

- a. First a lecturer needs to send a **request** to pgiakandy@gmail.com with the lecturers **full name**.
- b. Then a **instruction file** will be sent back to the lecturer with **credentials** and **step by step instructions**.

How to Host/Create a meeting(For Lecturer) On a Laptop Computer

- 1.Go to <https://learn.zoom.us/>
- 2.Signin
- 3.type pgia and press continue
- 4.type username: xxxxxxxx password: xxxxxxxx
- 5.Click Accept
- 6.Copy the Personnel Link (<https://learn.zoom.us/my/xxxxxx>) and the password: **xxxxxxx** and send to anyone to click and join

(e.g. <https://learn.zoom.us/my/meetingsatpgia>) or (meeting id can be used: e.g. 724-392-4539)

(Note: using Personnel Link is quickest way to arrange a meeting, another way to create the link for the meeting is <https://ws.learn.ac.lk/wiki/ZoomInstWorkshops/zoomguide/createmeting>)

send this link to all students in your group via PGIA MIS

Login to PGIA MIS > REGISTRATION > Sending SMS to Students(Ongoing)

7. **join** the meeting to **startup** the meeting(**by going to same link**)- need to click **join audio** after going in to the meeting room.

How to Join a meeting (For Student) On a Laptop Computer

1. Copy paste/or type the meeting link in a browser
(Then Zoom Software will download and install)
2. Click Open Zoom meetings
3. Provide the password.
4. Click join with computer audio

How to Join a meeting (For Student) On a Mobile Phone

1. Download and install Zoom Cloud meetings App
2. Click join meeting
3. Enter the meeting ID
4. Provide the password
5. Click join with mobile phone audio

More details and step by step instructions can be found at :

<https://ws.learn.ac.lk/wiki/ZoomInstWorkshops>

Zoom Screen Sharing :

<https://www.youtube.com/watch?v=l8UwTwjpE6E>

More information on how to use Zoom:

https://www.youtube.com/watch?v=sJq_OM5VcDY

Important :- Normally Zoom Service is Busy(Peak Time) Every Day from 9.00 a.m. to 12.30 noon, avoid those time to have a smooth meeting.