

# Invite People to 8x8 Meetings

Last Modified on 02/10/2022 9:37 am EST

It's easy to schedule meetings with people, but what do you do when you need to add people on the fly? 8x8 Meetings allows you to invite other people to the meeting via phone call, e-mail, text message, or invite to another conference system.

## 8x8 Work - Desktop

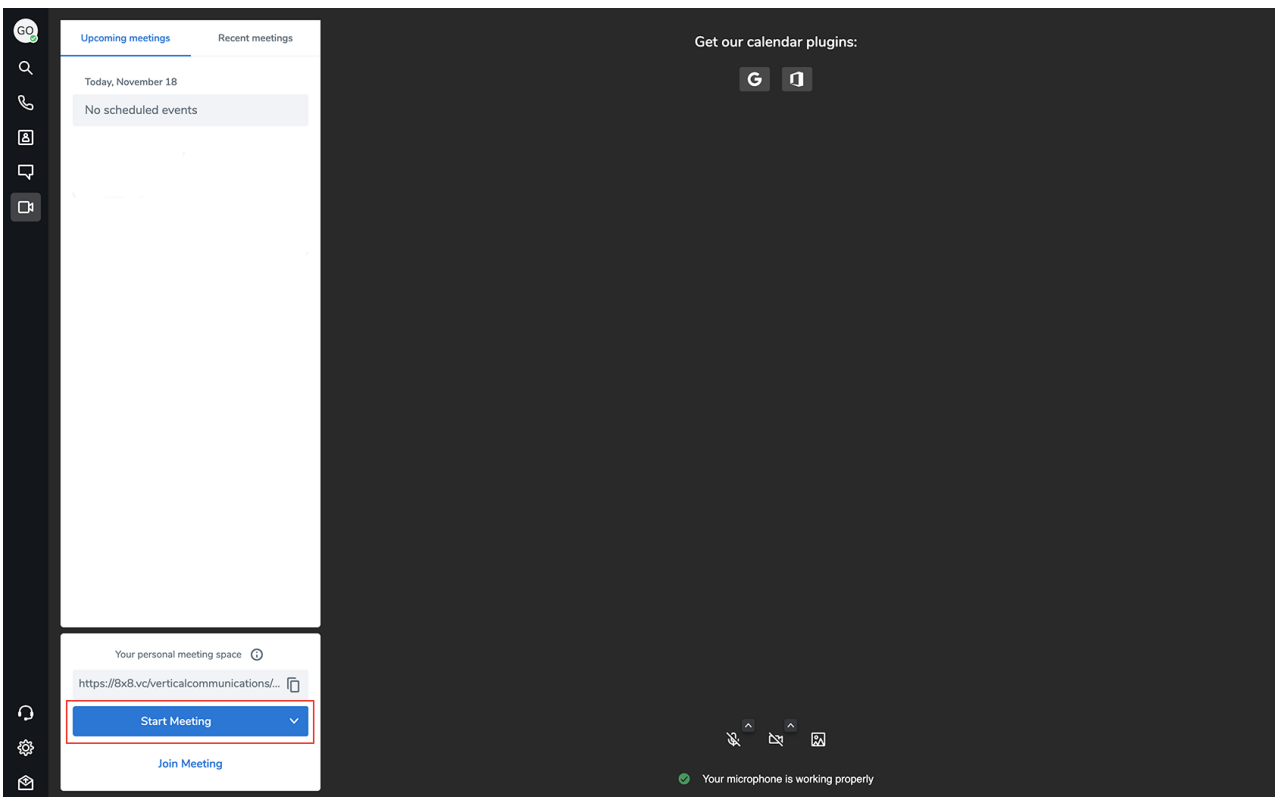
### Step 1:

Click on the **Meetings** icon in the left side of the window.



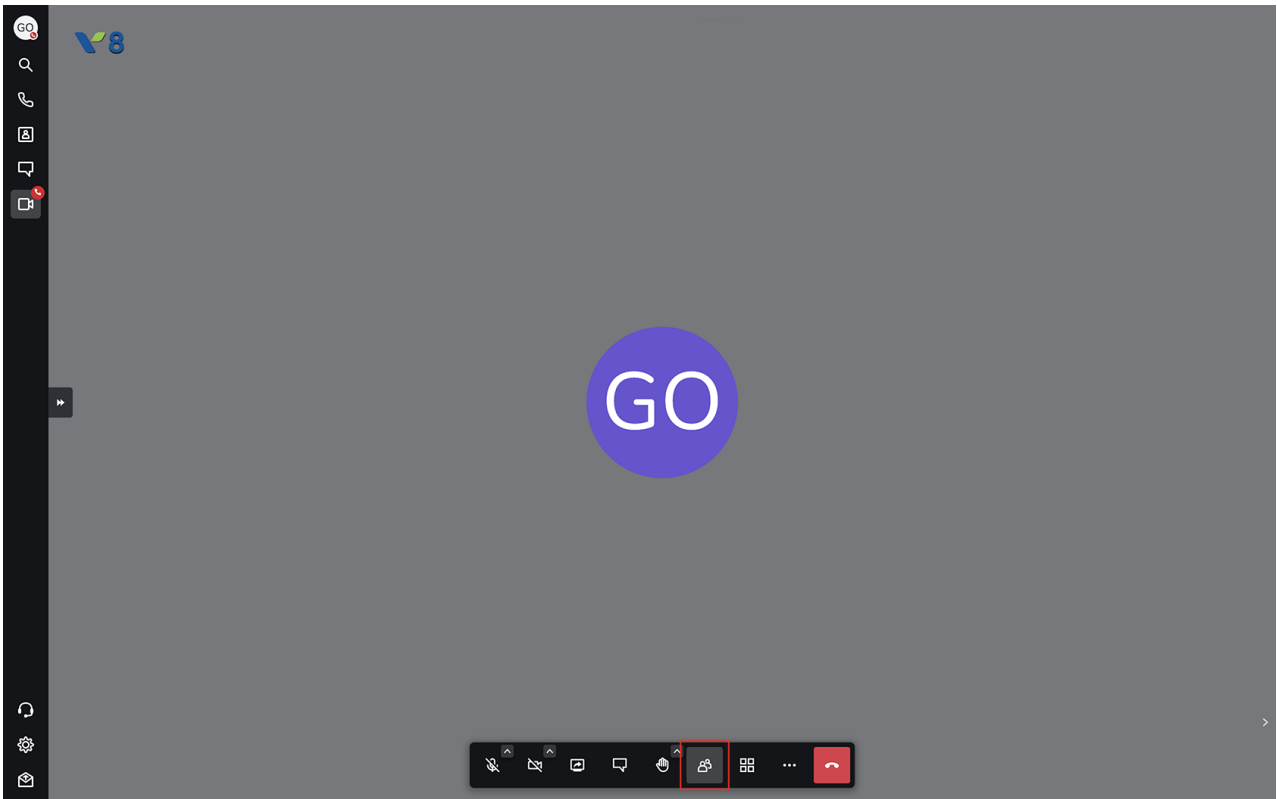
### Step 2:

Click on the **Start Meeting** button at the bottom of the **Upcoming meetings** panel.



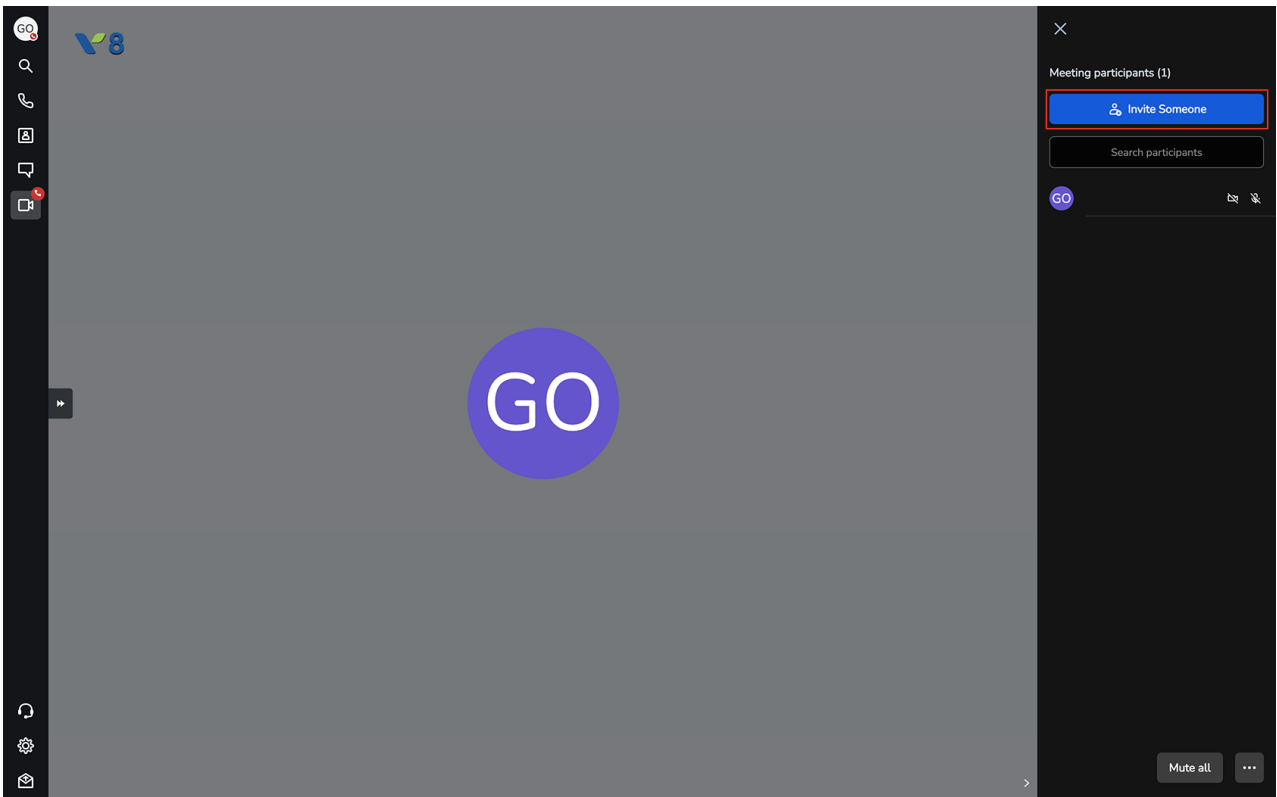
### Step 3:

Once the meeting has started, click on the **Participants** icon at the bottom of the screen.



#### Step 4:

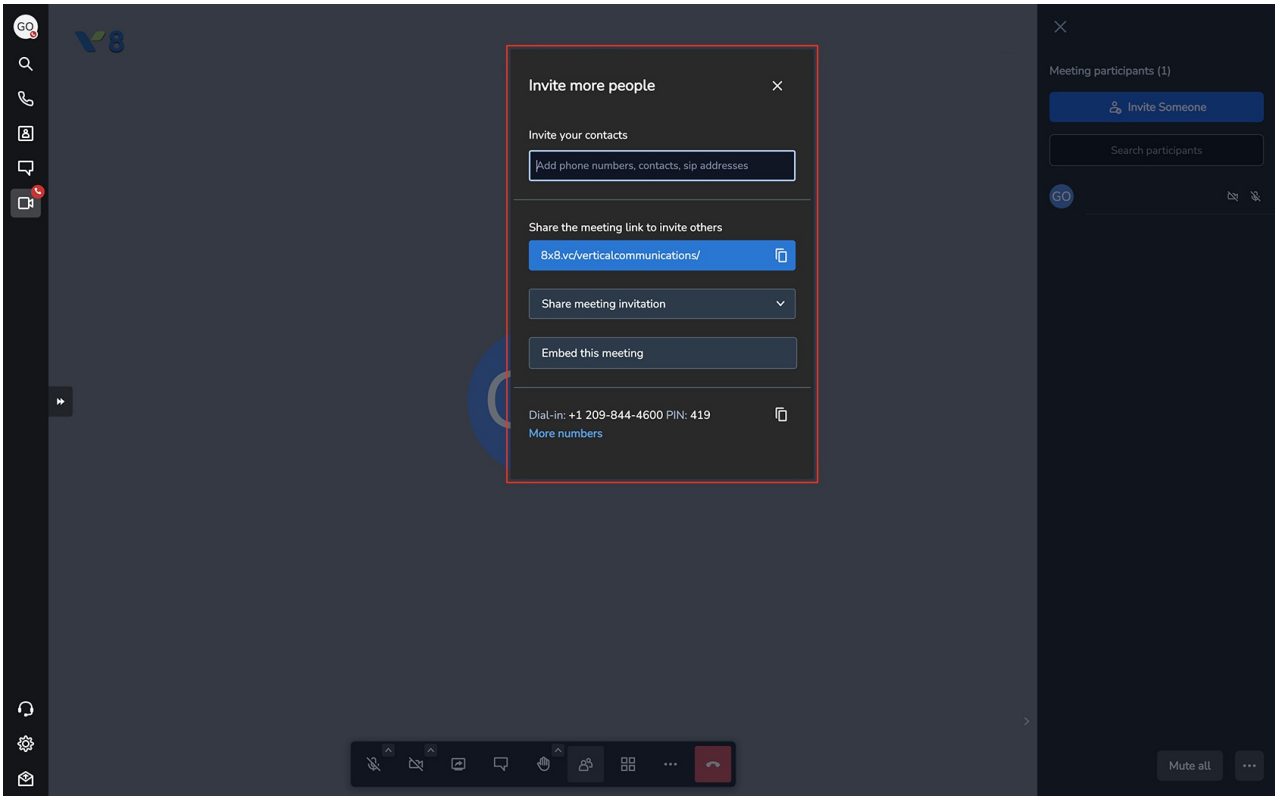
Click the **Invite Someone** button to open up the invitation menu.



#### Step 5:

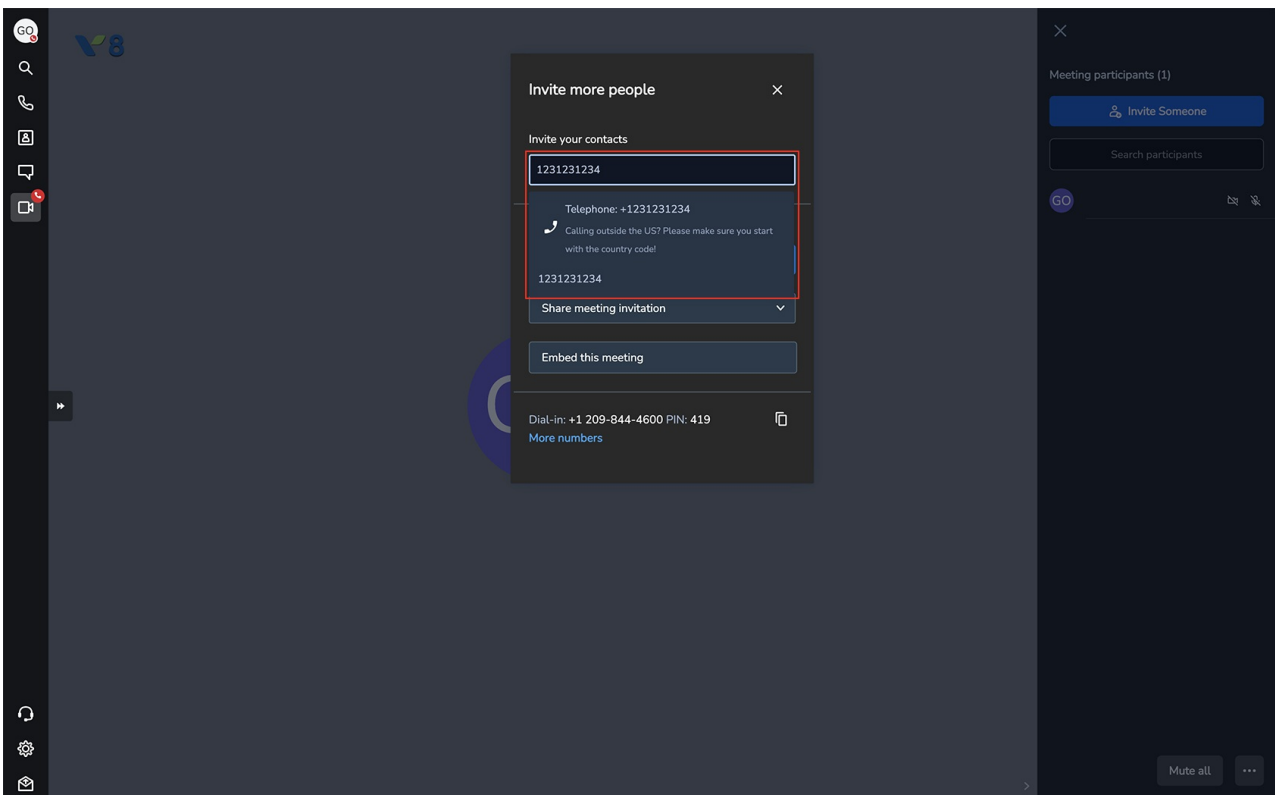
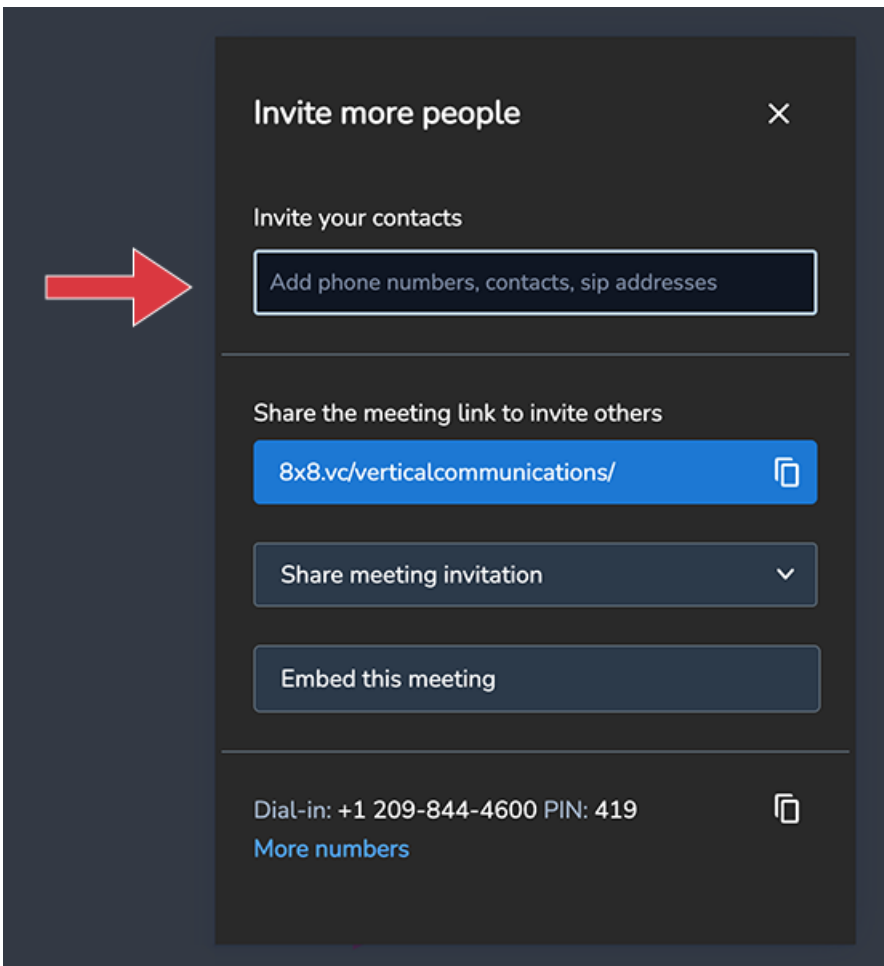
Invite more people to your meetings. There are a variety of ways you can send out the invitations. You can [invite a contact](#) (by phone number), [share the direct link](#), [e-mail out an invitation](#), [embed the](#)

meeting into an HTML page, or give them a [direct phone number to dial in](#).



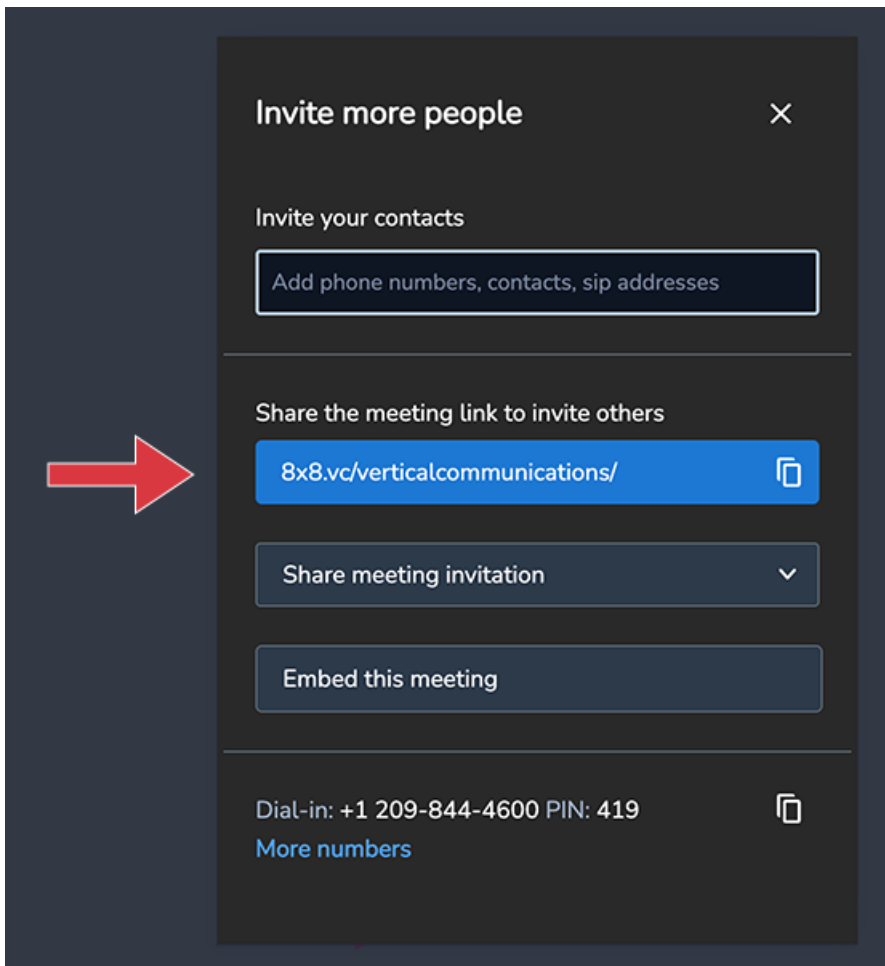
## Invite a contact (by phone number)

Invite one of your contacts. If the person you're inviting isn't already in your contact list, you can enter their phone number or sip address instead.



## Share a meeting link

Copy the direct link to the meeting that you can share via message, text message (SMS), or e-mail.



## Create an e-mail invitation

You can share an e-mail invitation to your favorite e-mail client. Gmail, Yahoo Mail, Outlook, and your desktop client are all supported. You can even copy the invitation and paste it into the body of an e-mail.

### Invite more people

Invite your contacts

Add phone numbers, contacts, sip addresses

---

Share the meeting link to invite others

8x8.vc/verticalcommunications/

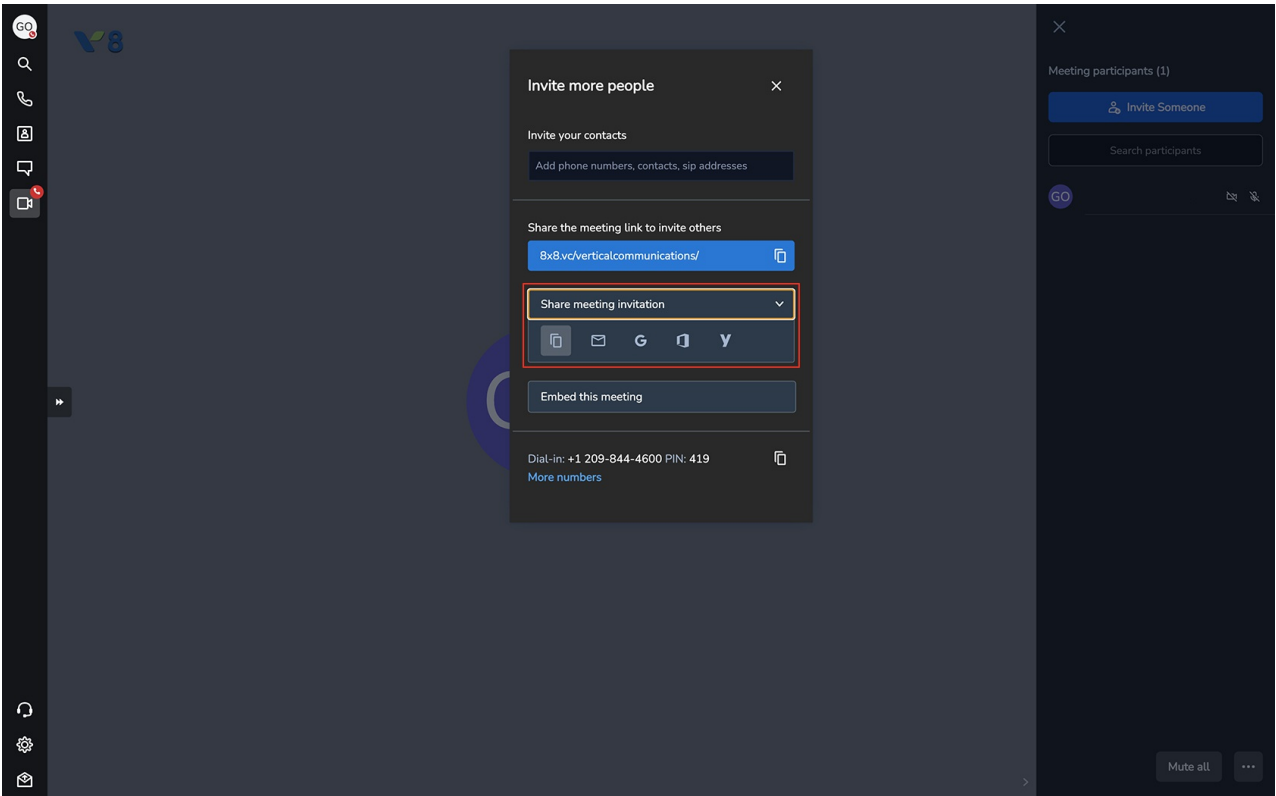

Share meeting invitation

Embed this meeting

---

Dial-in: +1 209-844-4600 PIN: 419

More numbers



8x8

### Invite more people

Invite your contacts

Add phone numbers, contacts, sip addresses

---

Share the meeting link to invite others

8x8.vc/verticalcommunications/

Share meeting invitation

Embed this meeting

---

Dial-in: +1 209-844-4600 PIN: 419

More numbers

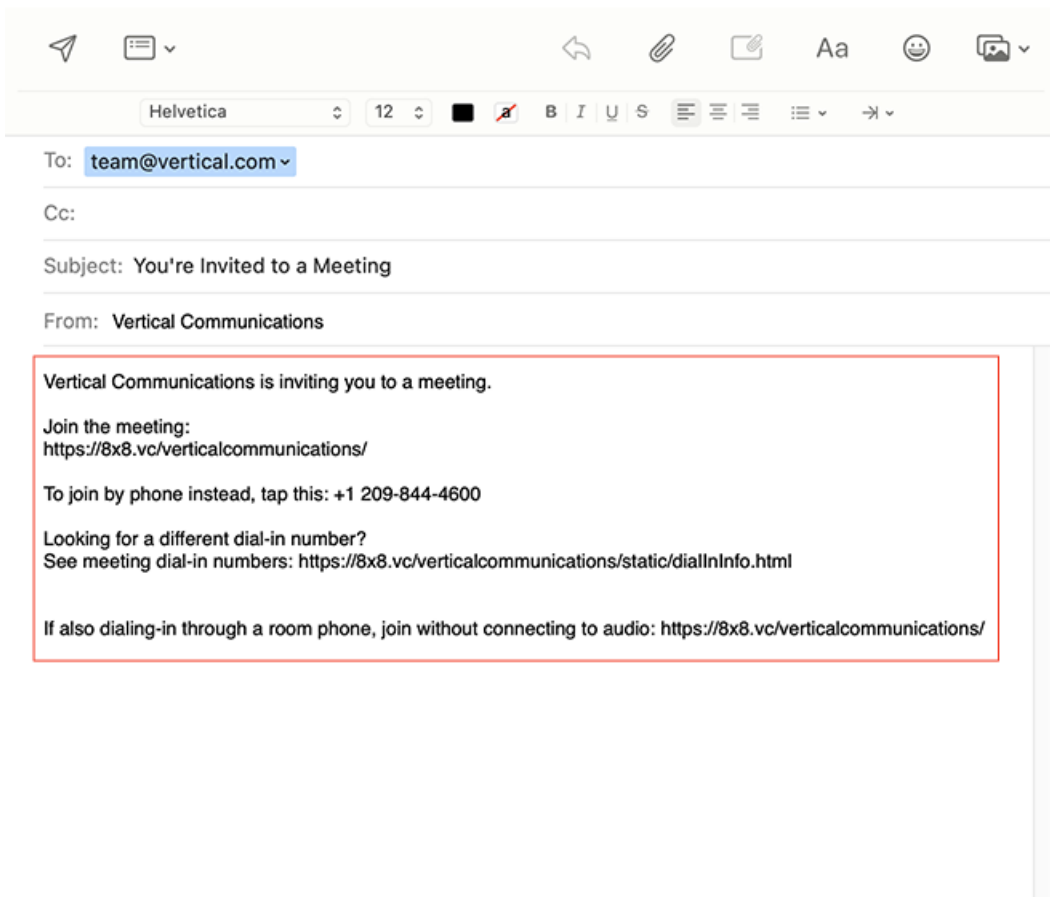
Meeting participants (1)

Invite Someone

Search participants

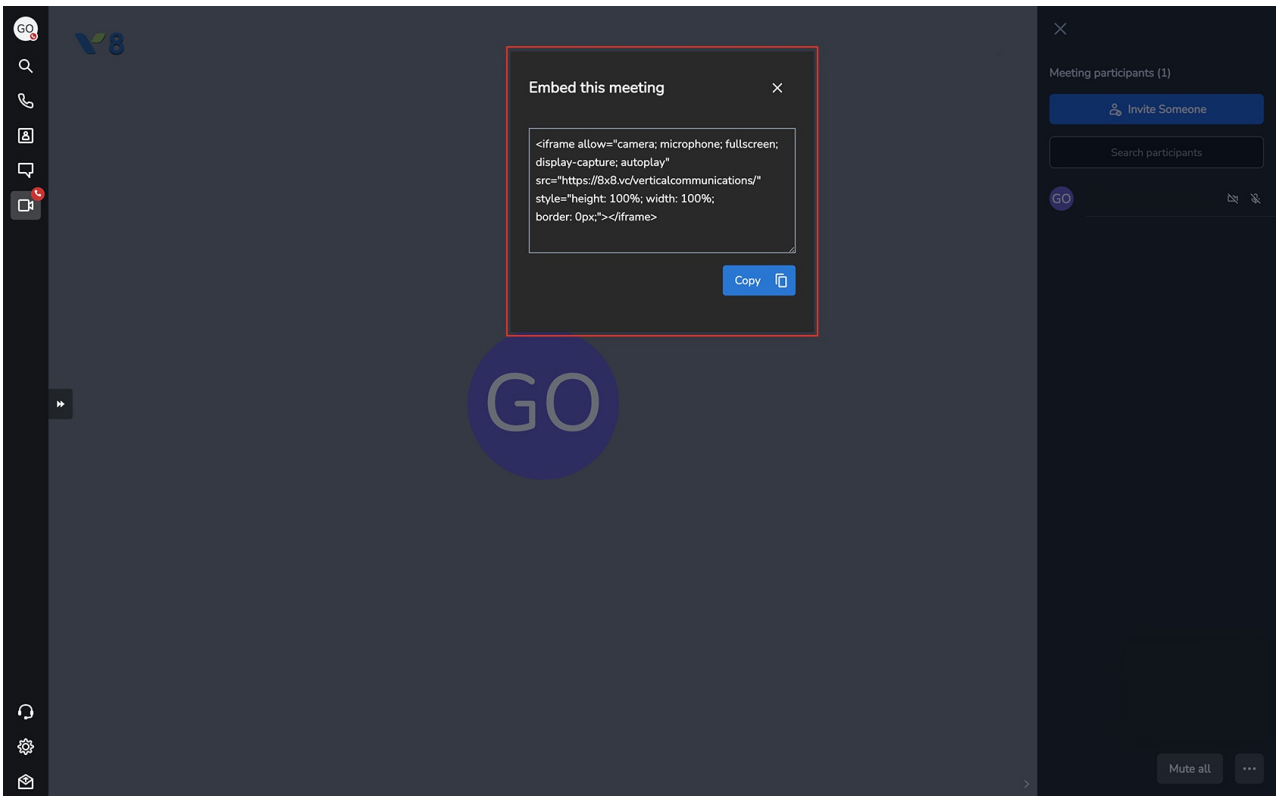
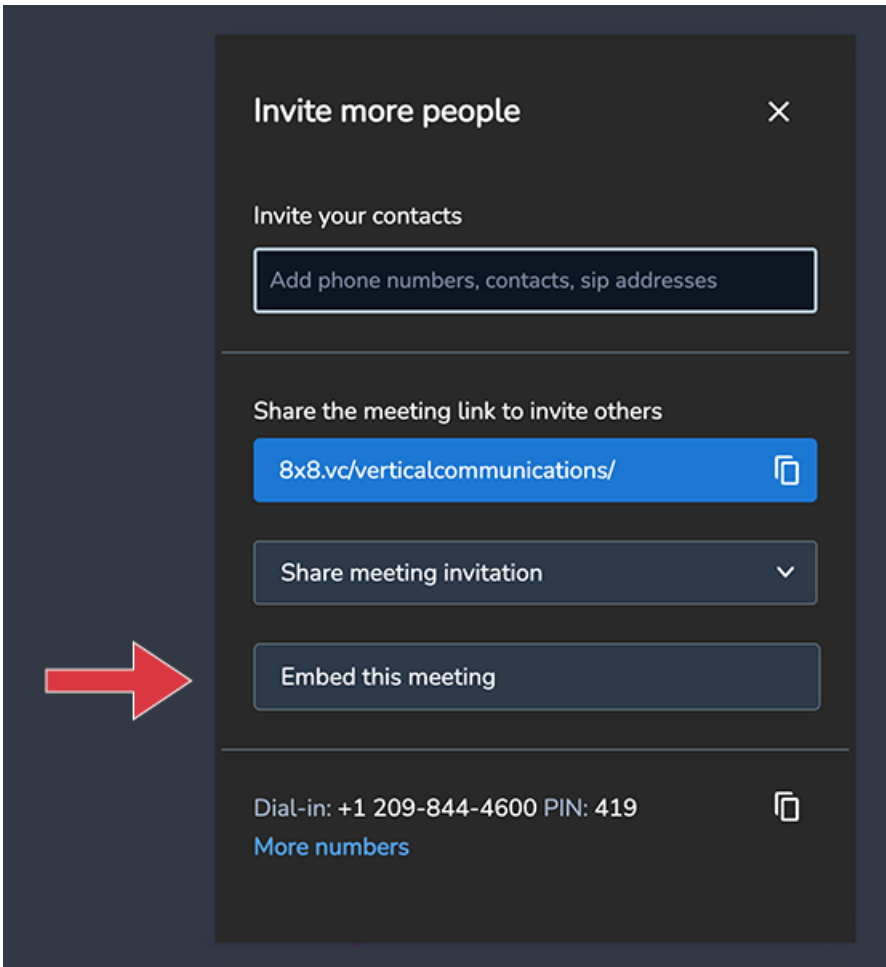
Mute all

The screenshot shows the 'Share meeting invitation' dropdown menu expanded, revealing icons for sharing via copy, email, Google+, Facebook, and YouTube. A red box highlights this menu. The background shows the meeting interface with a 'Meeting participants (1)' sidebar on the right and a 'Mute all' button at the bottom right.



## Embed the meeting into a web page

You can paste the meeting into an HTML document via iFrame. That way, anyone with the URL can view the meeting.



## Send a phone number to dial in

Finally, you can share a direct local phone number to dial in to the meeting. Local numbers in over 40



countries are available. The meeting is protected by a PIN, so only those you invite will be able to join.

### Invite more people

Invite your contacts

Add phone numbers, contacts, sip addresses

---

Share the meeting link to invite others

8x8.vc/verticalcommunications/

Share meeting invitation

Embed this meeting

---

Dial-in: +1 209-844-4600 PIN: 419

More numbers



To join your meeting, dial one of these numbers and then enter the pin.

PIN: 419

Country	Dial-In Numbers
United States of America	+1 209-844-4600 +1 408-228-4039 +1 408-228-4062 +1 408-228-4073 +1 408-601-4494 +1 512-766-1491 +1 888-633-0347 Toll Free
Argentina	+54 11 5984-3756
Australia	+61 2 8015 5105
Austria	+43 720 861757
Belgium	+32 53 28 03 17
Brazil	+55 21 3500-1970 +55 800 883 8446 Toll Free
Bulgaria	+359 56 916 964
Canada	+1 778-382-7725 +1 888-384-8036 Toll Free
Chile	+56 55 253 2657 +56 800 835 360 Toll Free
China	+86 400 842 7508 Toll Free
Colombia	+57 1 5085690
Costa Rica	+506 4001 9451
Croatia	+385 1 3000 709 +385 800 200 610 Toll Free
Cyprus	+357 23 030250
Czech Republic	+420 228 880 211
Denmark	+45 89 88 99 77
Dominican Republic	+1 849-941-5003
El Salvador	+503 2113 3867
Estonia	+372 668 2705
Finland	+358 9 42720292 +358 800 625075 Toll Free