

Google Workspace and Zoom Meetings

Intro

For those of you who manage internal Zoom meetings, there is a way to use GW to manage and track Zoom meeting invitations so you know who has and hasn't responded, and quickly send updates/meeting agenda. It's also quicker and easier than emailing meeting details to attendees. How so?

The process in summary

1. You schedule the Zoom meeting in the usual way
2. When you save the Zoom meeting you click on the link to add it to Google Calendar
3. A new entry is created in your calendar, prepopulated with the date, time and details of the Zoom meeting.
4. You add the attendees to the Google Calendar meeting and send it
5. Each attendee gets a nicely formatted calendar invitation in their email inbox and can say whether they're attending with one click
6. The host can check their calendar entry to see who has accepted and who has not
7. They can attach documents such as agendas, edit meeting details and resend the invitation to update the invitation

The objections

1. I don't use Google Calendar
2. They don't use Google Calendar

The response

1. It doesn't matter in the slightest if you or they actually use Google Calendar - you all have one by default whether you realise or not. What matters is that:
 - a. Google Calendar provides the mechanism to manage meeting invitations efficiently
 - b. Zoom have built an integration to it
2. The vehicle Google uses to do all the communication is Gmail which is where you would send manual invitations anyway, and which everyone uses

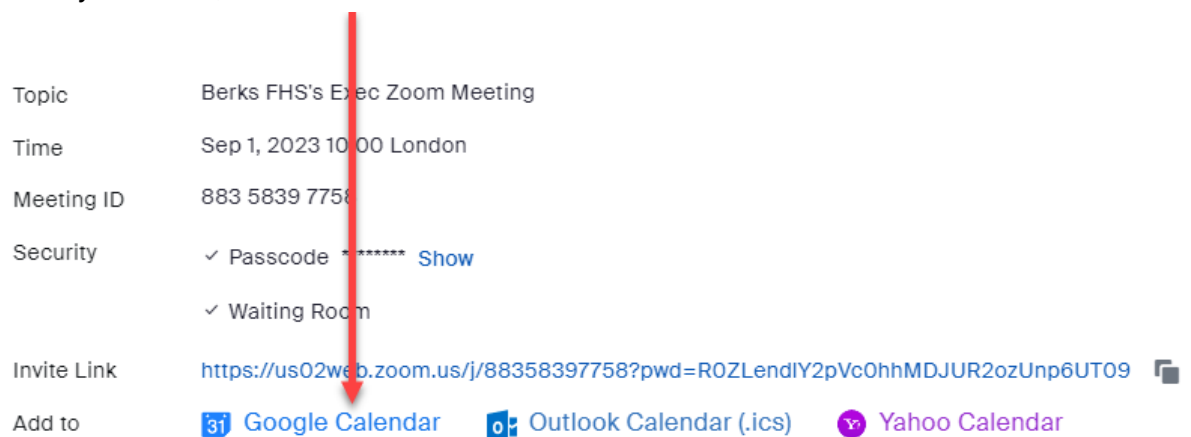
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3. The invitations stand out from regular emails because of the special formatting, so they are much less likely to be overlooked
4. Zoom seamlessly transfers you into Google Calendar and creates the entry for you
5. Google Calendar sends the emails for you and tracks the replies

The detailed process

Schedule the Zoom meeting

1. Schedule the Zoom meeting the the usual way
2. When you save it, click this link



Connect to your Google Account (one time setup)

1. The first time you do this you will need to authenticate Zoom to use your Google account
2. If you have several accounts because you perform a central role (like Webmaster) and have a personal account too you should choose the personal account.
3. Google will guide you through the authentication process.
4. On subsequent occasions you will have to choose the account again, but Google will recognise you are already authenticated and pass you through

Invite attendees

1. Zoom will create a Google Calendar entry for the correct date and time and will add the meeting details to the body text of the invitation

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2. All you need to do is add the invitees (1)

The screenshot shows the Google Calendar event creation interface for an event titled "TreeFix". At the top, there is a "Save" button with a red callout bubble containing the number "2". To the right of the "Save" button is a "More actions" dropdown menu. Below the title, the event is scheduled for "25 Aug 2023" from "2:00pm" to "3:00pm" on "25 Aug 2023" in "(GMT+01:00) United Kingdom Time". There are options for "All day" (unchecked) and "Doesn't repeat" (dropdown). To the right, there is an "RSVP: Yes" dropdown and an "Add note/guests" button. Below this, there are tabs for "Event Details" (selected), "Find a Time", "Guests", and "Rooms". In the "Event Details" tab, there is a blue button "Add Google Meet video conferencing" with a red callout bubble containing the number "1". Below this is a Zoom meeting link: "https://us02web.zoom.us/j/81544367552?pwd=UVg2RjAyYXFKM3FNbkMrZHV5ckxHUT09". There is an "Add notification" section with a dropdown for "Paul Barrett" and a red dot icon. Below that are "Busy" and "Default visibility" dropdowns, and a help icon. A note says "Availability might be shown in other Google apps". At the bottom, there is a rich text editor with a "Create meeting notes" button. The text in the editor reads: "Berks FHS is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://us02web.zoom.us/j/81544367552?pwd=UVg2RjAyYXFKM3FNbkMrZHV5ckxHUT09 Meeting ID: 815 4436 7552 Passcode: 011985". On the right side, there is a "Guests" list with "2 guests": "1 yes virtually" and "1 awaiting". The list includes "Paul Barrett" (Organiser, Home) and "Alan Brooker" (Home). Below the list is a "Suggested times" section and a "Guest permissions" section with three options: "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked).

3. Optionally you can

- edit the invitation - perhaps substitute your name in "Berks FHS in inviting you..."
- add attachments
- paste links to documents

4. Then you save the edited meeting (2 above) at which point, nicely-formatted, hard-to-miss email invitations will be sent to the invitees

What the invitee sees

Unless you have edited your calendar settings to automatically accept invitations, you will receive a formatted email like this:

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Invitation: Test Meeting @ Fri 1 Sept 2023 16:00 - 17:00 (BST)
(paulbarrett1952@gmail.com) Inbox x

webmaster@berksfhs.org.uk
to me, paul.barrett

15:49 (0 minutes ago) ☆ ↶ ⋮

Test Meeting
[View on Google Calendar](#)

When Fri 1 Sept 2023 16:00 - 17:00 (BST)
Where <https://us02web.zoom.us/j/89282316172?pwd=eVAwdEtRVDg5YXcxNGV2TGtkdWZzdz09>
Who webmaster@berksfhs.org.uk, paul.barrett@berksfhs.org.uk*

Agenda
Fri 1 Sept 2023
No earlier events
16:00 Test Meeting
No later events

Yes Maybe No More options
Propose a new time
Add note

1. You can respond with one click, yes, no, maybe
2. If necessary you can propose a new time

When the meeting time approaches you will receive a reminder:

Google Calendar <calendar-notification@google.com>
to me

You have an upcoming event

Test Meeting
Friday 1 Sept 2023 · 16:00 - 17:00 (United Kingdom Time)

Monitoring responses

The meeting organiser has the ability to monitor responses by editing the item in their Google Calendar (green tick means accepted)

At a glance therefore you can answer the perennial question, "Was I invited?" by telling the person not only that they were invited but whether they have accepted/not responded yet.

3 guests
2 yes (1 virtually)
1 awaiting

Paul Barrett Organiser Home
Paul Barrett *
Web Master ..

What happens if something changes?

Add/remove attendees

Go into the Google Calendar entry and add or remove invitees. When you save the record the system will prompt you to send notifications to the affected people or everyone

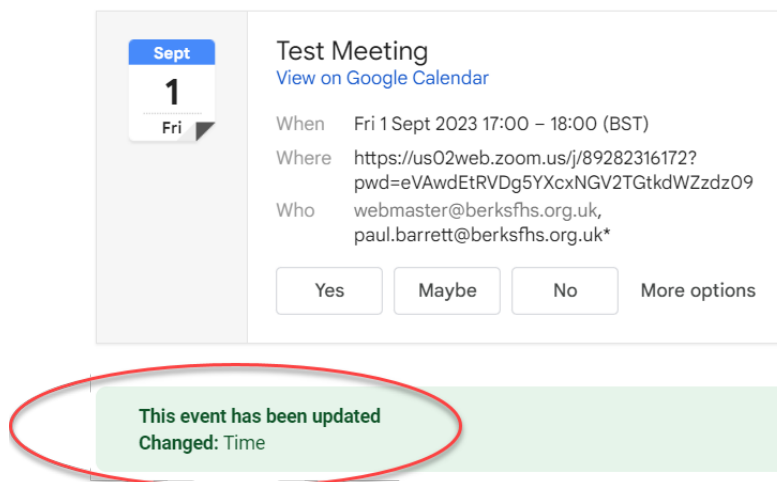
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Add attachments or change the meeting text

Edit the Google Calendar entry. When you save it you'll be prompted to send updates

Amend the date/time

1. Go into Zoom and edit the meeting.
2. When you save the Zoom meeting you'll be shown the Google Calendar link
3. Click it to open the calendar entry
4. The date and time will have been updated
5. Save the changes and you will be prompted to send notifications to attendees
6. They will receive an email notification



7. The acceptance cycle is repeated

Conclusion

Using the Zoom to Google Calendar you can automate the meeting notification process, reduce the amount of effort required to set up and manage meetings, provide nicely-formatted, hard-to-miss invitations, monitor response and auto prompt people when a meeting is due to start

Author: PB 01 Sep 2023