

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.

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

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, whether you're using Zoom or BlueJeans.

Zoom

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

BlueJeans

If your BlueJeans meeting was scheduled using Canvas, you have two options:

- Sharing a link to the video conference.
- Adding the guest speaker to the meeting.

We recommend sharing a link via email, but either method will work.

Inviting a Guest Outside of Canvas

Zoom

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.

BlueJeans

You can gather the information needed to invite your guest speaker to your video conference scheduled via meeting.wharton.upenn.edu:
