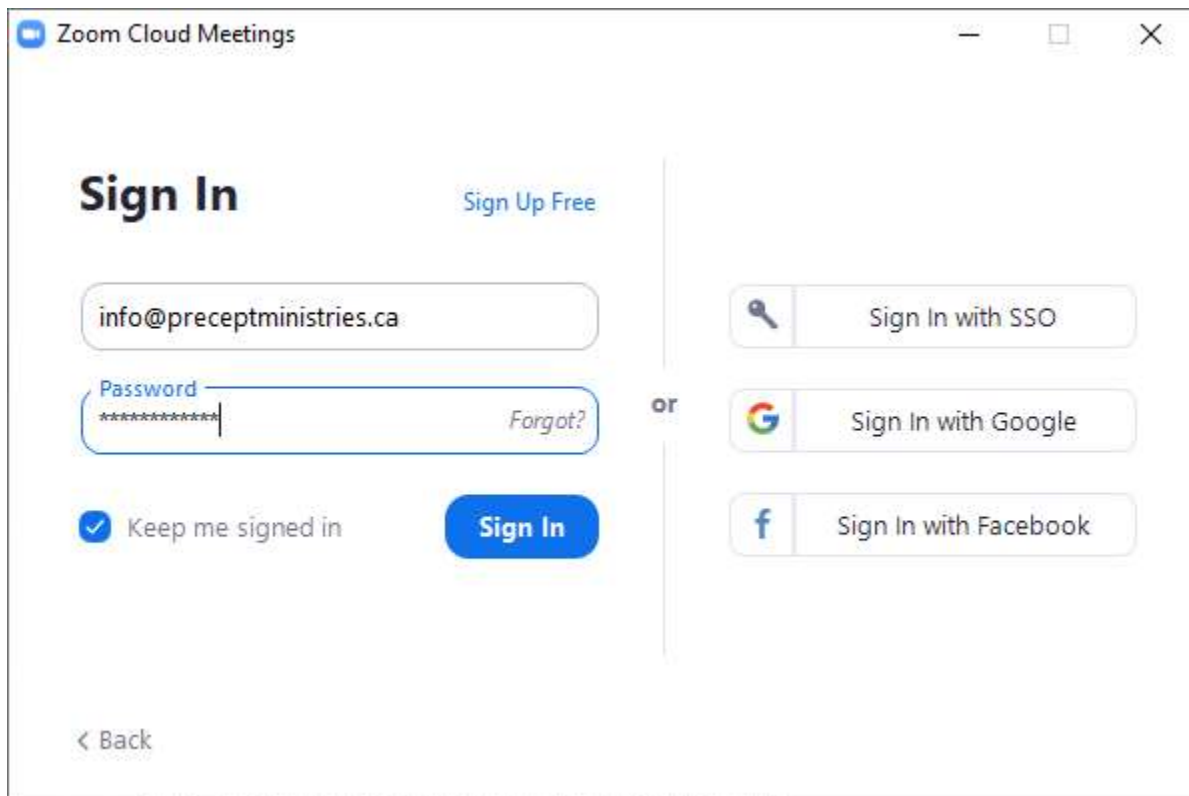


Leader Instructions – Accessing your Zoom Meeting

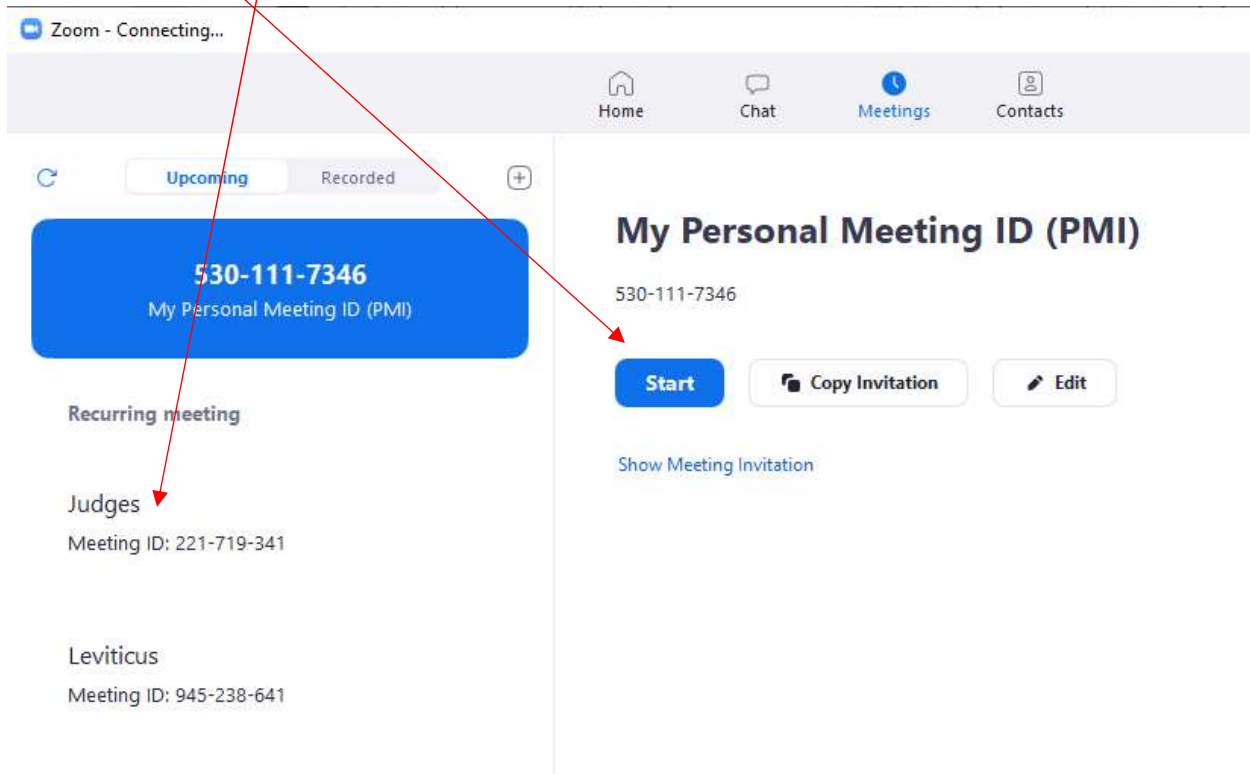
PC/Mac

1. Open Zoom
2. Sign in
 - a. Username
 - b. Password
 - c. Check keep me signed in (optional)
 - d. Click sign in



The screenshot shows the Zoom Cloud Meetings sign-in interface. The window title is "Zoom Cloud Meetings". On the left, there is a "Sign In" section with a "Sign Up Free" link. The sign-in form includes a username field containing "info@preceptministries.ca", a password field with masked characters and a "Forgot?" link, a checked "Keep me signed in" checkbox, and a blue "Sign In" button. On the right, there is a vertical separator with the word "or" in the middle, followed by three social sign-in options: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). A "< Back" link is located at the bottom left of the page.

3. Click Meetings
4. Click on your class on the left
5. Click Start



6. Join with Computer Audio
7. In the toolbar below
 - a. Click on "Chat" to open the chat window
 - b. Click on "Manage Participants" if you want to mute or unmute or remove someone from the class
 - c. Click on "End Meeting" when the class is over, then End Meeting for All



NOTE: The Zoom website has many informative tutorial videos available. To access those videos, click the link or follow the steps below:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

To access Zoom Tutorial videos:

1. Visit the Zoom website at <https://zoom.us/>
2. Click "Support" in the upper right-hand corner of the screen
3. Scroll down for videos. Click the video to access it