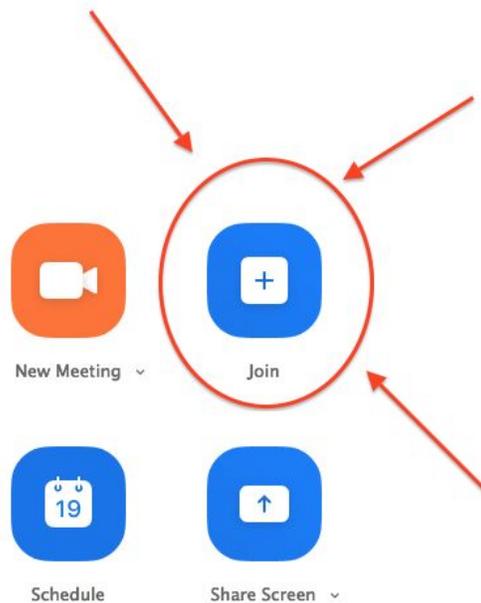
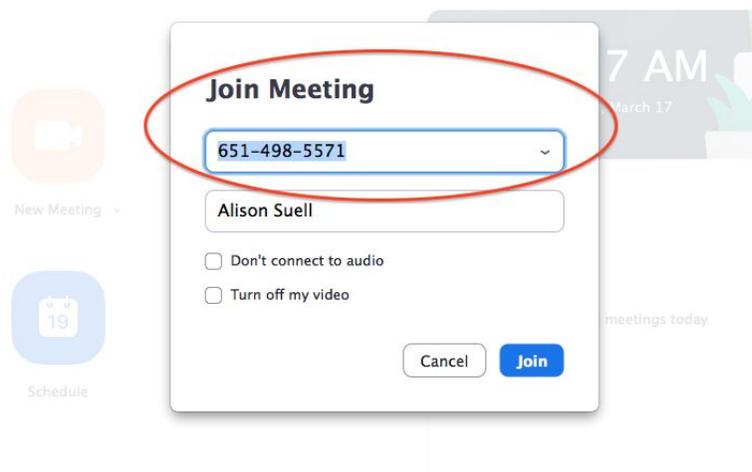


# Starting a Meeting - (aka Lessons)

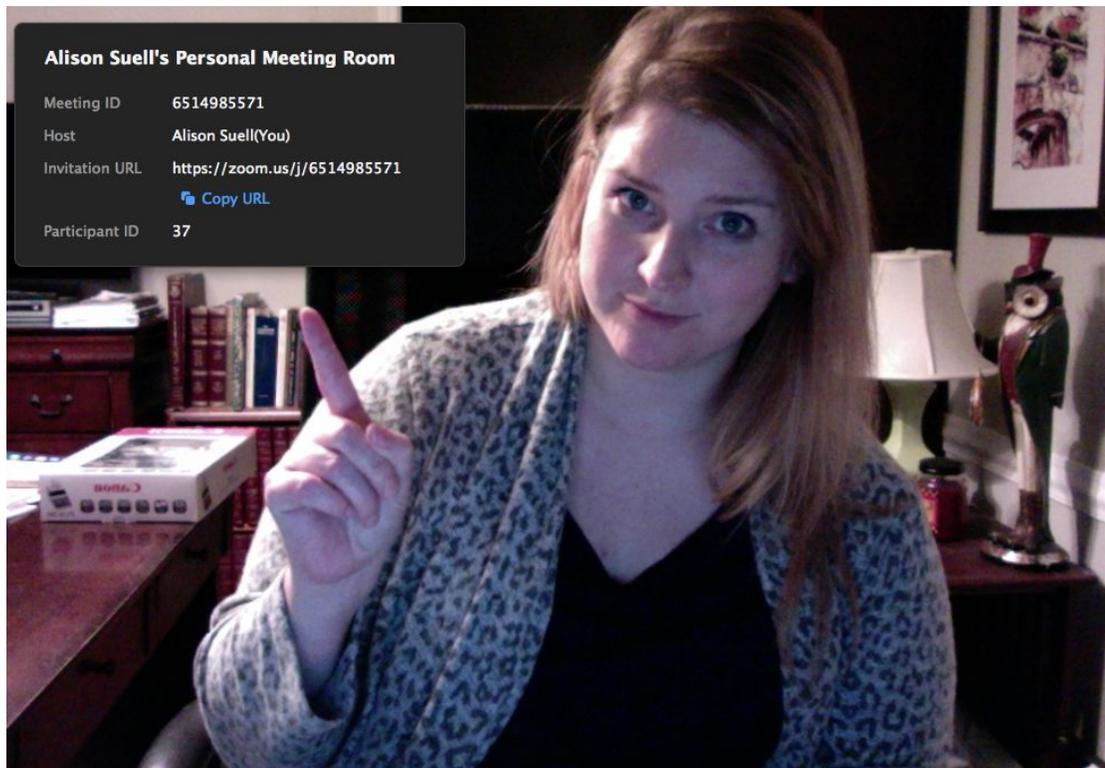
1. **IMPORTANT:** Click “Join” - **DO NOT** click “New Meeting” - that will generate a new host number, and we will be using only the teacher’s Personal Meeting Id for lessons, **which we can do since you’ve enabled the “Waiting Room.”**



2. Once you click “Join” it should show up with *the teacher’s* **Personal Meeting Id** (if not, they can manually enter their meeting id).



3. Once the teacher has joined the meeting, they can see in the top left hand corner, the “i” symbol, which they can click on to see their meeting information:

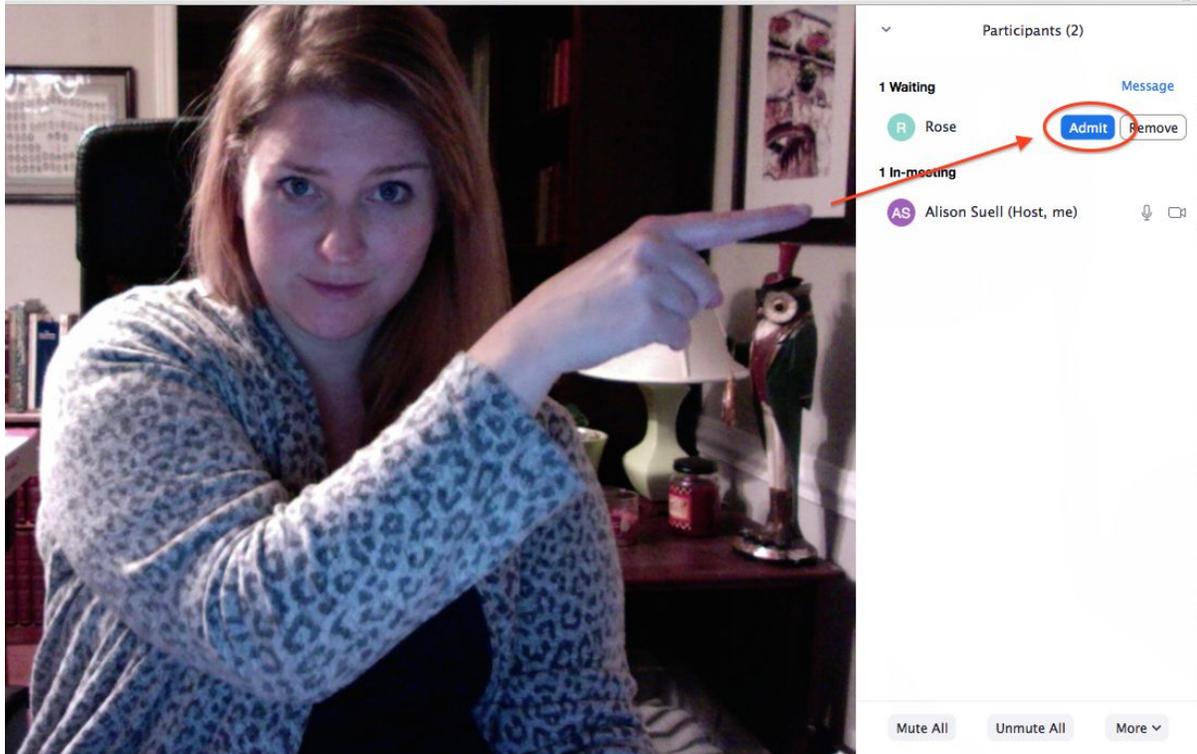


4. When a student joins, they will be automatically placed in the “Waiting Room” and you will get a notification (it’s dings and lights up orange).



5. **If the teacher is currently teaching a student**, they can simply allow the next student to wait in the “Waiting Room” until their lesson time.

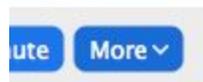
6. **When ready, click “Manage Participants”** then click **“Admit”** next to the student’s name.



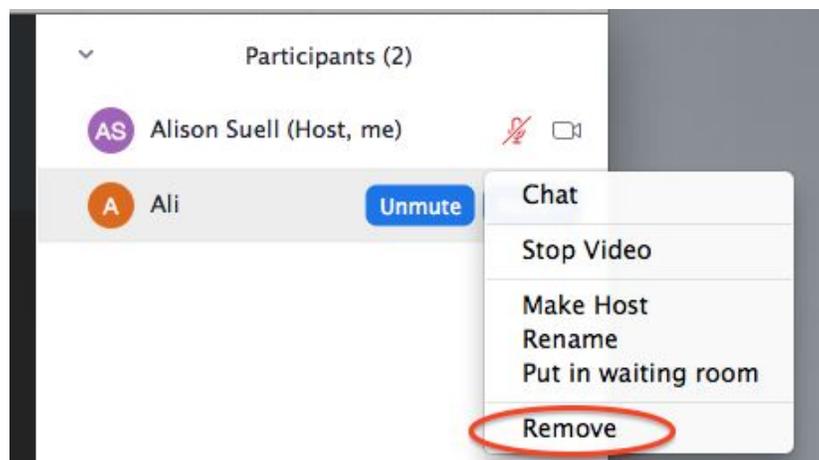
## How to end a lesson and start the next without “Ending Your Meeting”

1. The student can “Leave the Meeting” from their end OR if needed, you can “Remove” that student from the meeting, or place them back in the Waiting Room.

When you hover your mouse over the student’s name in the list, a menu should appear, click the drop down “More.”



2. Click “Remove” under the dropdown menu. *Note: they will not be able to rejoin that session (they can only “rejoin” if you end the meeting and restart it).*



That’s it!