

Please take note of these important reminders before you initiate your first workshop session on Zoom:

1. When you receive your initiation and participant sign-in details, **DO NOT test or click on them in advance** of the scheduled date and time as that will serve to invalidate the booking. Be sure to pass the same information on to your workshop members when you send them the sign-in details.
2. Ensure that your own Zoom account is closed and that you initiate not from the app, but **ONLY** through Zoom.us which you access **through your browser**. If you are trying to initiate and see any reference to your own Zoom details or sign on specifics, then you are NOT in the Academy's Zoom. Our Zoom licenses are not connected to your personal account or details in any way.
3. Remember that only one of the co-facilitators will sign in to initiate the meeting. The others will join as participants and then be made co-hosts once they have been admitted.
4. You do not have to initiate the meeting just because you received the email with the sign-in details. Any co-facilitator can initiate a meeting. Just share the details accordingly, but keep the password safe among you.

Please be sure to refer to the initiation tip sheet that we provided to you, and [check the facilitator training information](#) to verify all of the required steps.

Questions? Email Ouracademy2020@gmail.com