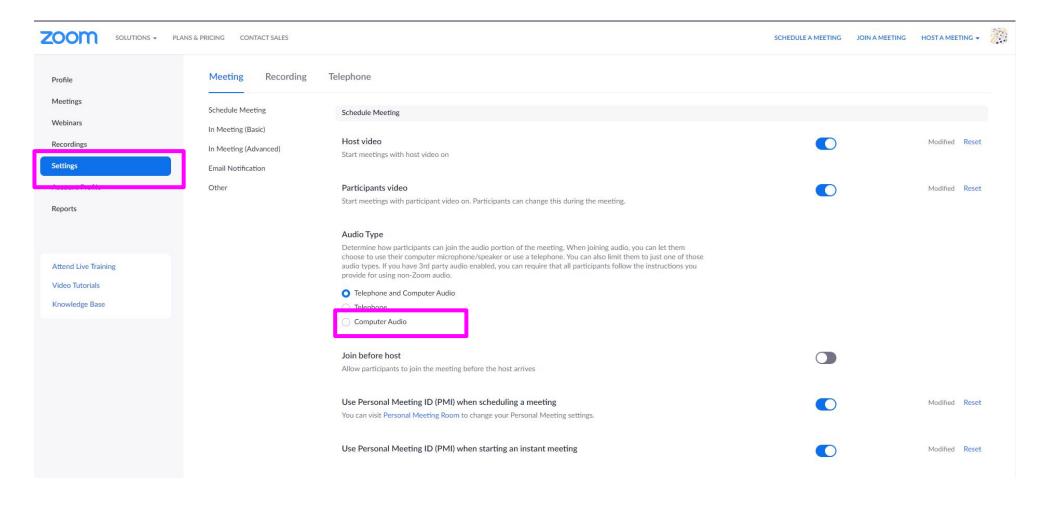


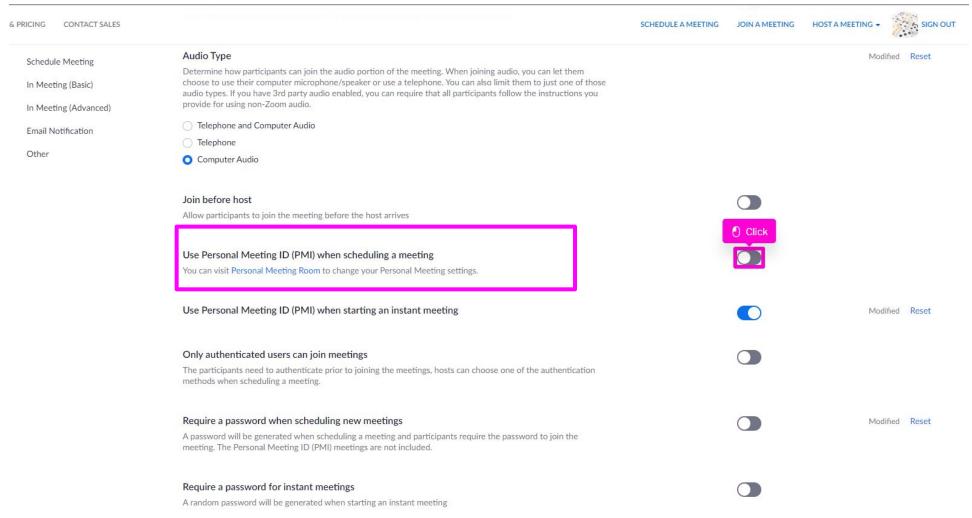
Step 1: Click edit on the Personal Meeting ID

Step 2: Click to check the "Use Personal Meeting ID for instant meetings". Then click "save".



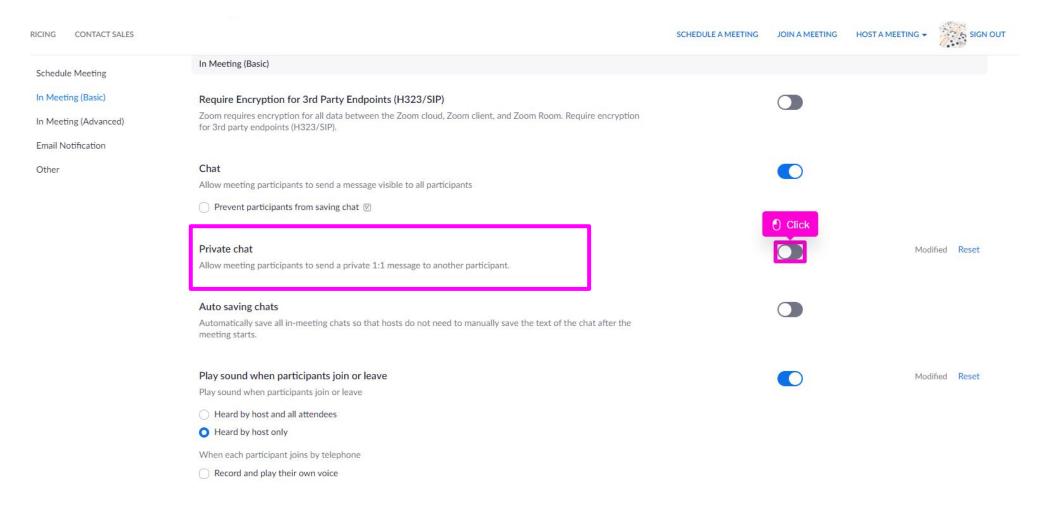
Step 3: Click Blue settings button (far left)

Step 4: Under Audio Type, select the "computer audio" option



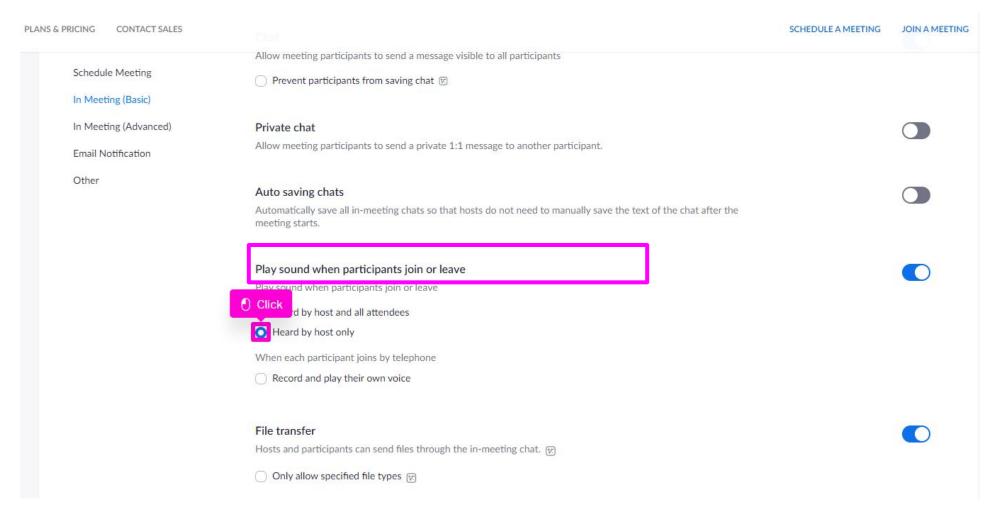
Step 5: Toggle on "Use Personal Meeting ID (PMI) when scheduling a meeting (this will toggle it blue)

Step 6: Make sure the option below it is also toggled on.



Step 7: Private chat. If you don't want students to chat with each other instead of interacting with the lesson, toggle this OFF (make it grey). If you are okay with it, keep it ON (make it blue).

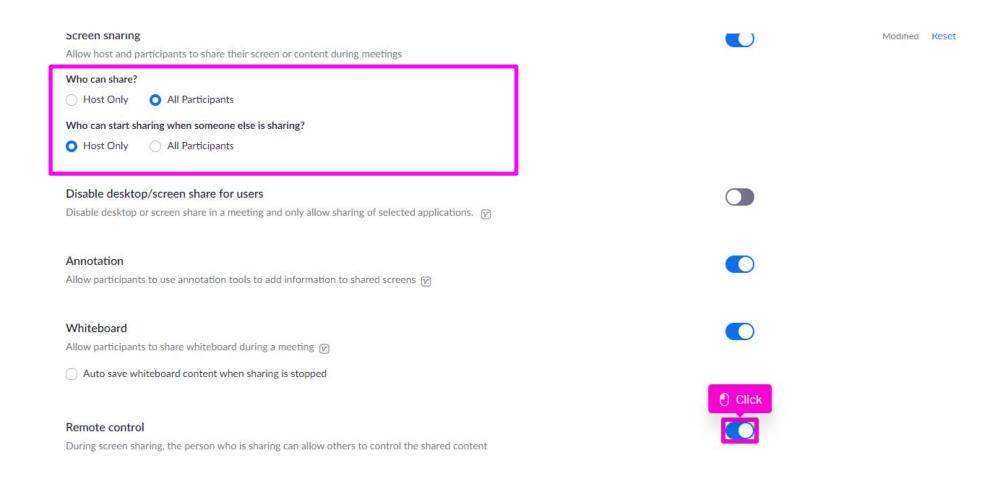
Step 8: If you'd like to save anything said in the chat, toggle ON the Auto saving chats option.



Step 9: Toggle on "Play sound when participants join or leave". Select "heard by host only". This sounds like a doorbell when students arrive and a sparkle like sound when they leave.

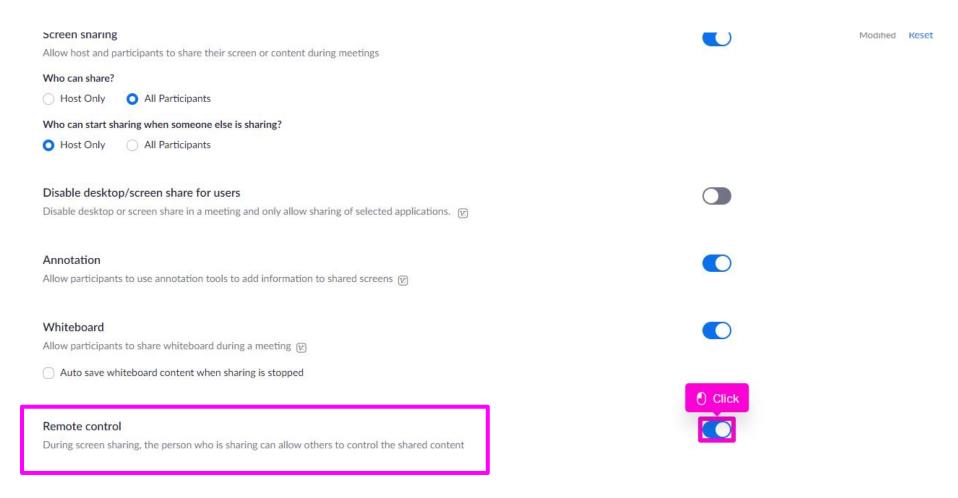
schedule Meeting			
n Meeting (Basic)	File transfer		
n Meeting (Advanced)	Hosts and participants can send files through the in-meeting chat.		
mail Notification	Only allow specified file types v		
Other			
	Feedback to Zoom Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting		
	Display end-of-meeting experience feedback survey Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.	Click	
	Co-host Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	Modi	ified Reset
	Polling Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [y]	Modi	ified Reset
	Allow host to put attendee on hold Allow hosts to temporarily remove an attendee from the meeting.		
	Always show meeting control toolbar Always show meeting controls during a meeting	Modi	ified Reset

Step 10: Co-host option toggle ON if you'd like to give the same host controls to another adult in the room. I use this option when I'm teaching a class with lots of people in it. The co-host can help keep people muted during the meeting so the quality is preserved.



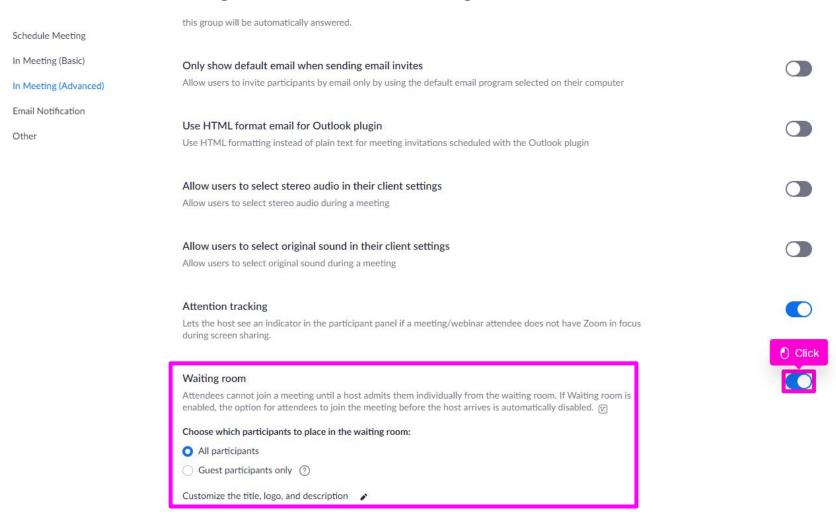
Step 11: Share Screen

Change it to host only if you do not want others to share the screen. This is how you protect students from others sharing inappropriate images or distracting the class.



Step 12: Remote control

This is how you can make lessons FUN and interactive. Remote control is granting a student access to use your mouse during a lesson. They can interact with the software and have fun. Control can be taken back to give other students an opportunity to interact.



Step 13: Waiting Room - IMPORTANT

This is how you protect students from unwanted attendees coming in. We use it as a way to hold students at the virtual door before you let a new class in. Make sure that you edit your settings and take the time to customize the title, logo, and description.

Add a picture of you and additional instruction if they've been waiting a long time.