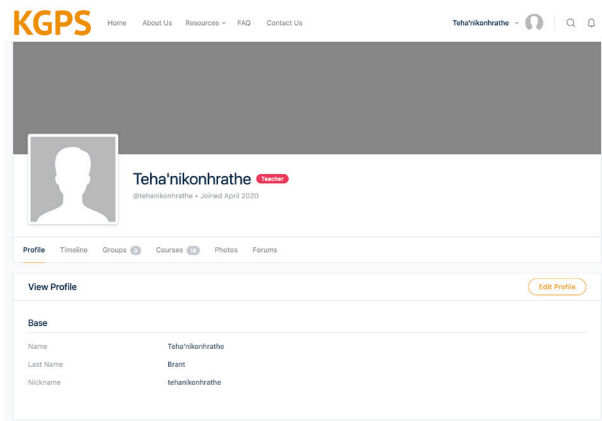




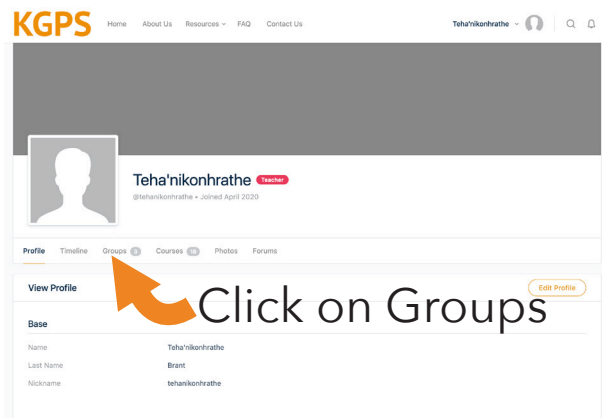
1. Sign into your account.

*To create Zoom meetings using this method your Zoom account must be linked to your KGPS.CA account. It's a complicated process so I'll be setting that up for you.

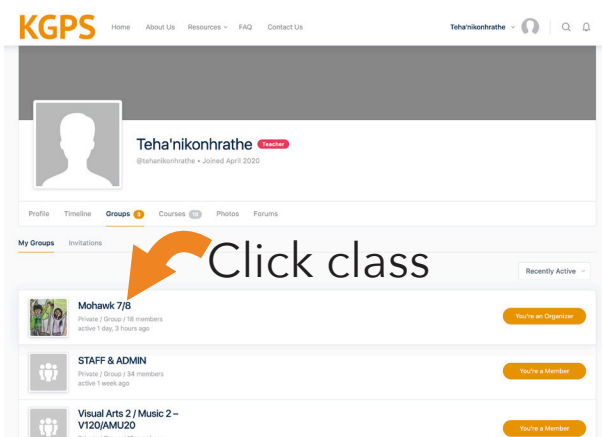


2. Once you sign in, you'll be taken to your profile page.

Text/Email if you have problems logging in.
 (519) 717-7965
 artie.martinkgps@gmail.com

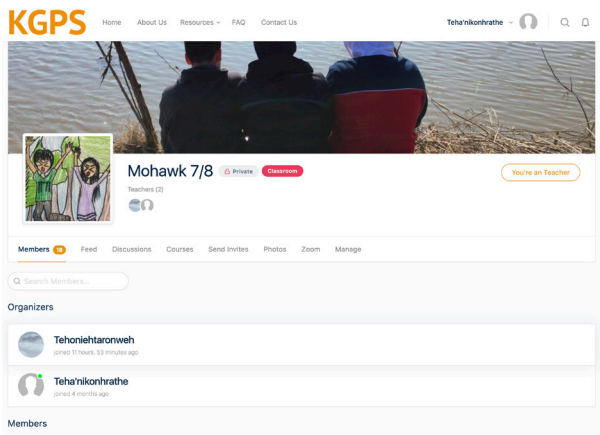


3. In the menu underneath the profile pic, you'll find the Groups link. Click on Groups.

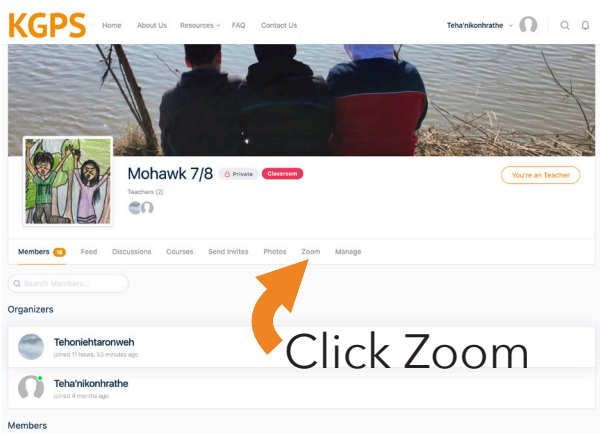


4. Inside your groups you'll see a list of groups you're a member of.

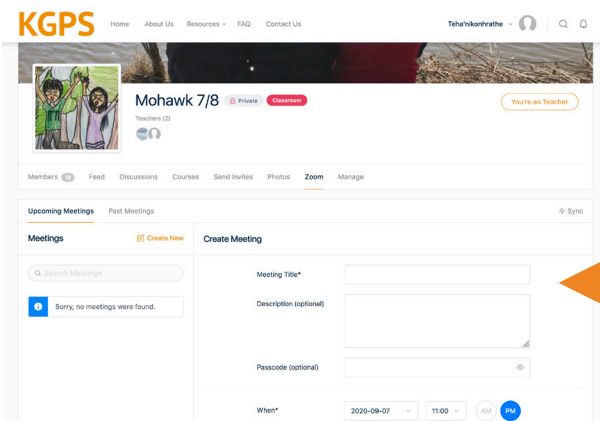
Click on your class group. In this example Hannah's class group is Mohawk 7/8.



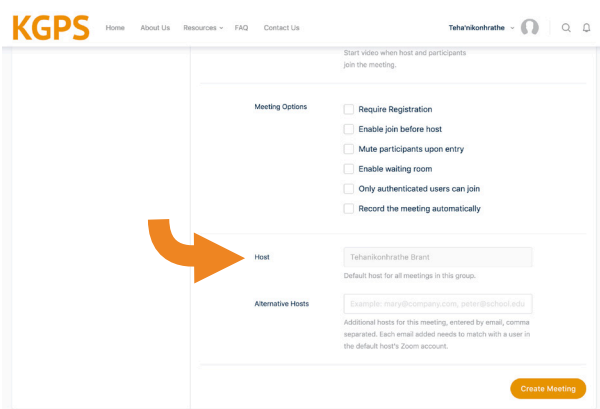
5. This is Hannah's "Classroom". Hannah and Donovan are listed as "Organizers" the students are listed as "Members".



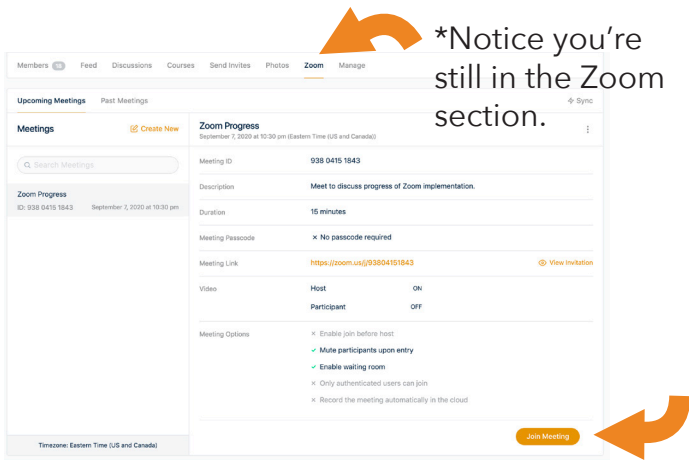
6. Each classroom is linked to a Zoom account. To create a new Zoom meeting, click Zoom.



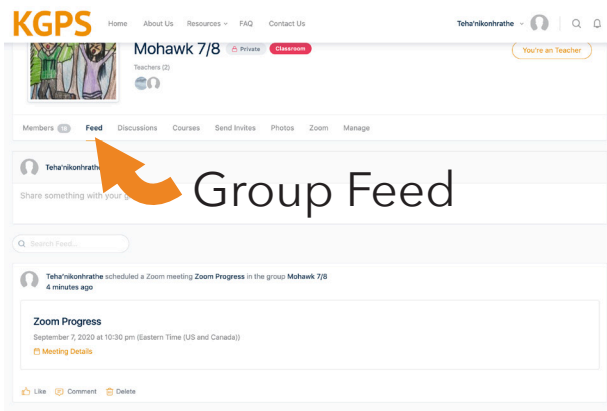
7. This is where you'll be creating Zoom meetings from now on. Fill out the Create Meeting form.



8. The Host field should have your email as default host. Click Create Meeting when your done the form.

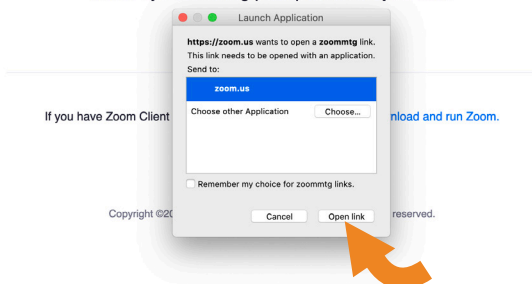


9. Once your meeting is created, details will show up along with a link to join meeting.

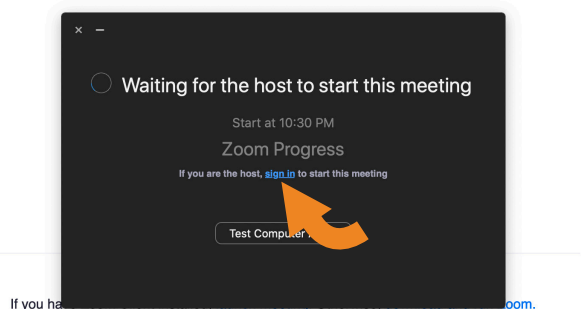


10. Anyone who is a member of the group will be notified about the meeting via notification & email. It will also show up in the Group Feed.

When system dialog prompts, click **Open link**.



11. After you select, Join Meeting, two dialog boxes pop-up. This first one gets the Zoom application started. Click 'Open link' to proceed.



12. The next dialog box to pop-up will ask you to sign in. Use your Zoom email & password to sign in. Proceed with meeting.