Kolabrya
EFFECTIVE COLLABORATION WITH AI

How to Retrieve Meeting Links for Microsoft Teams, Google Meet, and Zoom

If your meetings are already scheduled, here's a step-by-step guide to retrieve the meeting link for Microsoft Teams, Google Meet, and Zoom. These instructions will help you invite Kolabrya as a silent note-taker to your meetings.

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1. Microsoft Teams

Retrieving the Meeting Link

1. **Open Microsoft Teams**:
   o Launch the Microsoft Teams app or log in at Microsoft Teams.
2. **Go to the Calendar**:
   o On the left-hand navigation bar, click the **Calendar** icon.
3. **Locate Your Meeting**:
   o Find the meeting you've scheduled in the calendar.
4. **Open the Meeting Details**:
   o Click on the scheduled meeting to open its details.
5. **Copy the Meeting Link**:
   o In the meeting details window, locate the section labeled **Join Microsoft Teams Meeting**.
   o Hover over the link and click the **Copy Link** button, or right-click and select **Copy**.
6. **Paste the Link in Kolabrya**:
   o Use this link to invite Kolabrya by pasting it into the appropriate field in the Kolabrya interface.

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2. Google Meet

Retrieving the Meeting Link

1. **Open Google Calendar**:
   o Visit Google Calendar and log in.
2. **Find Your Meeting**:
   o Locate your scheduled meeting in the calendar view.
3. **Open the Event**:

- o Click on the meeting event to open its details.
4. **Copy the Google Meet Link**:
   - o Under the meeting details, you'll see a section labeled **Join with Google Meet** with a clickable link.
   - o Hover over the link and click the **Copy Link** icon, or right-click the link and select **Copy**.
5. **Paste the Link in Kolabrya**:
   - o Use this link to invite Kolabrya by pasting it into the appropriate field in the Kolabrya interface.

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3. Zoom

Retrieving the Meeting Link

1. **Open Zoom**:
   - o Launch the Zoom app or log in at [Zoom](#).
2. **Go to Your Meetings**:
   - o Click on the **Meetings** tab on the left-hand menu.
3. **Locate Your Scheduled Meeting**:
   - o Find the meeting you want to retrieve the link for from the list of scheduled meetings.
4. **View Meeting Details**:
   - o Click on the meeting title to open its details.
5. **Copy the Join URL**:
   - o In the meeting details, you'll see a section labeled **Invite Link** or **Join URL**.
   - o Hover over the link and click **Copy**, or right-click and select **Copy**.
6. **Paste the Link in Kolabrya**:
   - o Use this link to invite Kolabrya by pasting it into the appropriate field in the Kolabrya interface.

Notes for All Platforms

- Ensure that Kolabrya has permission to join the meeting. For example:
   - o In Teams or Zoom, be ready to admit Kolabrya from the waiting room if required.
   - o In Google Meet, ensure guest access is enabled if Kolabrya is joining as an external participant.
- Double-check the meeting link to ensure it is complete and correct before pasting it into Kolabrya.

By following these steps, you can easily retrieve meeting links from Teams, Google Meet, and Zoom to invite Kolabrya to your meetings.