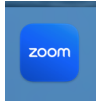
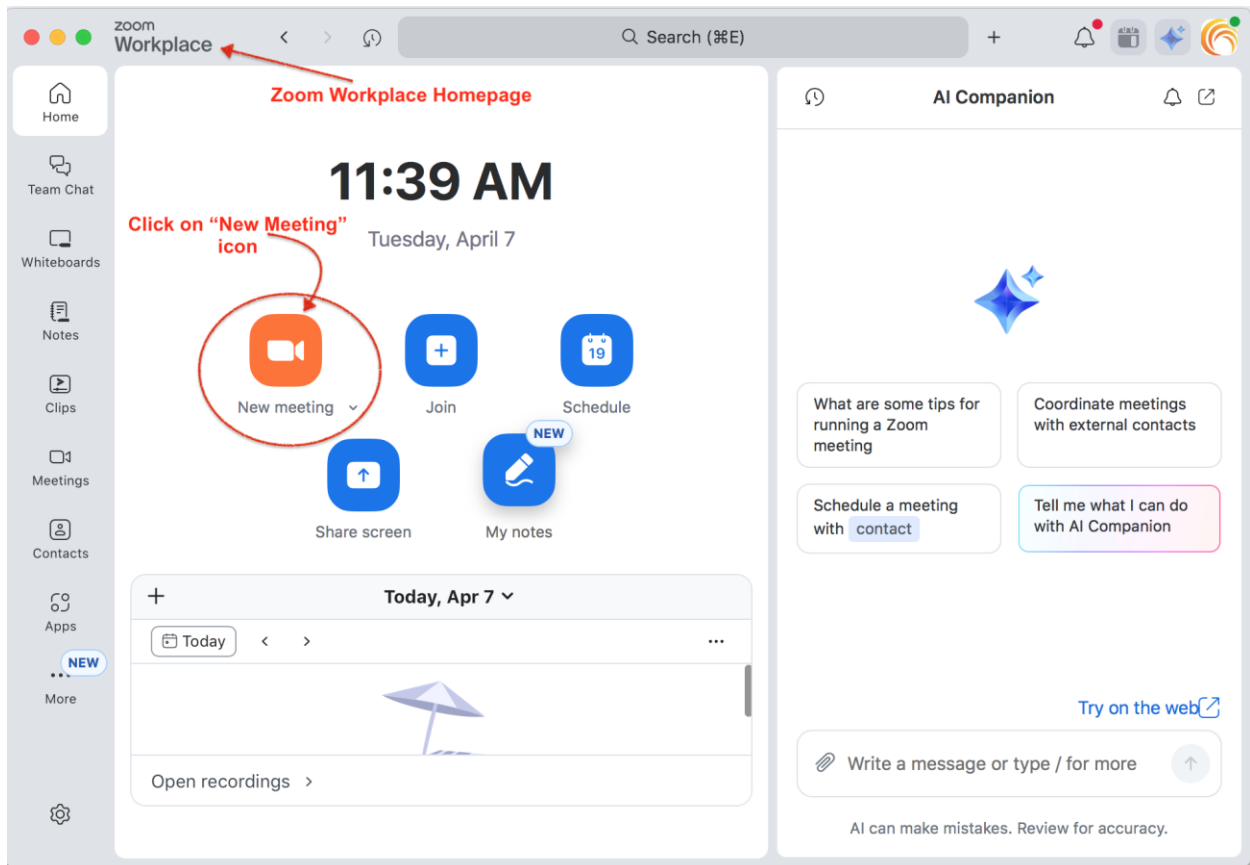


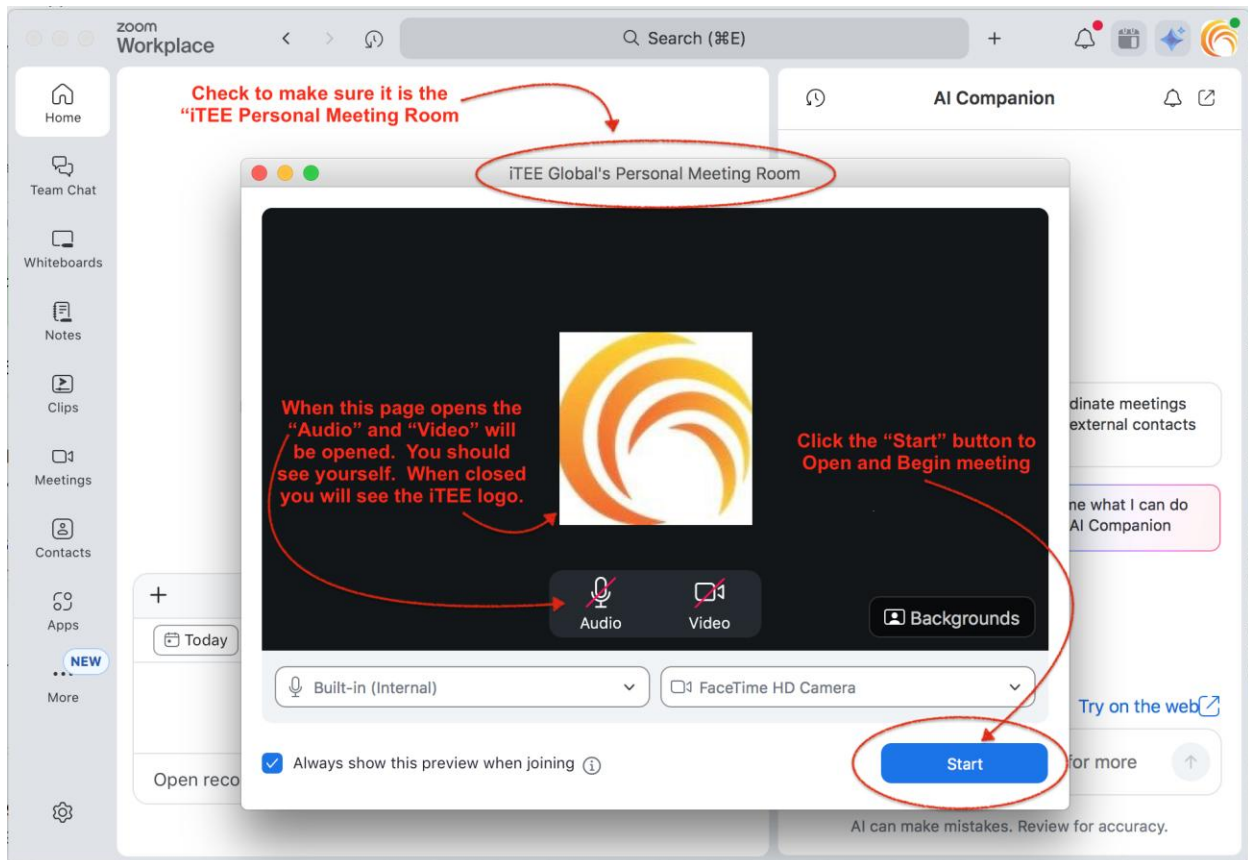
Steps for Hosting an iTEE Zoom Meeting Using the Zoom Workplace app

To serve as “Host” for Monday prayer meetings follow these steps.

1. Open Zoom app.  Click on the “Sign into a different account” option.
2. In the box enter - zoomhost@iteeg.org Click the arrow on the right side of the box to open the “Password” box.
3. Enter the Password – iTEEGlobalZOOM. Click the “Sign In” button.
4. You should see the Zoom Workplace app Home Page. In the center of the page, click on the orange “New Meeting” icon.



5. On the Zoom Meeting Start page you will see yourself. The top of the screen should say “iTEE Global’s Personal Meeting Room”. The “Audio” and “Video” options will be Open. As Host it would be best to keep these open. Click on the “Start” button to Open and begin the meeting.

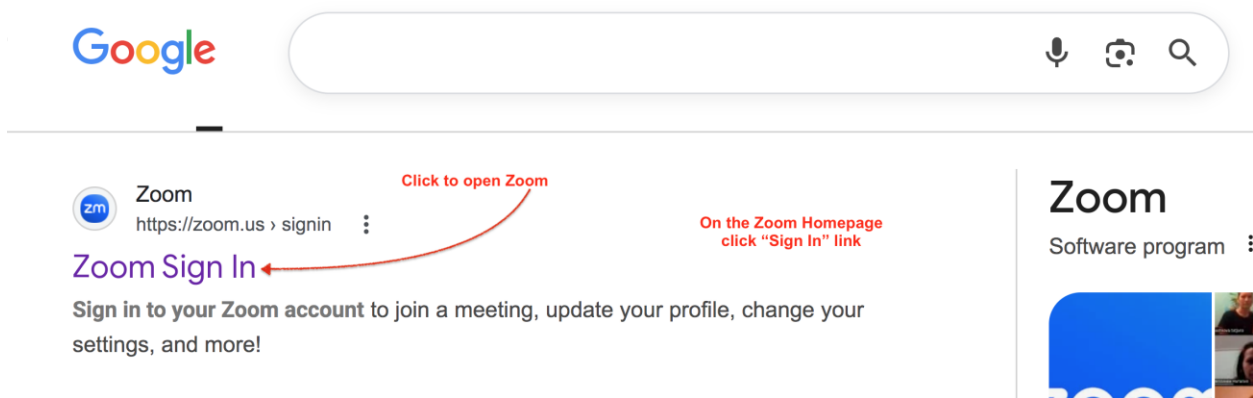


This will start the meeting and you will be listed as the Host. As people login a notification will pop-up with their name. You will click on the “Admit” button for them to join the meeting.

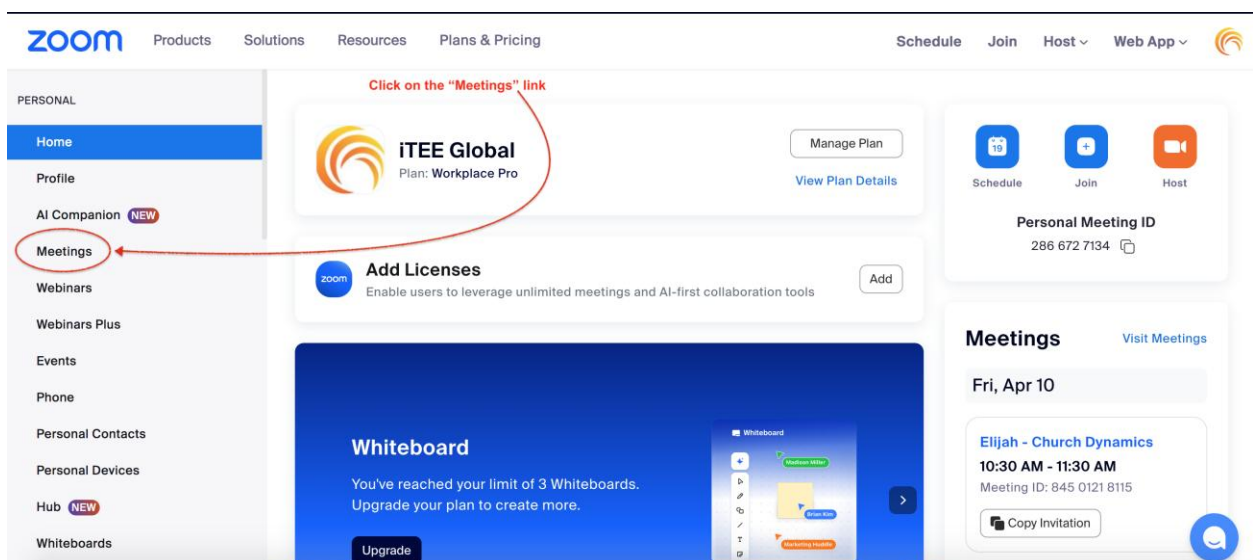
6. After the meeting has ended go to the iTEE “swirl” logo in the upper right corner of the page. Click on the logo and in the drop down menu select “Sign Out”. If you don’t do this, Zoom will keep you logged in as host.

Steps for Hosting an iTEE Zoom Meeting Using Your Web Browser

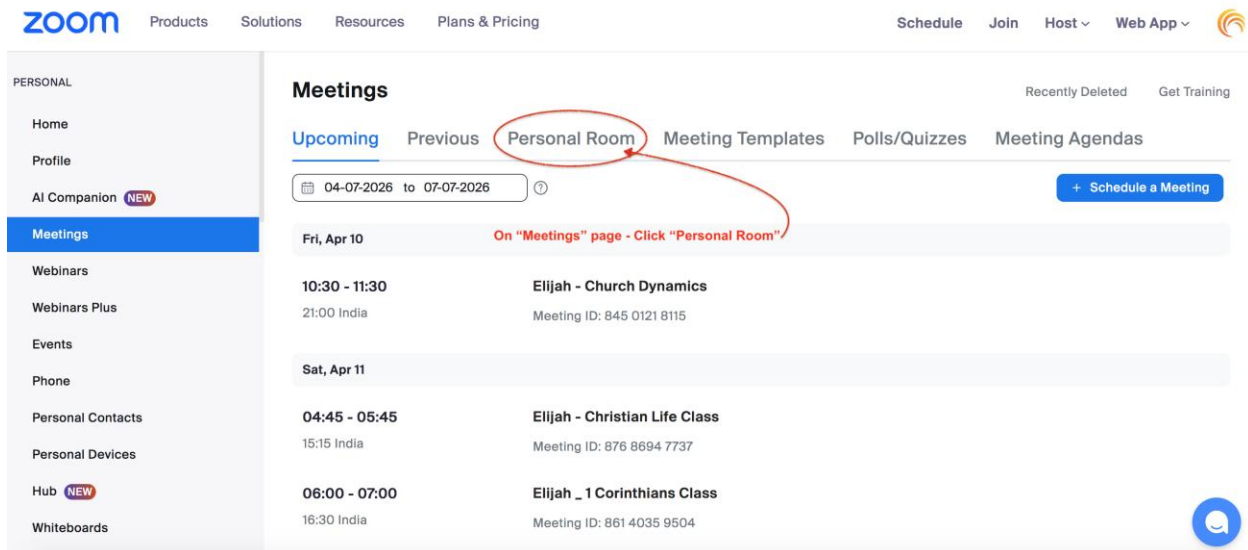
1. Open Zoom in your browser.



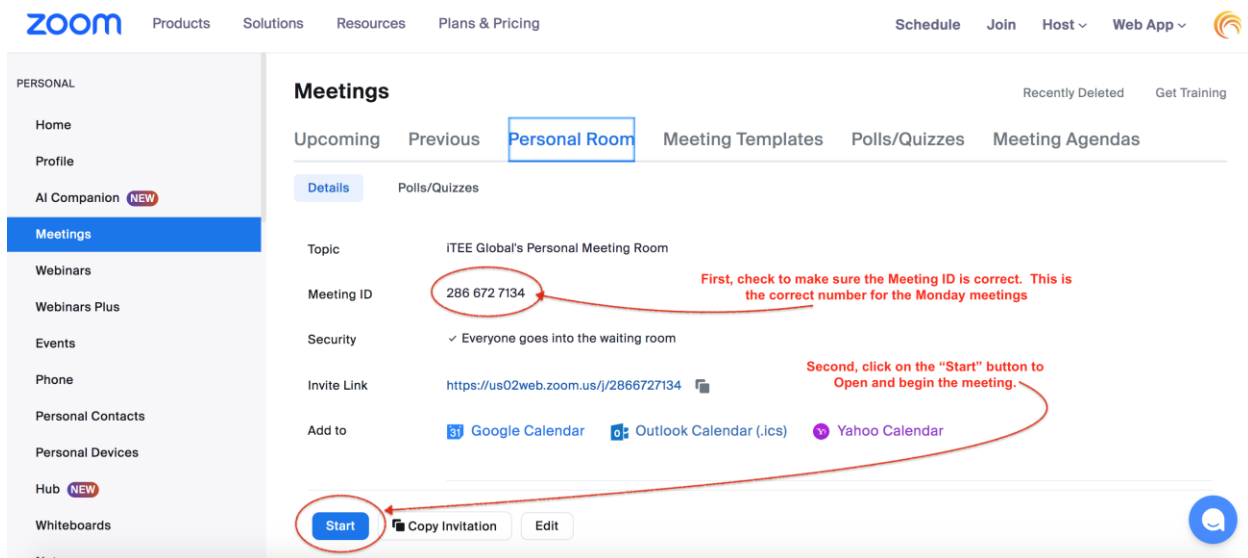
2. On the Zoom Homepage click the "Sign In" link near the top.
3. In the email box enter – zoomhost@iteeg.org - Click "Next". In the Password box enter – iTEEGlobalZOOM –
4. On the Zoom Homepage click on the "Meetings" link on the left side.



5. On the “Meetings” page click on the “Personal Room” link in the toolbar near the top of the page.



6. On the Personal Room page check to make sure the ID is correct – 286 672 7134. Then click the “Start” button to Open and Begin the meeting.



7. After the meeting has ended go to the iTEE “swirl” logo in the upper right corner of the page. Click on the logo and in the drop down menu select “Sign Out”. If you don’t do this, Zoom will keep you logged in as host.