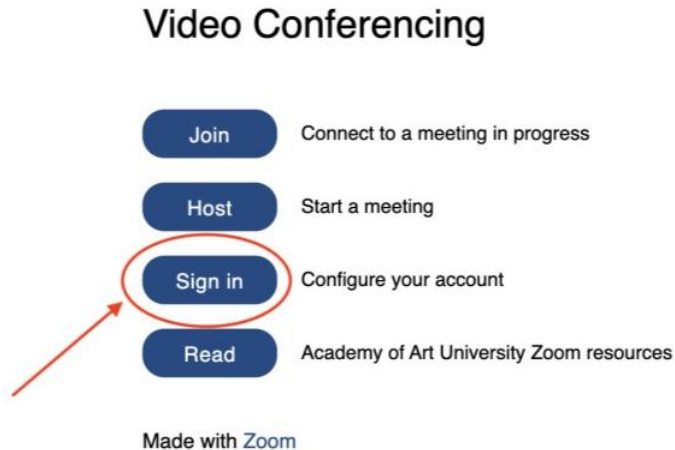


How to Allow Removed Participants to Rejoin a Zoom Meeting

Step 1: Open a new browser window and go to art.zoom.us. Click the **Sign in** button.

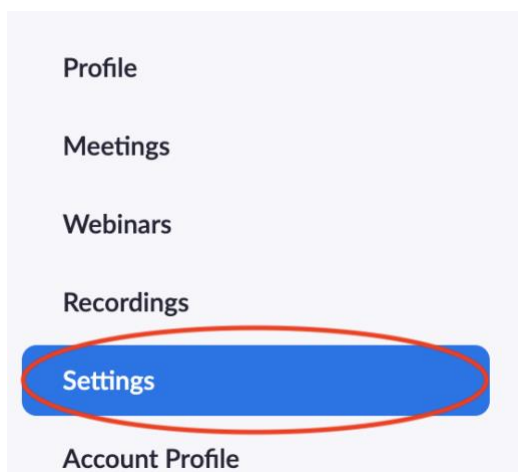


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

**Additional Notes:*

- This is the same email address and password that you use to log in to your Outlook and Workday.
- *academyart.edu* for full-time faculty, *i.art.edu* for part-time faculty.
- For *academyart.edu* password help/reset, contact IT Help Desk: (415) 618-6400 or itservicedesk@academyart.edu
- For *i.art.edu* password help/reset, please contact the Online Help Desk: (415) 618-3545 or online@academyart.edu

Step 2: Go to your **Settings** tab.



Step 3: Scroll down to “*Allow removed participants to rejoin*” and toggle this setting on (turns blue). Your settings have now been saved and this will be applied to all new Zoom meetings.

Security	Allow removed participants to rejoin	
Schedule Meeting	Allow previously removed meeting participants and webinar panelists to rejoin 	
In Meeting (Basic)		
In Meeting (Advanced)	Allow participants to rename themselves	
Email Notification	Allow meeting participants and webinar panelists to rename themselves. 	
Other		