

# How to use the subject line in Zoom link emails, Gmail Task Lists, and Google Calendar

(so folks can find the Zoom links when they need them)

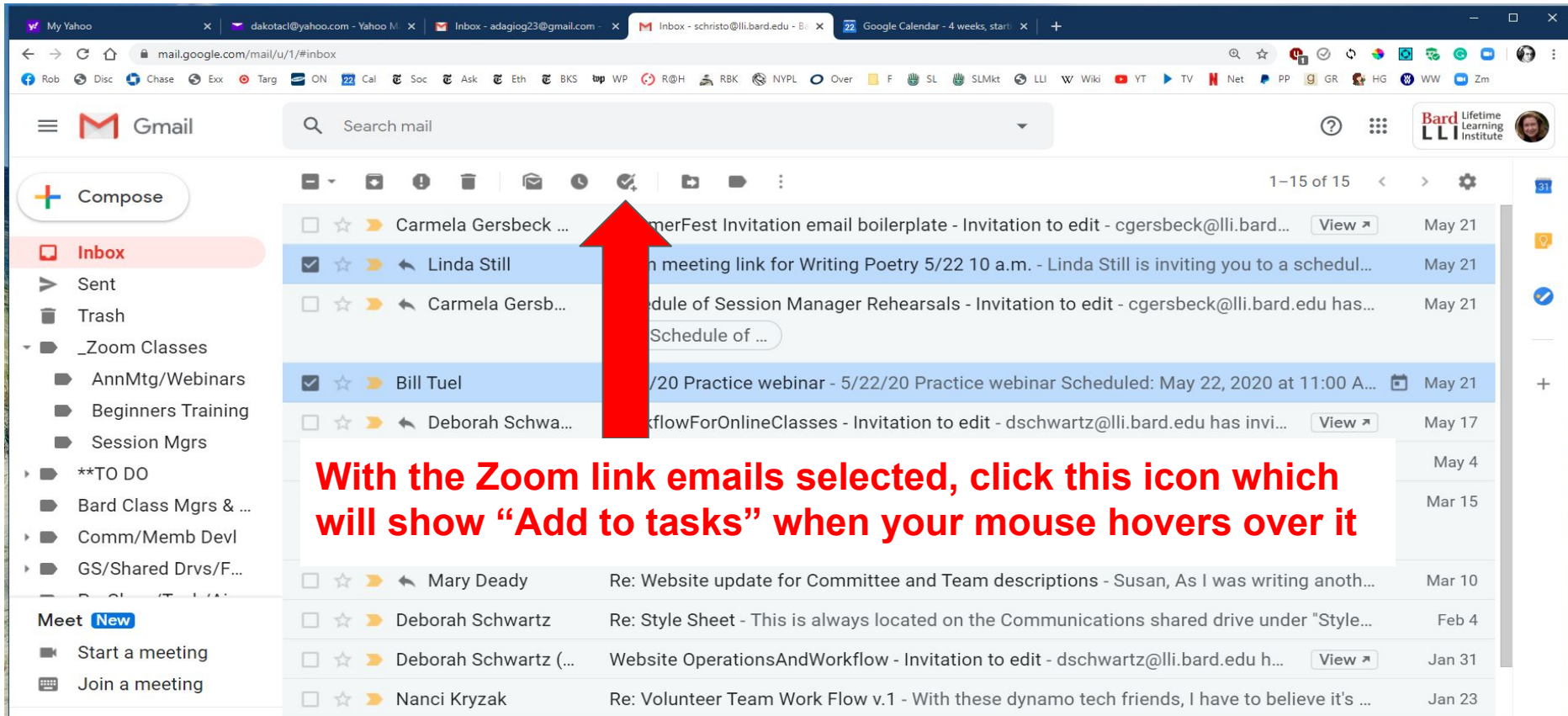
# Inbox with Zoom link emails showing date/time

The screenshot shows a Gmail inbox with the following visible email entries:

Sender	Subject	Date
Carmela Gersbeck ...	SummerFest Invitation email boilerplate - Invitation to edit - cgersbeck@lli.bard...	May 21
Linda Still	zoom meeting link for Writing Poetry 5/22 10 a.m. - Linda Still is inviting you to a schedul...	May 21
Carmela Gersb...	Schedule of Session Manager Rehearsals - Invitation to edit - cgersbeck@lli.bard.edu has...	May 21
Bill Tuel	5/22/20 Practice webinar - 5/22/20 Practice webinar Scheduled: May 22, 2020 at 11:00 A...	May 21
Deborah Schwa...	WorkflowForOnlineClasses - Invitation to edit - dschwartz@lli.bard.edu has invi...	May 17
Deborah	Policy Manual - I went looking for the policy manual on our shared drive but couldn't find i...	Mar 15
Mary Deady	Re: Website update for Committee and Team descriptions - Susan, As I was writing anoth...	Mar 10
Deborah Schwartz	Re: Style Sheet - This is always located on the Communications shared drive under "Style...	Feb 4
Deborah Schwartz (...)	Website OperationsAndWorkflow - Invitation to edit - dschwartz@lli.bard.edu h...	Jan 31
Nanci Kryzak	Re: Volunteer Team Work Flow v.1 - With these dynamo tech friends, I have to believe it's ...	Jan 23

**These emails show date & time of the meeting; good, could be more prominent**

# Inbox with Zoom link emails selected



The screenshot shows a Gmail inbox with several emails selected. A red arrow points to the 'Add to tasks' icon in the toolbar. The selected emails are:

- Linda Still: meeting link for Writing Poetry 5/22 10 a.m. - Linda Still is inviting you to a schedul...
- Bill Tuel: /20 Practice webinar - 5/22/20 Practice webinar Scheduled: May 22, 2020 at 11:00 A...

The toolbar contains the following icons from left to right: a minus sign, a plus sign, a trash can, a clock, a checkmark, a calendar, a document, and a list icon. The 'Add to tasks' icon is the checkmark icon.

**With the Zoom link emails selected, click this icon which will show "Add to tasks" when your mouse hovers over it**

# Zoom link emails copied to Task List



The screenshot shows a Gmail interface with an inbox on the left and a task list panel on the right. The inbox contains several emails, with three highlighted in blue. The task list panel, titled 'My Tasks', contains three items that have been copied from the inbox. A red text box on the right explains the functionality of the task list.

Task Item	Original Email Subject
zoom meeting link for Writing Poetry 5/22 10 a.m.	zoom meeting link for Writing Poetry 5/22 10 a.m. - L
5/22/20 Practice webinar	5/22/20 Practice webinar - 5/22/20 Practice webin...


**When items are in the task list, they can be dragged & dropped to arrange by date or time as desired. Subject lines can be edited as well, dates & times added if needed. Once you are done with the event, click the edit pencil and choose the trashcan icon to delete.**


# Zoom email link can also be added to Google Calendar

← 📁 ⚠️ 🗑️ | 📧 🕒 📌 | 📺 📄 ⋮ 7 of 18 < > ⚙️

5/22/20 Practice webinar 📧 Inbox × 🖨️ 📄

⏪ Reply all ⏪ Reply ⏩ Forward

 **Bill Tuel** May 21, 2020, 11:26 AM (23 hours ago) ☆ ⏪ ⋮  
to Emily, Michael, Session, Betsy ▾

	<p>5/22/20 Practice webinar</p> <p>When: May 22, 2020 11am – 12pm</p> <p>Where: <a href="https://us11.zoom.us/j/95609560">https://us11.zoom.us/j/95609560</a></p> <p>Who: Unknown Organizer*</p> <p><a href="#">Add to calendar »</a></p>	<p><b>Agenda</b></p> <p>Fri May 22, 2020</p> <p><i>No earlier events</i></p> <p>11am 5/22/20 Practice webinar</p> <p><i>No later events</i></p>
---	---	---

Click to add to calendar, edit title and body as needed, save when ready. Later, in calendar, click to see Zoom meeting joining link.


× 5/22/20 Practice webinar Save

May 22, 2020 11:00am to 12:00pm May 22, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time

+ Add Google Meet video conferencing

+ Join Zoom Meeting 

📍 <https://llibard.zoom.us/j/85230919560> 🗑️

🔔 Notification ▾ 10 minutes ▾ ×

Add notification

📅 schristo@lli.bard.edu ● ▾

📅 Busy ▾ Default visibility ▾ ?

≡ 📎 **B** *I* U ☰ ☰ 🔗 ✂️

Join from a PC, Mac, iPad, iPhone or Android device:  
Please click this URL to join. <https://llibard.zoom.us/j/85230919560>  
Description: This is to practice Webinar Alternate Host set-up, assigning Co-hosts within the session, observing Attendee Q&A participation experience, etc.

Or join by phone:  
Dial (for higher quality, dial a number based on your current location):  
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 253 215 8782 or +1 346 248 7799  
or +1 669 900 6833  
Webinar ID: 852 3091 9560  
International numbers available: <https://llibard.zoom.us/j/85230919560>

Guests

Add guests

Guest permissions

Modify event

Invite others

See guest list

.ics download is available at the bottom of the email for use in other email/calendar programs like Outlook

--

You received this message because you are subscribed to the Google Groups "Session Managers" group.

To unsubscribe from this group and stop receiving emails from it, send an email to [session-managers+unsubscribe@lli.bard.edu](mailto:session-managers+unsubscribe@lli.bard.edu).

To view this discussion on the web visit <https://groups.google.com/a/lli.bard.edu/d/msgid/session-managers/DA6D2220-662C-441A-BFDD-CA2D409C039C%40hvc.rr.com>.

---

 iCal-20200521-112522.ics [Download](#)

