

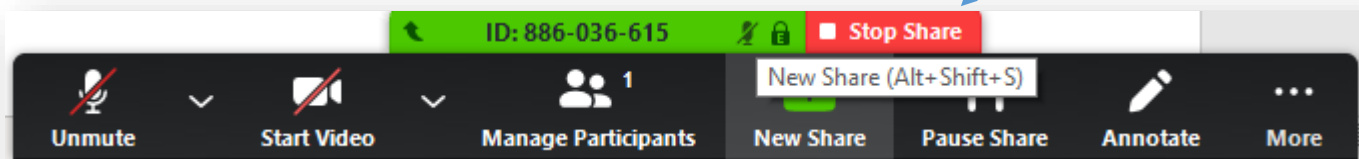
Instructions for Ending a Zoom Meeting

This document provides basic instructions on (1) how to end a Zoom session.

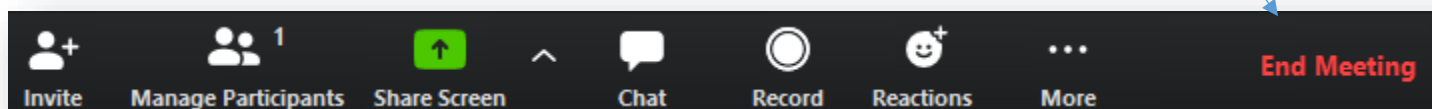
How to end your Zoom session

Faculty and staff can end their Zoom session by following the instructions below:

1. If you are sharing a screen in Zoom you must first stop your screen share. To do so click the “Stop Share” option on your Zoom toolbar. If you aren’t sharing your screen skip to step 2.



2. At bottom right of your Zoom session click on the “End Meeting” option.



3. A screen will popup with a button to “End Meeting for All”.

