

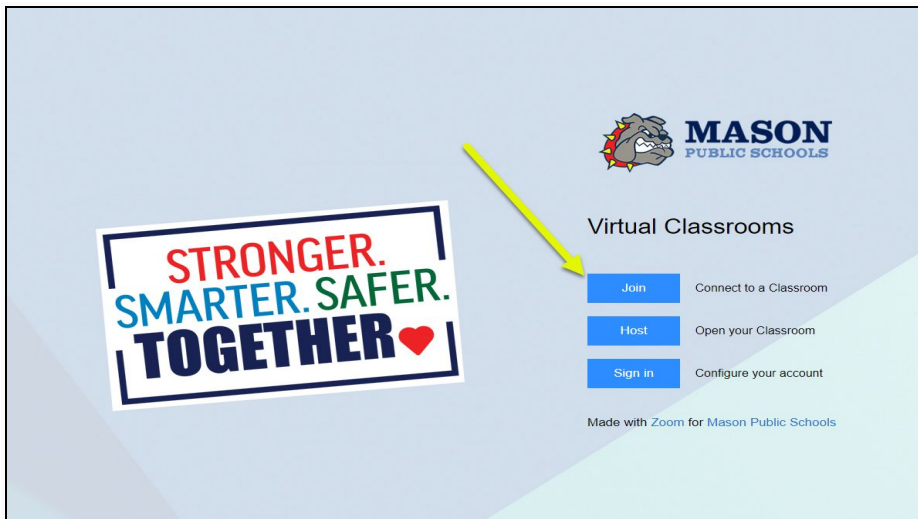


How To:

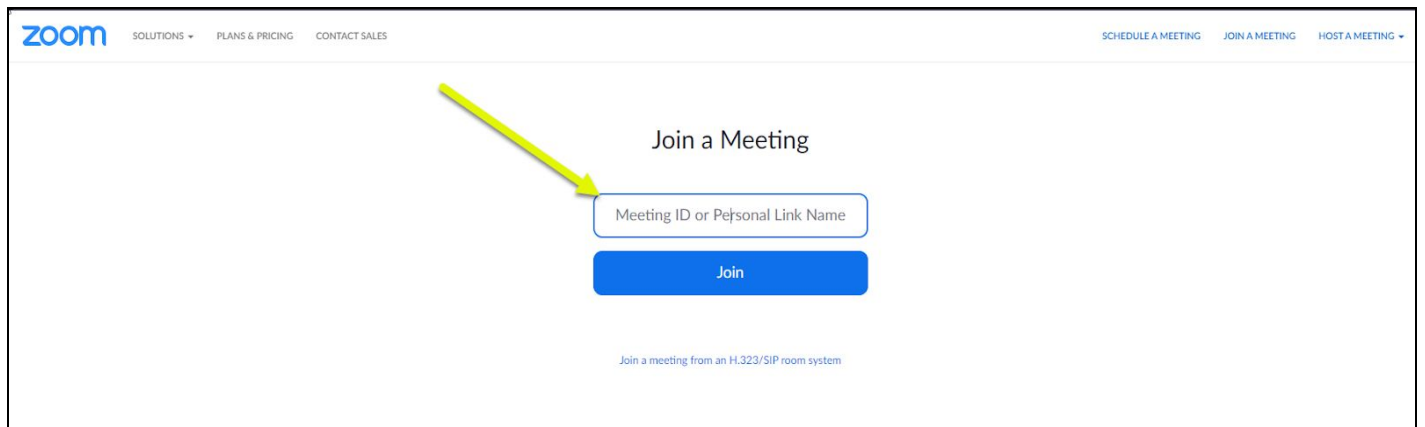
## Students Entering Teacher Zoom Sessions

- ❖ Login into Google Classroom using the icon on the MPS provided chromebook or at <https://masonk12.zoom.us>

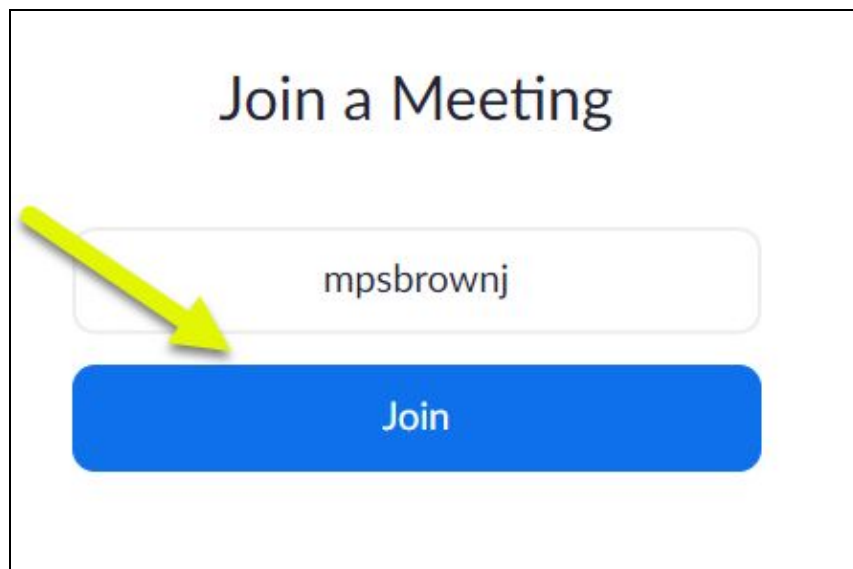
- ❖ Click "Join"



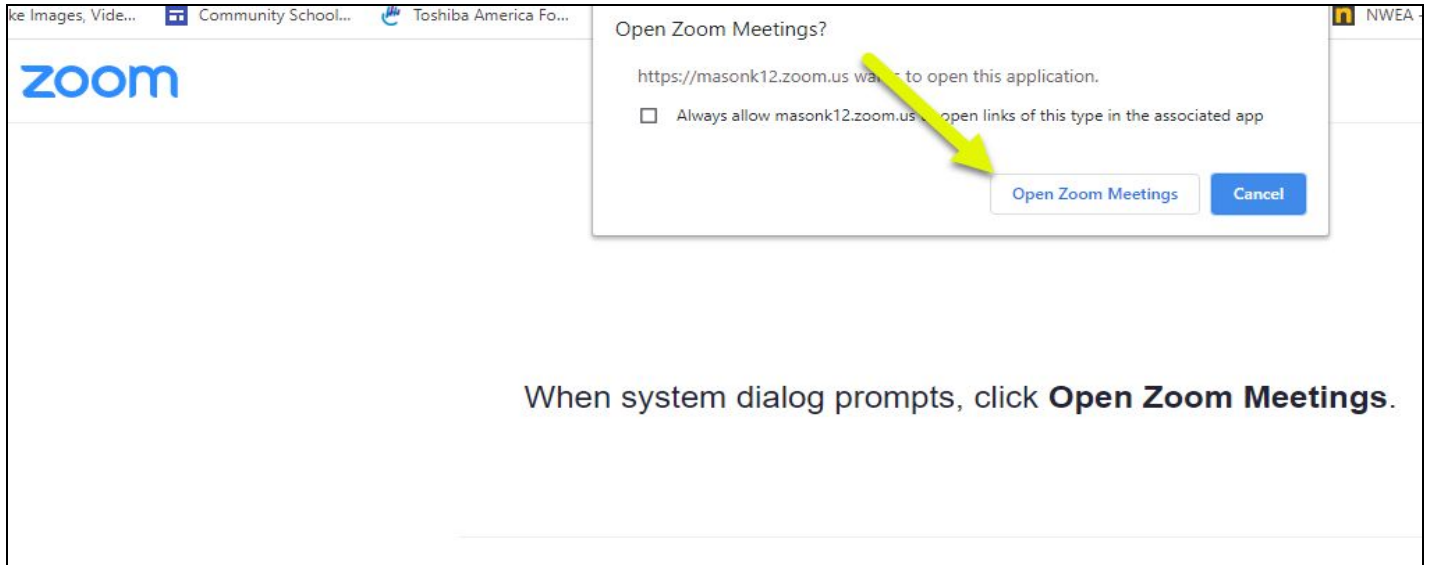
- ❖ Then enter mps followed **by your teacher's last name and first initial** (ex. Joe Brown = mpsbrownj)



- ❖ Click "Join"



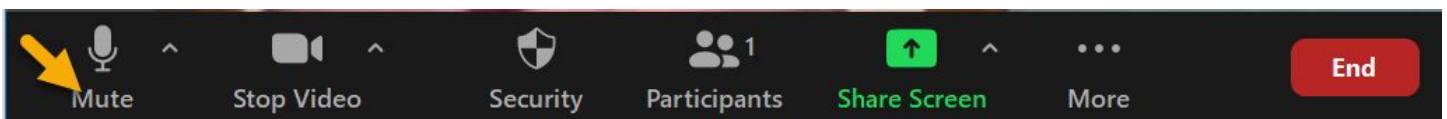
❖ Click “Open Zoom Meetings”



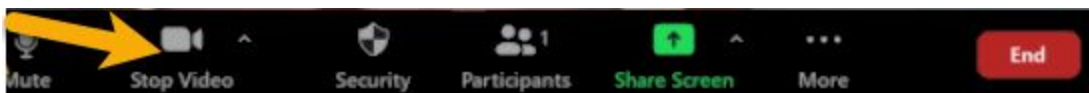
❖ When a student enters a meeting, the student will be prompted to type his/her name. Students should only use their **first name and last initial**.

❖ Once the student name is entered, s/he will enter a waiting room. When the class is ready to begin the teacher will open the waiting room.

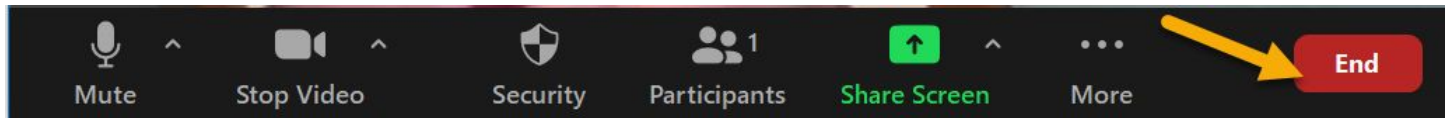
❖ Make sure your microphone is on mute. The “Mute” button is on the bottom left corner of the screen. A red line will appear across the “Mute” icon, once it is muted.



❖ If you need to stop your video field, click the “Stop Video” button on the bottom right of the screen. A red line will appear across the “Stop Video” icon once it is muted.



- ❖ To exit Zoom, click the red “End” button at the bottom right corner of the screen.



- ❖ To practice prior to your first Zoom class, use this link <https://zoom.us/test> .