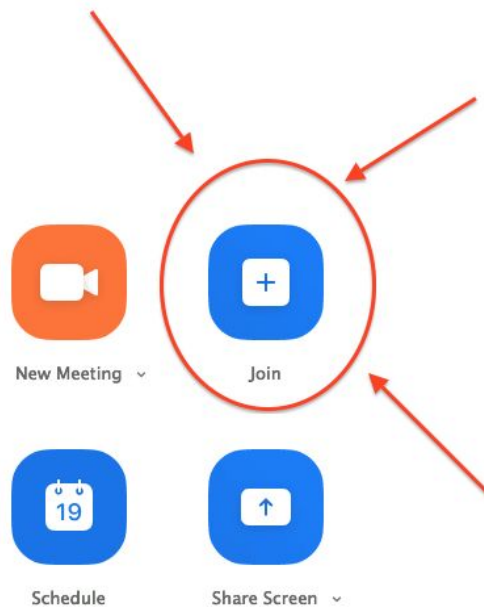
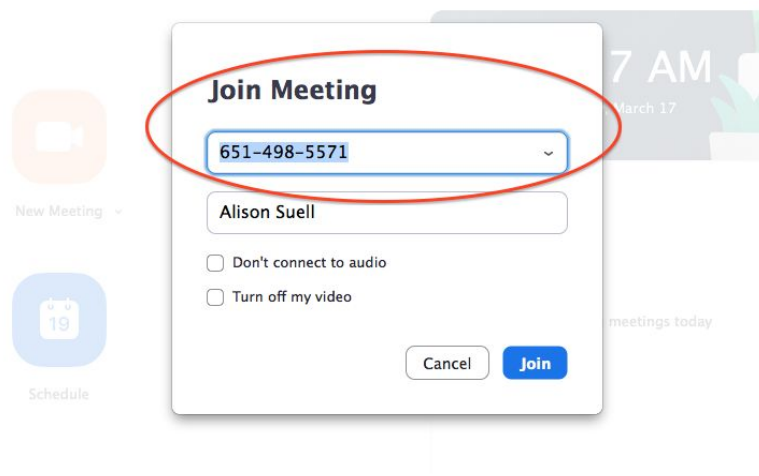


Starting a Meeting - (aka Lessons) - Sign In First

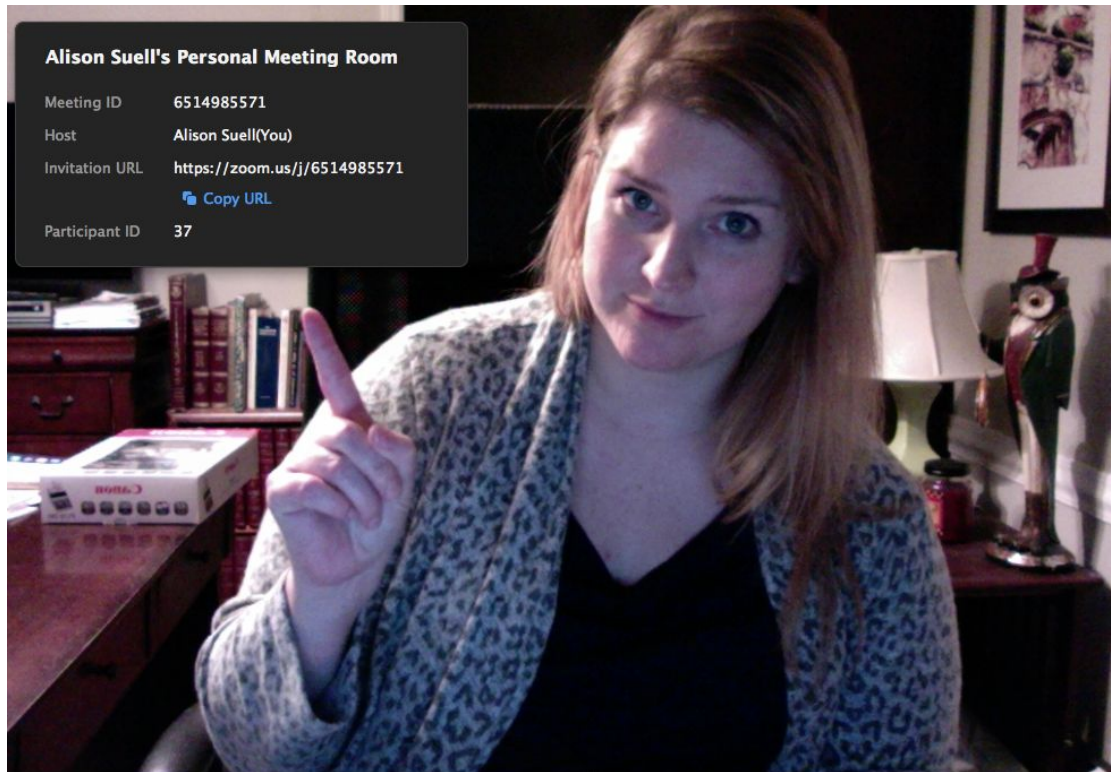
1. **IMPORTANT:** Click “Join” - **DO NOT** click “New Meeting” - that will generate a new host number, and we will be using only the room’s Personal Meeting Id for lessons.



2. Once you click “Join” it should show up with *the room’s* **Personal Meeting Id** (if not, you can manually enter their meeting id).



3. Once you have joined the meeting, you can see in the top left hand corner, the “i” symbol, which you can click on to see your meeting information:

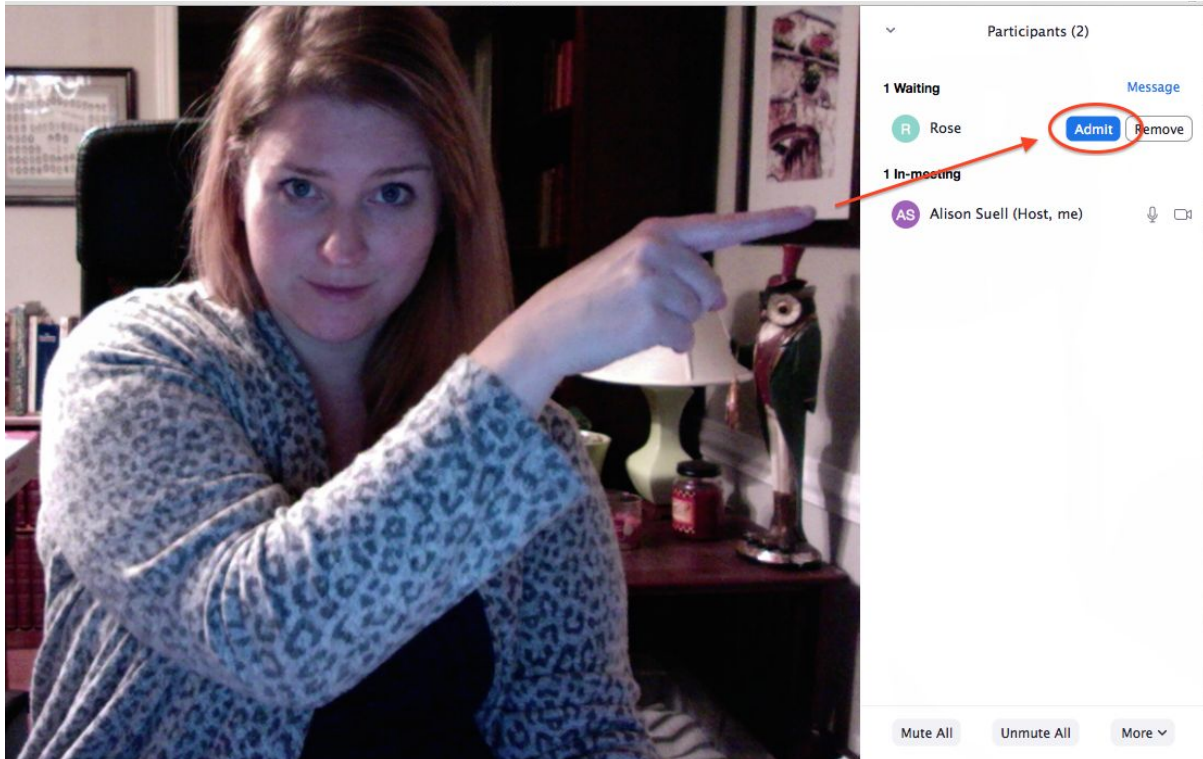


4. When a student joins, they will be automatically placed in the “Waiting Room” and you will get a notification (it’s dings and lights up orange).



5. **If you are currently teaching a student**, you can simply allow the next student to wait in the “Waiting Room” until their lesson time.

6. When ready, click “Manage Participants” then click “Admit” next to the student’s name.



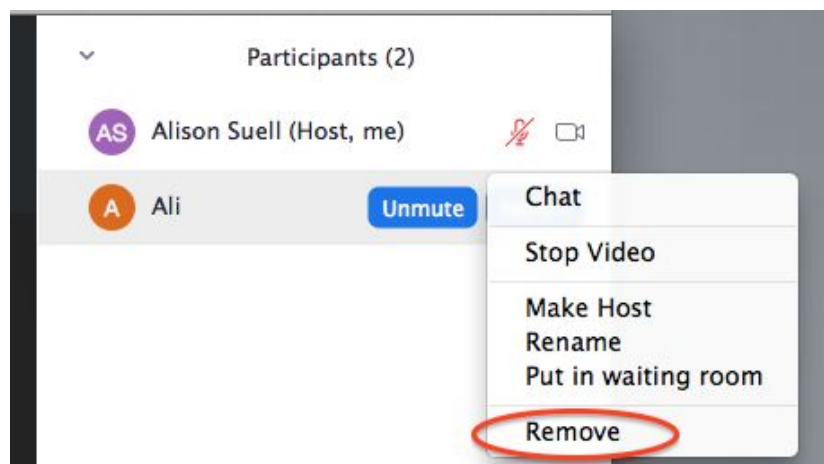
How to end a lesson and start the next without “Ending Your Meeting”

1. The student can “Leave the Meeting” from their end OR if needed, you can “Remove” that student from the meeting, or place them back in the Waiting Room.

When you hover your mouse over the student’s name in the list, a menu should appear, click the drop down “More.”



2. Click “Remove” under the dropdown menu. *Note: they will not be able to rejoin that session (they can only “rejoin” if you end the meeting and restart it).*



That’s it!