

We have upgraded our Zoom account so that it is linked to each student's school email address. From Monday 1<sup>st</sup> February, they will be receiving their Zoom link from their teachers through the actual lesson that is posted on their calendar. All students then have to follow the directions below. Once this is set up for the first time, then this is not then needed for any future lessons, no matter what the subject is. It is relatively straightforward, although points 3,4 and 5 need paying particular attention to. Please don't hesitate to email our support desk [its@king-james.co.uk](mailto:its@king-james.co.uk) if you have any issues.

1. Go to Itslearning as normal. Choose your lesson from the calendar
2. Instead of a link in the description of the lesson, you will now see "New Zoom Classroom" at the bottom, where the resources are.
3. **The first time you click on this and join the meeting, it will trigger an email to be sent to your school email account.**
4. **Go to this email and click "activate your zoom account".**
5. **Choose "Sign-up with a password"**
6. Choose a memorable password and confirm it
7. Close these windows down and rejoin the zoom meeting through itslearning.
8. When you now click "join" it may prompt you for an email address and password. This is your school email and the password you chose in step 6.
9. You should now join the meeting as usual.

You will not have to follow this procedure again.