



Student User Guide

COACHING **4** ***Today's Leaders***

Developing Leadership Excellence and Effectiveness

- 1) To sign into class, click on the link found on the Welcome Page for your class in The Learning Portal.

- 2) To join by telephone, use the link found on the Welcome Page for your class in The Learning Portal. Dial the phone number listed, and add in the Meeting ID.

- 3) To sign in using your iPad or smartphone, visit the Apple App Store or Google Play and download the “Zoom” App. Click “Join a Meeting” and enter the Meeting ID.

4) At the bottom left of your computer screen, you will find the controls to mute/unmute your microphone, as well as to turn on/off your camera



5) At the bottom middle of your computer screen, you will find the controls to view the participant list and to chat with your instructor and classmates.



6) At the bottom right of your computer screen, you will find the controls to leave the class (meeting).

