Joining a Tutoring Session and Breakout Room

1. You will join **your first** tutoring session by **clicking on the link** provided in an **email** from your Site Director. Please make sure you are logged into the appropriate Zoom account.

EXAMPLE:

[Join Zoom Meeting]

https://us04web.zoom.us/j/76626476824?pwd=cEtL3pUUzlXaytmZ2ZBOU9QL3V3dz09

Meeting ID: 766 2647 6824
Password: 2gbpNX

For **future tutoring sessions**, log in to Zoom, go to “**My Account**,” and click “**Meetings**.” A list of your scheduled meetings will appear. Look for the tutoring session with the correct date and click “**Join**.”

2. Once you click to join the meeting, you will enter a “**Waiting Room**,” where you will wait for a Site Staff member to admit you to the meeting.

3. Once admitted to the meeting, a Site Staff member will assign you and your student to a **Breakout Room** to begin your session. When prompted, click “Join” to enter the Breakout Room.

4. Staff members will be circulating in and out of each Breakout Room, but if you need assistance, you can click the “**Ask for help**” icon. This will allow you to invite the host (Site Staff) into your breakout room, and they will receive a message that you’re requesting help.