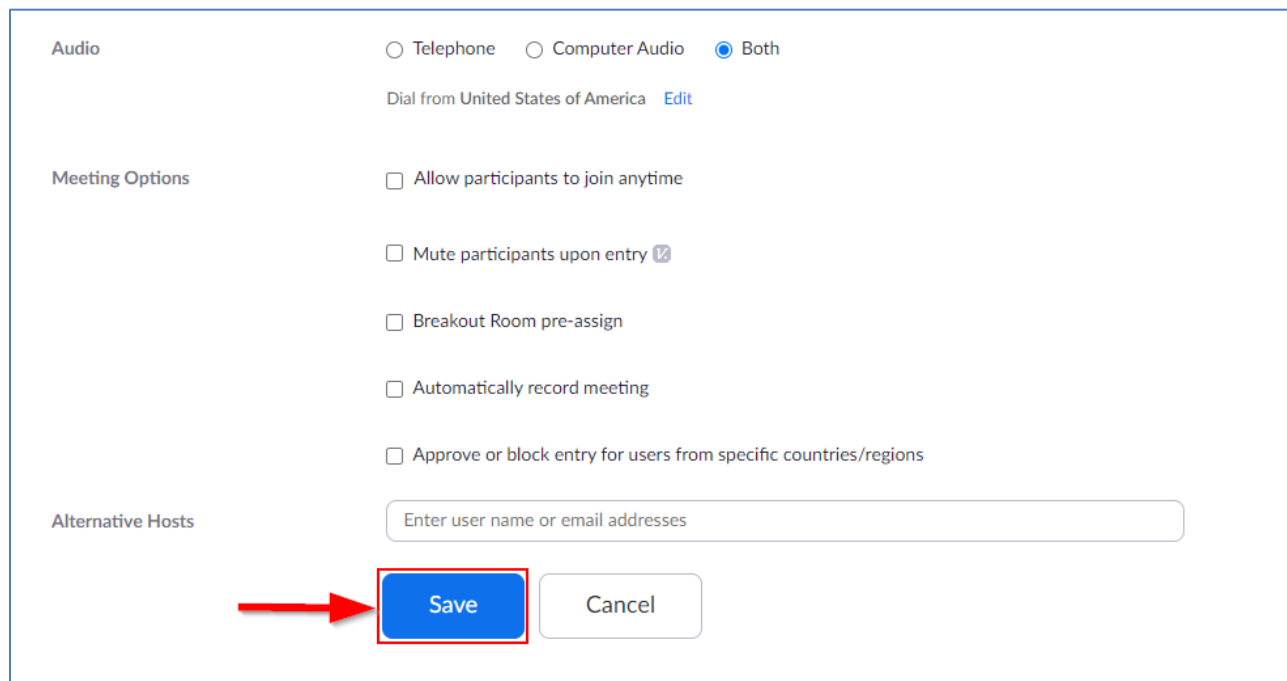
Updating invitations on the Zoom website

Follow the instructions below to update your Zoom Meeting invitation if you schedule it directly from the Zoom website.

1. Login to your account.
2. Click on Meetings from the left hand menu.
3. Locate the meeting in the list and hover your mouse over the title. When the icons appear click the **Edit** button.



4. From the Edit screen scroll to the bottom and click **Save**.



5. Use any of the methods you originally used to send the updated meeting invitation to the meeting participants.

My Meetings > Manage "Lumen Sales Sync" Start this Meeting

Topic: Lumen Sales Sync

Time: Mar 2, 2021 08:00 AM Mountain Time (US and Canada)

Add to G Google Calendar O Outlook Calendar (.ics) Y Yahoo Calendar

Meeting ID: 956 4978 7641

Security: ✓ Passcode ***** [Show](#) ✗ Waiting Room
✗ Require authentication to join

Invite Link: <https://zoom.us/j/95649787641?pwd=RG9QVmpzbiQxcEFJS2ZmaVAXU1U4Zz09> Copy Invitation

Video: Host Off
Participant Off