

Instructions: Preparing for the Zoom Math Tutoring Lab

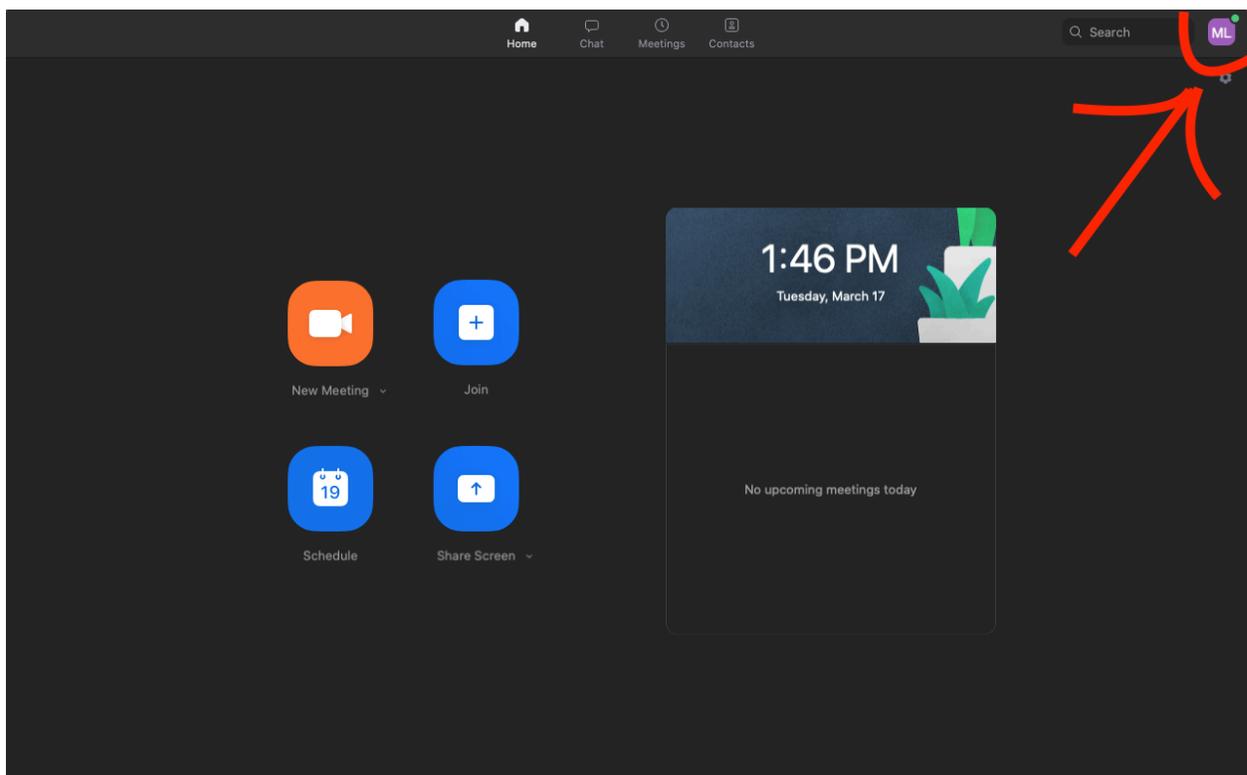
Note 1: Breakout rooms can only be managed (or navigated through) by those users on a desktop.

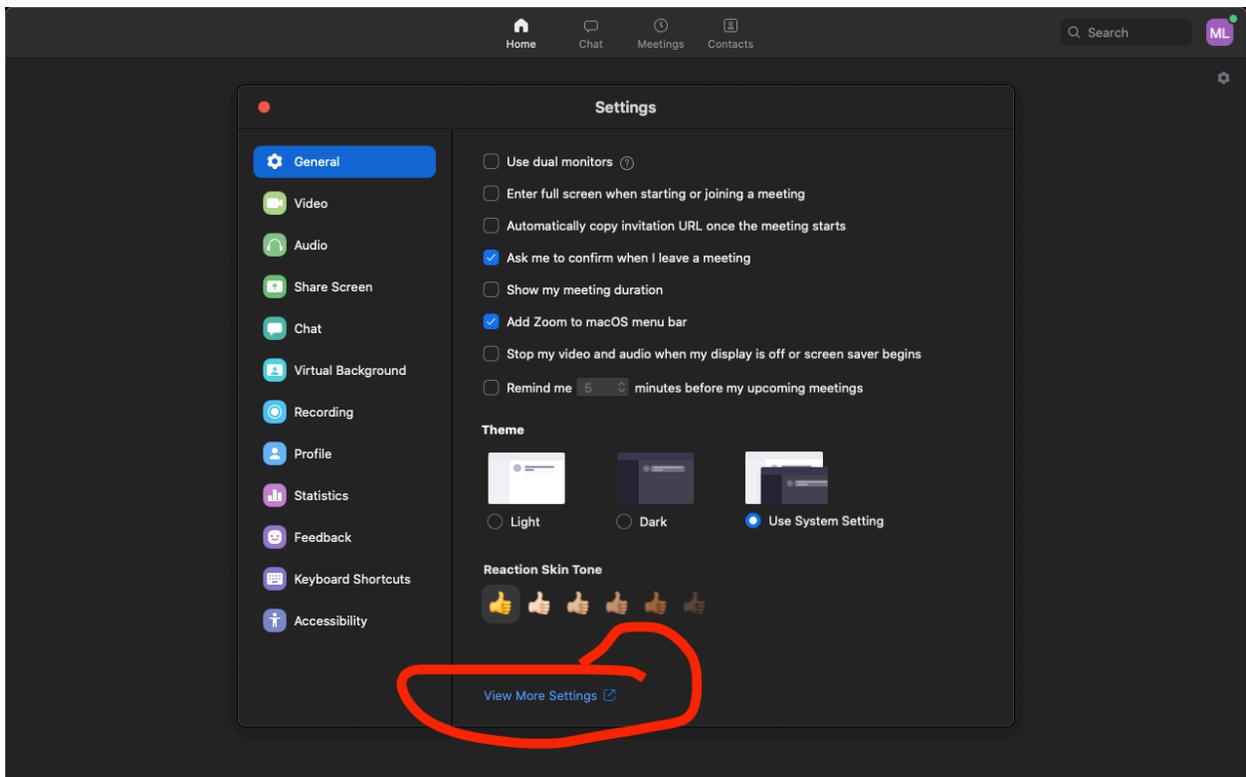
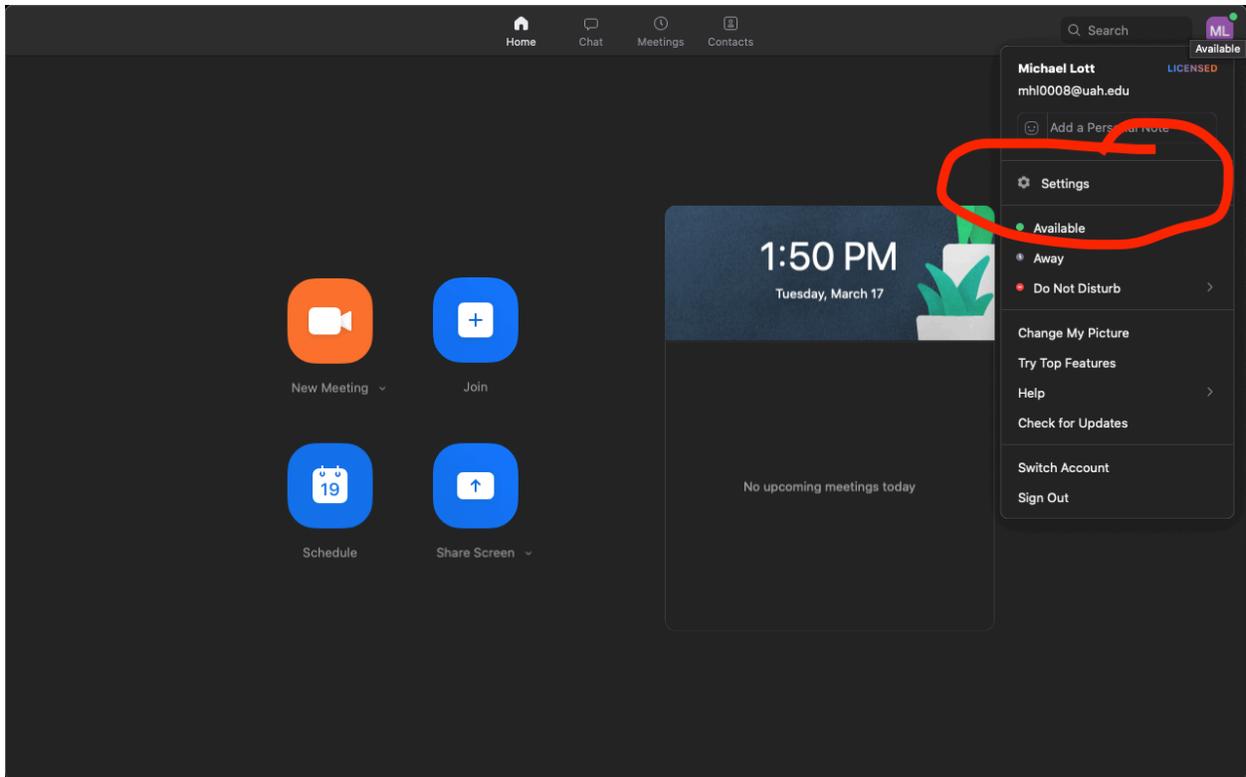
Note 2: These steps must be done through either the Zoom web portal or through the desktop application. These settings cannot be altered on the phone/tablet application

Step 1) Log into zoom either through the web portal (url: zoom.us) or through the zoom application on desktop.

2) If you have logged in through the web portal: Click the settings tab on the left side of the screen and **proceed to step 4.**

If you have logged in through the desktop application, click the square in the top right corner with your username initials in it, and then click on Settings

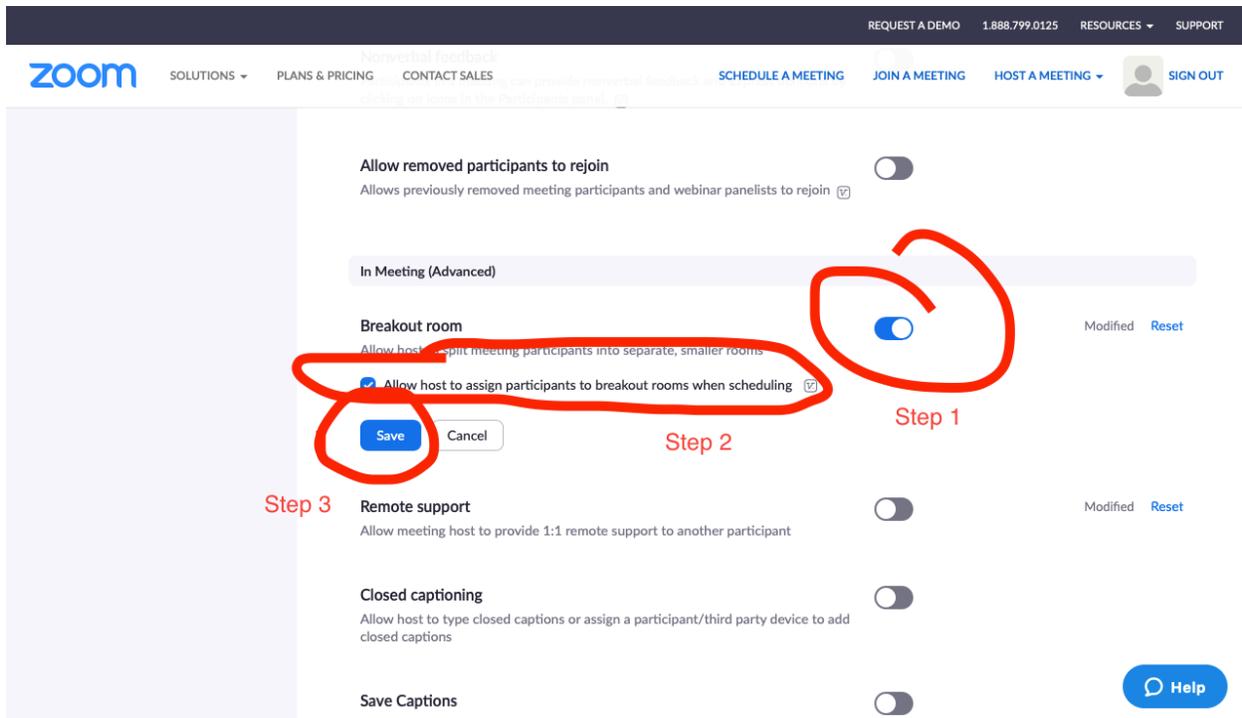




3) Again, if you have logged in through the application, click “More Settings” at the bottom of the settings page. This will open a web browser. NOTE: You may have to close the previous settings page, as it will remain in front.

Step 4) Within this settings page, we need to enable TWO settings.

1) Breakout Room: This allows co-hosts to move within study sessions. Make sure to check the “Allow host to assign participants to breakout rooms when scheduling” box underneath and click save.



2) CO-HOST: This allows the host to add co-hosts

