

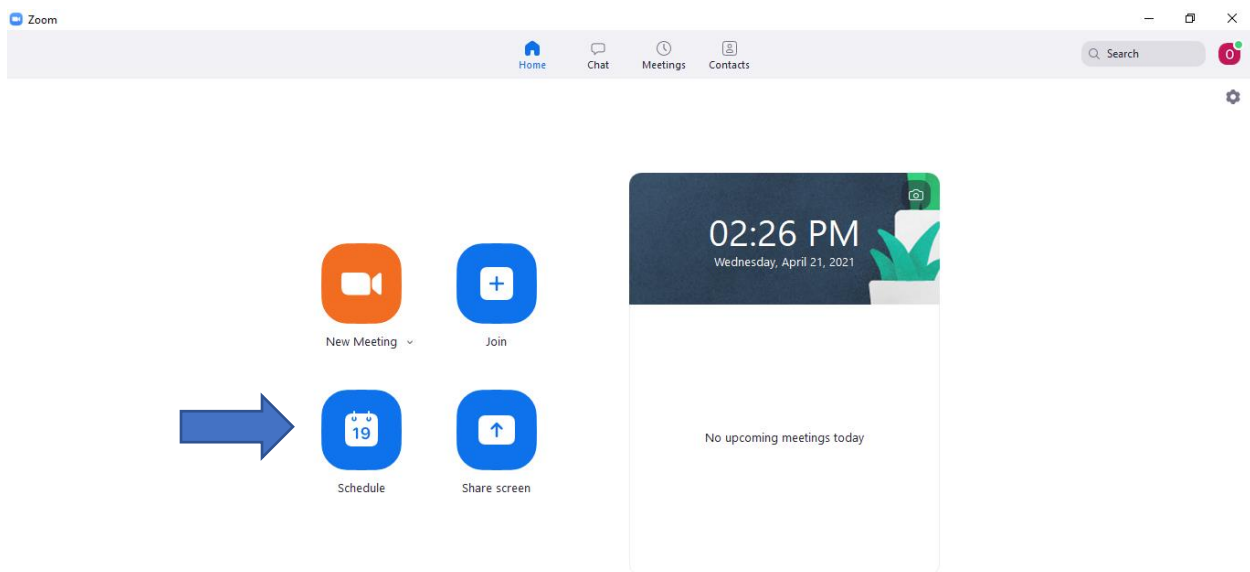
How to sign-in for Virtual Conference Room

- Open Zoom
- Sign-out of your personal Zoom account by clicking on the icon on the top right corner
- Sign in as:

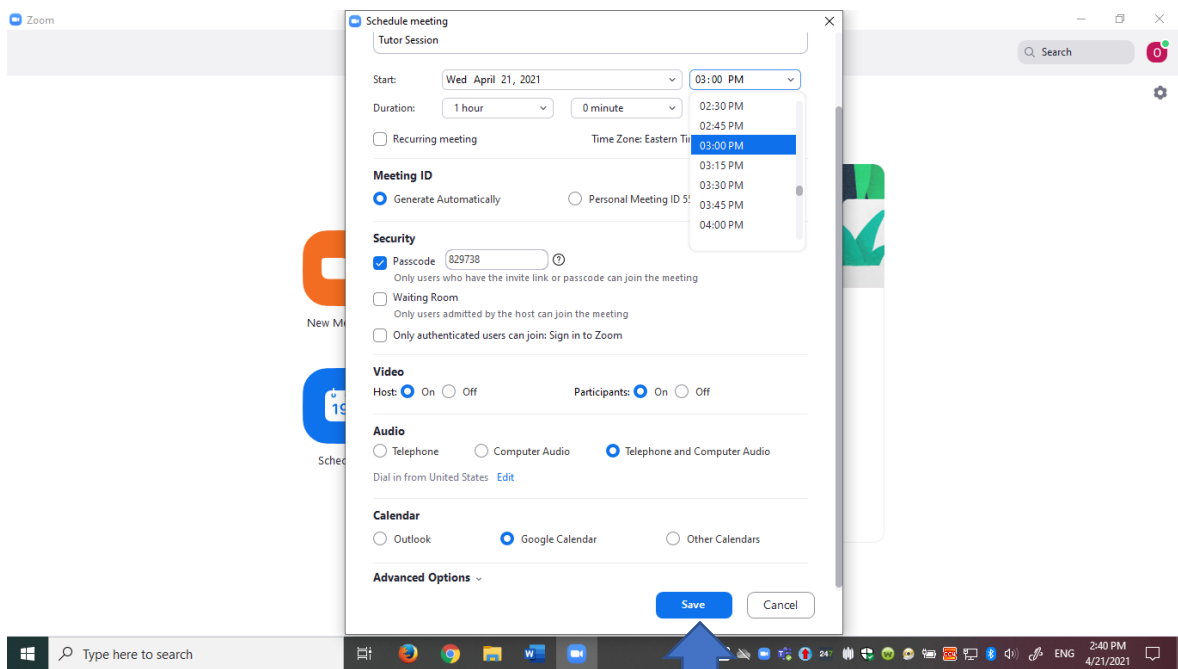
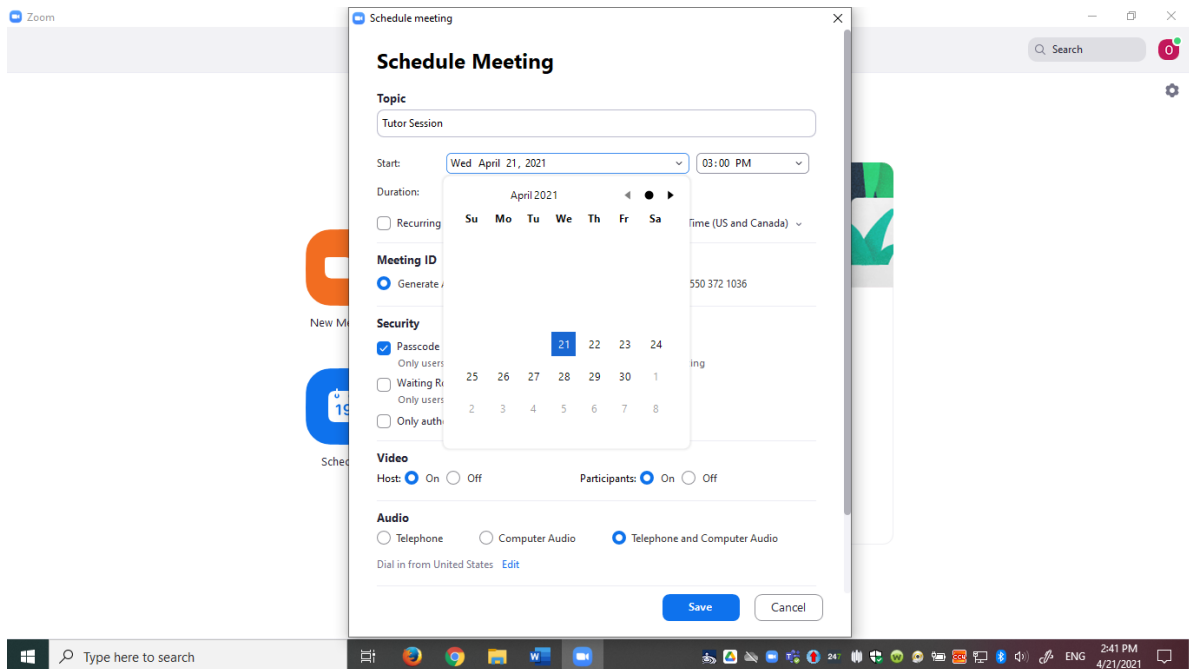
classroom@chathamliteracy.org

Password: 4Literacy

- Once logged in, click on the “schedule” button

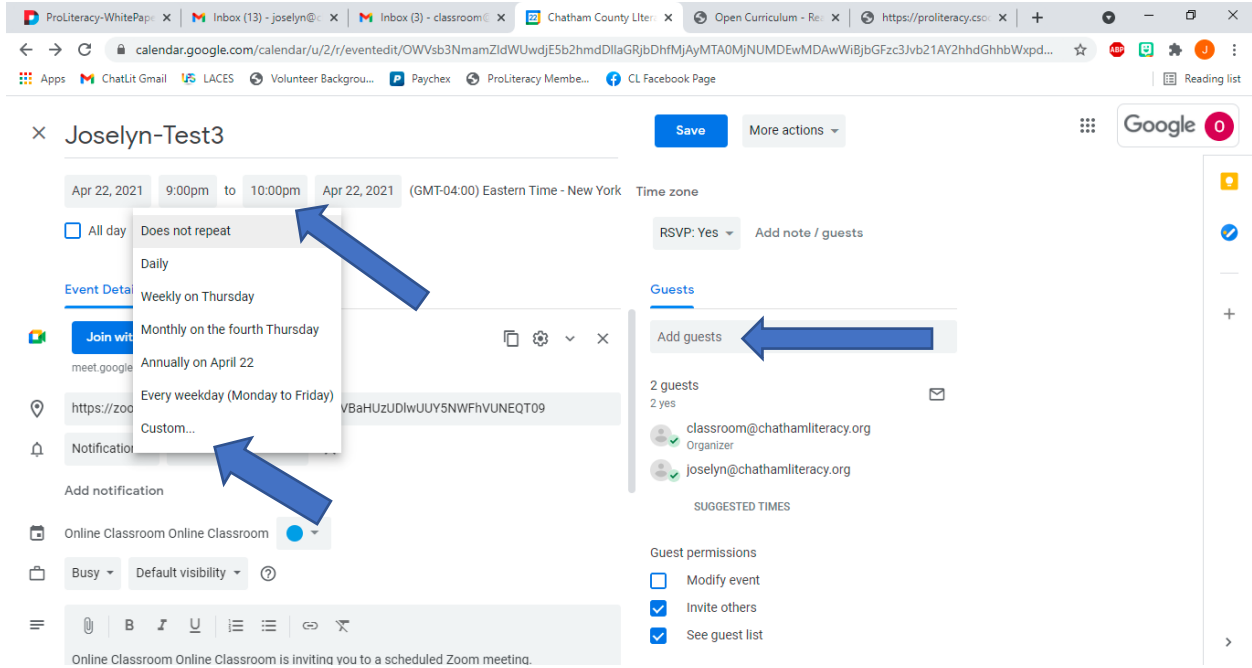


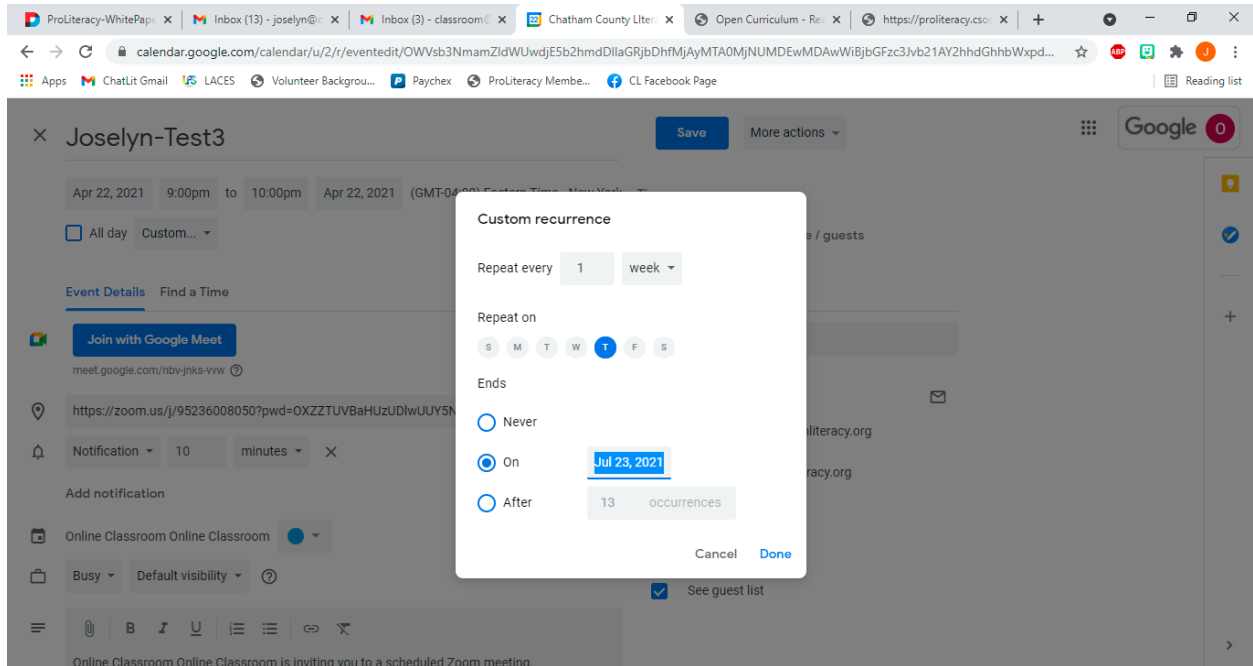
- Under “Topic,” Name your meeting (see additional notes)
- Select desired time and date:



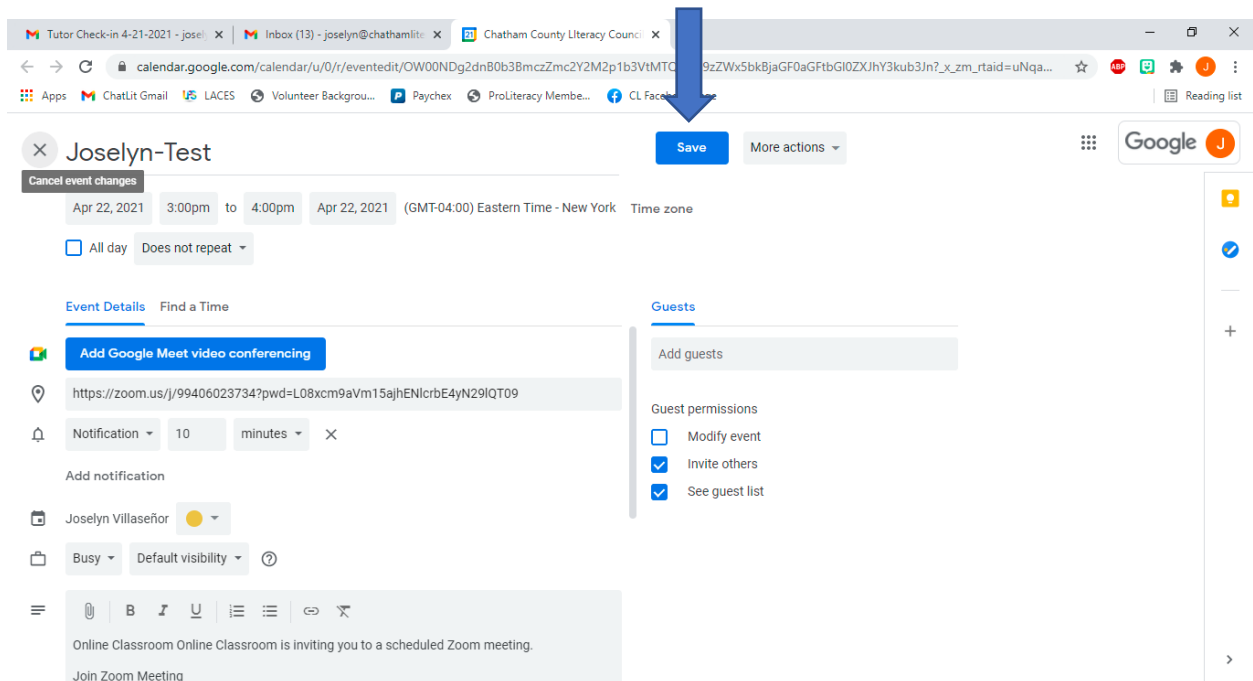
- Click the “Save” button at the bottom

- Zoom will send you to your google calendar. Sign in with classroom’s gmail. Sign in information is the same:
 - **classroom@chathamliteracy.org**
 - **Password: 4Literacy**
- You can invite your student to the meeting by adding their email to “add guest”
- Make sure the time is correct on the calendar
- Click “Does Not Repeat” button and select “Custom” to make meeting recurring

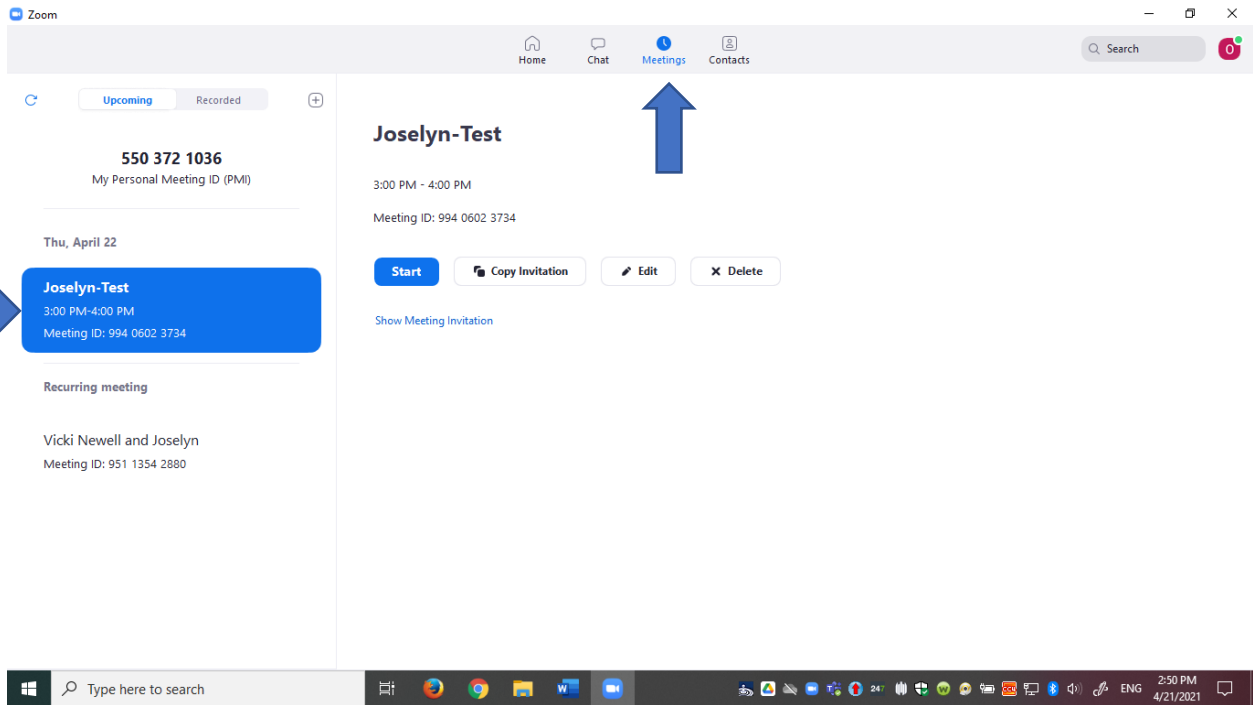




- Click "Save"



- Go Back to Zoom and click on "meetings" at the top of the screen
- Upcoming Meetings will be on the left hand side



Additional Notes:

- When you make the title for your meeting:
 - Title should be: Your first and last name and your student's first name
 - ex. "Vicki Newell and Maria" or "Vickie Newell and Maria/Jose"
- Do not make changes in Settings!
- Default Settings:
 - Video and Mic are on when you join
 - Student is allowed to enter meeting before host
 - Require Password (password is embedded in invitation link, no action required from you)
 - All can share screen and whiteboard
- Leave 30 minute gaps between meetings
- Make sure you log-in to this account (classroom@chathamliteracy.org) when the meeting begins
- If you have any concerns/comments, please contact Joselyn (joselyn@chathamliteracy.org or call the office)