

# ZOOM ADMINISTRATION BASICS

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## How to End a Class (“Meeting”) and Log Out of Zoom

English Now!, Now Online

March 27, 2020



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# Agenda

Simple objectives for this meeting are:

- **connect** with each other;
- walk through the process for **ending a class (“Meeting”)** on a laptop/desktop;
- walk through the process for **logging out of the classroom** on a laptop/desktop; and
- inviting **colleagues with iPads to describe the process** – and later to provide screen shots, to review how this works on an iPad.

Thank you for joining this conversation!



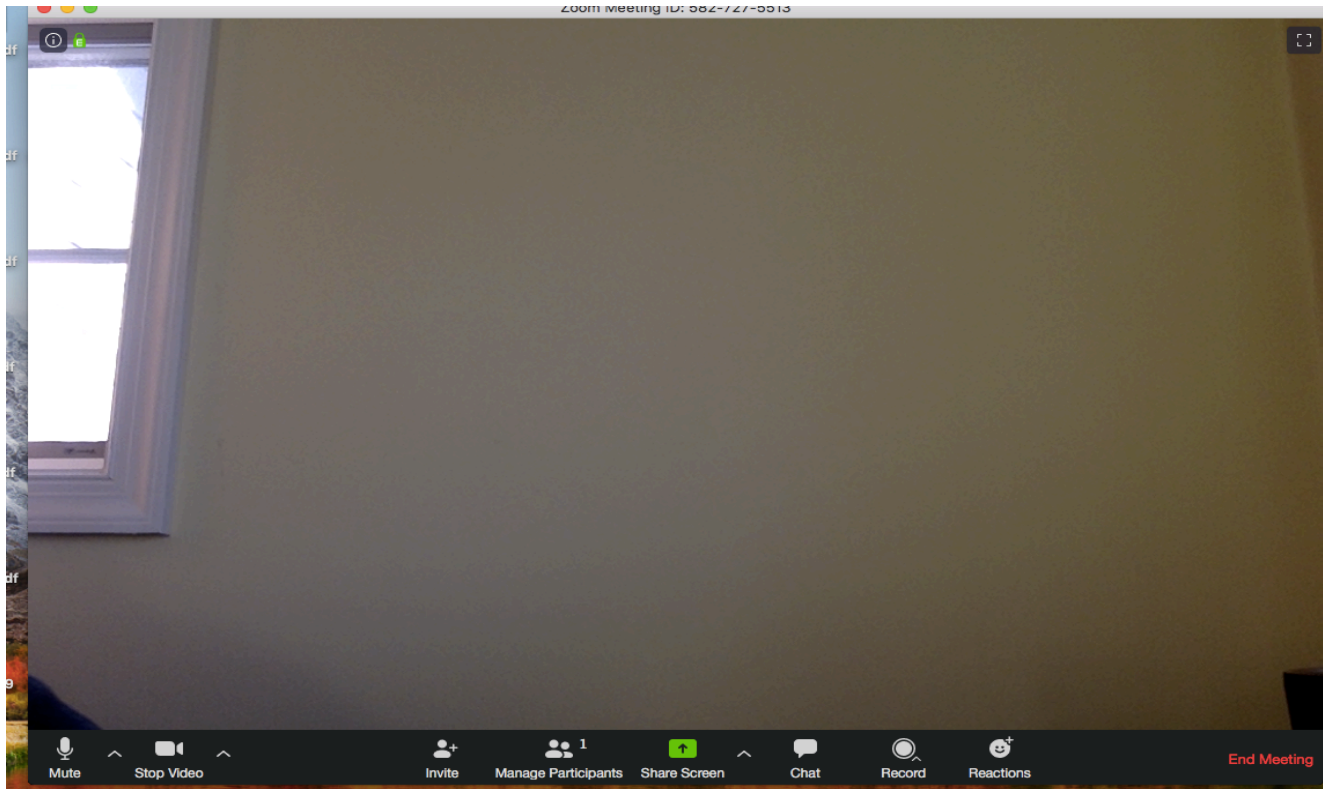
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# Steps and Screenshots: Laptop/Desktop



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# Step One: Ending the Meeting

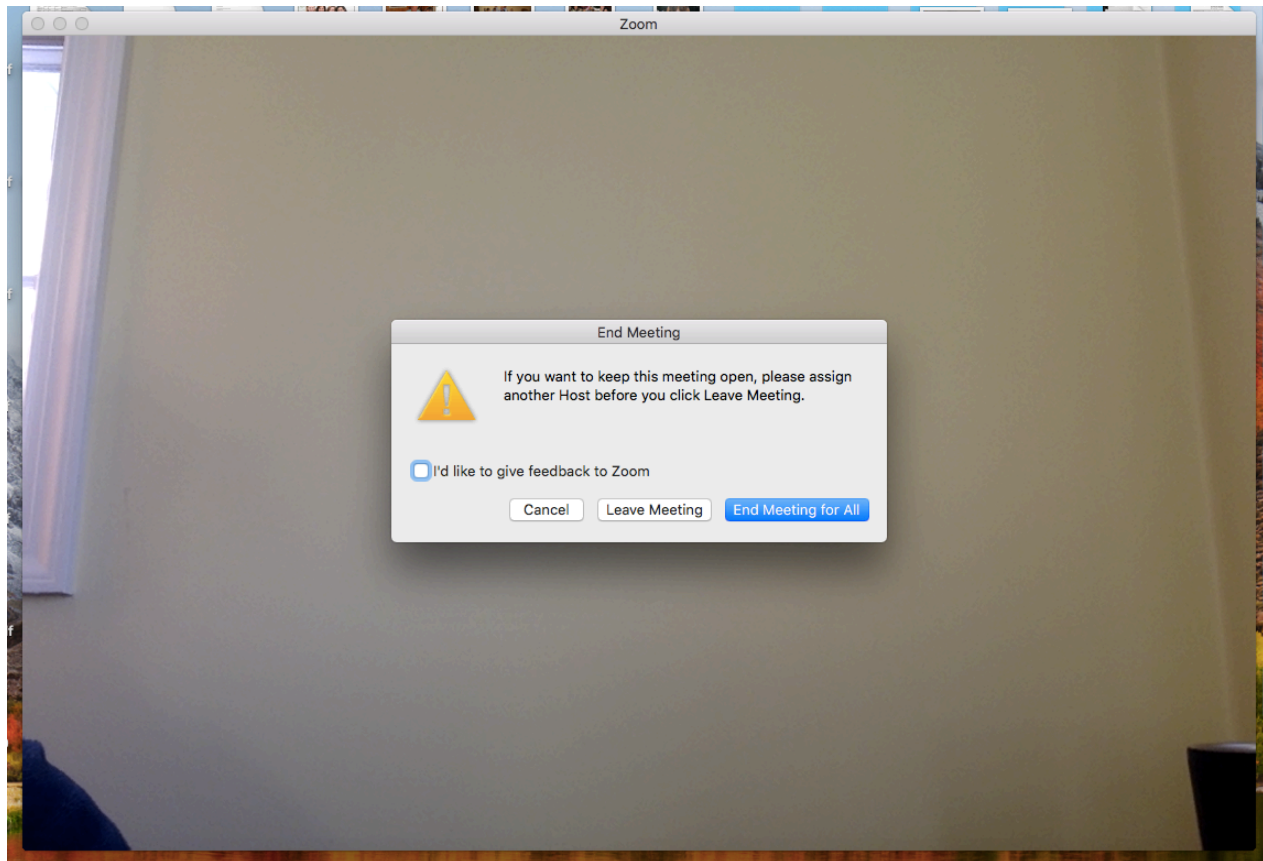


Step One: “End Meeting” – not “Leave Meeting”. See and click on control bar, bottom right corner.



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# Step Two: Select “End Meeting for All”

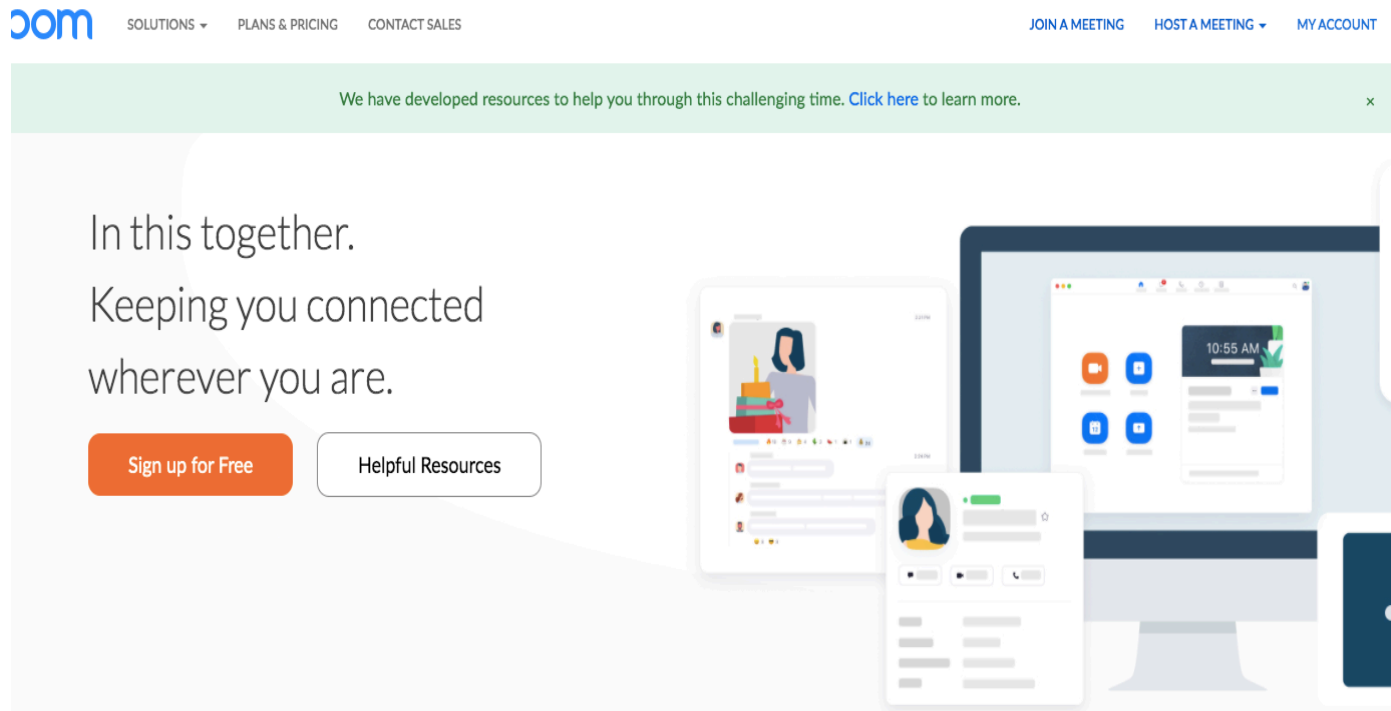


Step Two: “End Meeting for All” – see and click dialog box in center of screen.



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# Step Three: Return to Google Chrome to Log Out - from zoom.us

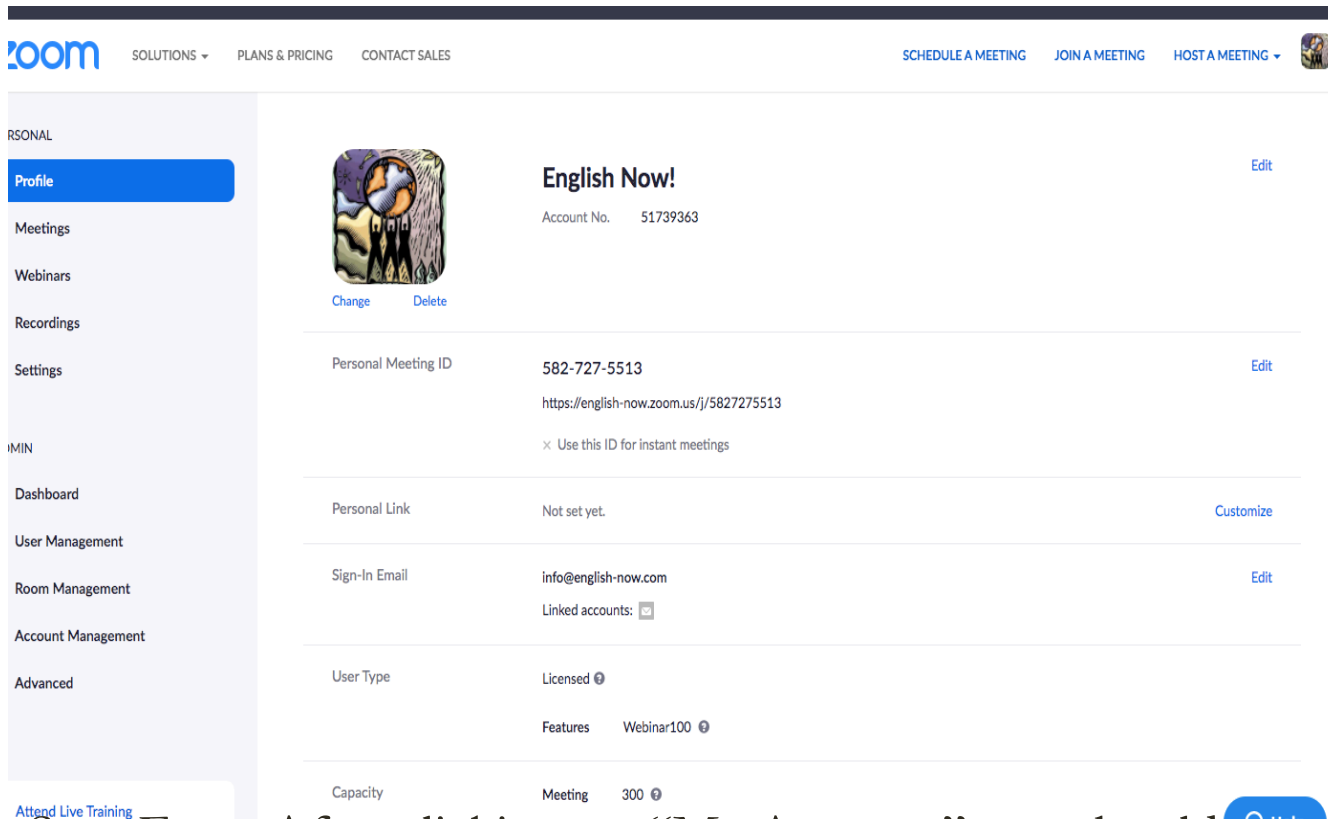


Step Three: Go back to Google Chrome, where you logged in. You MAY need to go to zoom.us in Google Chrome again, if you do not see “My Account” in the upper right. Click on “My Account” in upper right.



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# Step Four: Return to “Profile” View



The screenshot shows the Zoom account profile page for 'English Now!'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A user icon is in the top right. On the left, a sidebar lists account management options: Profile (selected), Meetings, Webinars, Recordings, Settings, Dashboard, User Management, Room Management, Account Management, and Advanced. The main content area displays the account name 'English Now!' with an 'Edit' link. Below the name is the account number '51739363'. A profile picture of the English Now! logo is shown with 'Change' and 'Delete' links. The account details are listed in a table:

Personal Meeting ID	582-727-5513	Edit
	<a href="https://english-now.zoom.us/j/5827275513">https://english-now.zoom.us/j/5827275513</a>	
	× Use this ID for instant meetings	
Personal Link	Not set yet.	Customize
Sign-In Email	info@english-now.com	Edit
	Linked accounts:	
User Type	Licensed	
	Features Webinar100	
Capacity	Meeting 300	

At the bottom left, there is a link 'Attend Live Training' and a 'Help' button.

Step Four: After clicking on “My Account” you should see this “Profile” view. See the icon in the upper right (here you see the English Now! logo, in most classrooms this is a blue person icon) to the right of “Host a Meeting”, and click on it.




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# Step Five: Sign Out

REQUEST A DEMO 1888.799.0125 RESOURCES SUPPORT

CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING




**English Now!**  
Account No. 51739363

Delete

English Now! **LICENSED**  
info@english-now.com

SIGN OUT

Personal Meeting ID	582-727-5513 https://english-now.zoom.us/j/5827275513 × Use this ID for instant meetings	Edit
Personal Link	Not set yet.	Customize
Personal Email	info@english-now.com Linked accounts: 	Edit
Type	Licensed ⓘ Features Webinar100 ⓘ	
Capacity	Meeting 300 ⓘ Webinar 100 ⓘ	

Help



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Step Five: When clicking on the icon (logo/blue person) in the upper right of the Zoom screen, you will see the option to “Sign Out”. Click on “Sign Out”.



## Steps Screenshots for iPad

*We are looking for a colleague who has mastered this process with an iPad to provide screenshots of their experience. Please email [info@english-now.com](mailto:info@english-now.com) if you know how to do this and can take screenshots, or if you know someone who has an iPad and can do this. We will amend this presentation to include those screenshots as soon as possible and circulate this to all iPad users – OR we will consider workarounds if this continues to be an issue.*



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# Your Questions?

Please email questions about Zoom  
to [info@english-now.com](mailto:info@english-now.com).

We are adding to written Zoom training materials each day and will address questions posed in future trainings and webinars, as well as written documentation.

Thank you so much!



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# THANK YOU.

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