

How to End the Meeting | Manage Meeting Settings

1. Ending the Meeting:

- **Locate the End Meeting Button:**

- At the bottom-right corner of your Zoom meeting window, you'll find the End Meeting button. This button is red and signifies that you're ready to conclude the meeting.
- When you click this button, Zoom will prompt you with options to either end the meeting for everyone or leave the meeting yourself while allowing it to continue.

2. Understanding Your Options:

- **Option 1: End Meeting for All:**

- If you are the host and you want to end the meeting for everyone, select the End Meeting for All option.
- This will immediately terminate the meeting session for all participants. Their screens will close, and they will be notified that the meeting has ended.
- Use this option when the meeting is completely over, and there is no need for further discussion or continuation by any of the participants.

- **Option 2: Leave Meeting:**

- The Leave Meeting option is useful if you, as the host, need to leave the meeting but want to allow the participants to continue without you.
- When you select this option, you'll be prompted to assign another participant as the new host before you leave. This ensures that someone else has the necessary permissions to manage the meeting in your absence.
- The new host can continue to manage participants, share screens, and end the meeting when appropriate. This is particularly useful in longer sessions, such as workshops or training sessions, where you might need to step away, but the discussion should continue.

3. Finalizing the Meeting:

- **Ending the Meeting for Everyone:**

- When you're ready to conclude the meeting for all participants, and no further activity is needed, click End Meeting for All.
- This action will immediately end the session for everyone involved. All participants will be disconnected from the meeting, and any ongoing screen shares, recordings, or discussions will cease.

- **Notifications and Follow-Up:**

- After ending the meeting, participants will receive a notification on their screens that the meeting has ended. If you recorded the meeting, Zoom will begin processing the recording at this time.
- You might also want to send a follow-up email or message to participants summarizing the meeting, sharing the recording, or providing additional resources discussed during the session.

4. Managing Additional Ending Options:

- **Ending Breakout Rooms:**

- If your meeting included breakout rooms, ending the main meeting will automatically close all breakout rooms. Participants will be returned to the main session before the meeting officially ends.
- You can also choose to manually close breakout rooms by going to the Breakout Rooms tab in the meeting controls, selecting Close All Rooms, and then proceeding to end the meeting as usual.

- **Reminders for Post-Meeting Activities:**

- If you recorded the meeting locally, the recording will begin converting and saving to your computer after you click End Meeting for All.
- For cloud recordings, the file will be uploaded to your Zoom cloud storage and available in the Recordings section of your account.

Consider scheduling follow-up meetings or sending out any necessary documents, notes, or resources right after the meeting ends while the discussion is still fresh.