

Steps to download Zoom and enter the meeting:

1. A tutor will email you a link at least 5 minutes before your session, if not hours before, to download and enter the meeting in Zoom. If you have scheduled the appointment via our website, then the tutor will send this email to the address provided in the booking form. If you have scheduled the appointment in person, via call, text, or email, please provide the Admin an address to which you would like the link to be sent.
2. Click on the email provided by the tutor, this will prompt you to download Zoom. You do not have to create a Zoom account. *Note: -If you already have zoom installed, then follow instructions starting step 3.*
3. Once you have Zoom downloaded, please click on the same link again in your email to enter the meeting. If there is a malfunction, please click this link again.
4. Once you have entered a meeting and the session has begun, please click on the green box which pops up as "Join Computer Audio". Headphones are not necessary.
5. You may be prompted to allow video access during this time. Please do so to ensure that video and audio are working properly.

Steps to share screen

1. At the bottom of your Zoom window, click on the arrow pointing upward next to "Share Screen" marked in Green color.
2. Click on the screen you wish to share; for example, desktop or MS Word.

Steps to write on Zoom: You can do this by sharing "Whiteboard" as well as on the document you shared.

1. Share "White board" using "Share Screen".
2. Move cursor slowly towards the top of the screen, you will see a pencil pop up next to "Annotate". Click on this and select the curved line to write on the screen. *Note: Instead of writing on the whiteboard, If you wish to write on the document, share it and follow step 2.*

Steps to end meeting:

1. Click on "End Sharing" present on the top of the window.
2. Click on "Leave meeting" on the bottom right corner.

End Notes:

Please be online 10 minutes before the session in order to ensure proper set up.

Laptops or desktop computers are preferred to iPads and iPhones while using Zoom; if you are using another device, you won't be able to share your screen.

