

TUTORIAL

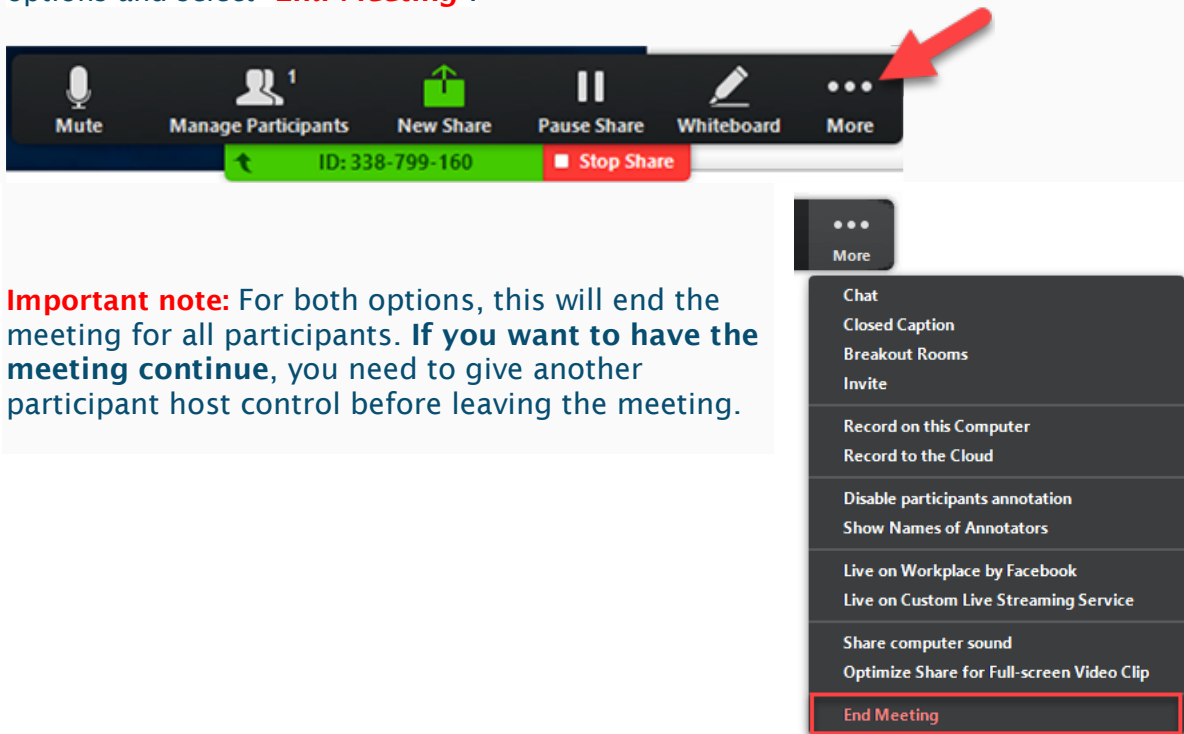
How to end your online lectures or meetings:

Before you leave your online class or meeting, do not forget to end your meeting. Below are the steps on how to end your online class or meeting.

1. If you are the host of the meeting and **you are not currently screen sharing**, your controls will appear at the bottom of your screen. Select “**End Meeting**”.



2. If you are the host of the meeting and you are **currently screen sharing**, your controls will appear at the top of your screen. Hover over “**More**” for additional options and select “**End Meeting**”.



Important note: For both options, this will end the meeting for all participants. **If you want to have the meeting continue**, you need to give another participant host control before leaving the meeting.