Ending a Meeting

1. At the end of each session please end the meeting properly so that participants are unable to access the room until it is re-open by the host.
2. Select **Menu**.
3. Choose **Logout**.
4. Select **End Meeting**.
5. A pop-up window will appear asking if you wish to end the meeting for all attendees.
6. Select **End Meeting**.

*Note: If anyone is still in the meeting room, they will be removed.*