

These are steps on Zoom desktop on a Macbook

1. Open desktop app and click 'Schedule'. The popup opens. Fill in Topic, Date & Time, Meeting ID and Security settings desired. ONLY ENTER ATTENDEE EMAIL ADDRESS IN THE "ATTENDEES" FIELD IF YOU WANT TO ENABLE THEM FOR "CONTINUOUS MEETING CHAT".
(I know, not clear at all that this field is NOT for attendees that you wish to send a scheduled meeting invite!)

Schedule Meeting

Do not enter meeting attendees in this field, it is only for those that you want to Enable Continuous Meeting Chat!

Topic
Zoom Meeting

Date & Time
01/23/2024 6:30 PM to 7:00 PM 01/23/2024
Time Zone: Central Time (US and Canada)
 Recurring meeting

Attendees
Email or name
 Enable Continuous Meeting Chat ⓘ
Added attendees will have access to the Meeting Group Chat before and after the meeting.

Meeting ID
 Generate Automatically Personal Meeting ID 401 680 2352

Security
 Passcode sample ⓘ
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting

Cancel Save

2. Click 'Save'. (Don't quit yet, you're not done!)

3. You will then receive a calendar popup (in my case it is my google calendar). If you see something else then I'm not sure the exact steps you should follow. Here is where you enter Guests names. THEN CLICK SAVE. Your invite should be sent via email to your Attendees to which they can choose to accept.

The screenshot shows the Zoom Meeting creation interface. At the top, there is a title 'Zoom Meeting' with a close button 'x' on the left and 'Save' and 'More actions' buttons on the right. Below the title, the meeting details are shown: 'Jan 23, 2024 6:30pm to 7:00pm Jan 23, 2024 (GMT-06:00) Central Time - Chicago Time zone'. There are checkboxes for 'All day' and 'Does not repeat'. Below this, there are tabs for 'Event details' and 'Find a time'. A blue button 'Add Google Meet video conferencing' is visible. The meeting URL is 'https://us06web.zoom.us/j'. There are notification settings for 'Notification' (dropdown), '10' (minutes), and 'minutes' (dropdown). Below this, there are options for 'Add notification', 'Add a label', 'Busy', and 'Default visibility'. A text editor is visible with a 'Create meeting notes' button. A red box highlights the 'Guests' section on the right, which includes an 'Add guests' button. A red arrow points from a text box to this button. The text box contains the following text:

This is the field you should now enter your Attendee email addresses to receive your meeting invite!