

# Include Links in Meeting Invites

Have you ever had to search for the links (Google docs, OneDrive) to an upcoming meeting, but don't quickly remember in which drive it's housed, or where you filed the email from two weeks ago that contained the link?

Help others out when you create your own meetings—add the links to the meeting invite, so that it's on the calendar the day that it's needed. That way, nobody will have to waste time searching for links, or waiting for a kind person to paste them into the zoom chat during the meeting!

