How to use the OLPH Scripture Study Zoom account for the 2025 Luke study:

TO SIGN IN, PLEASE FOLLOW THESE STEPS:

1. Before you sign into the OLPH Scripture Study Zoom account, you must sign out of any other Zoom accounts your computer is signed into (if you are not signed into another account, go to step 3).

2. Go to zoom.us on your internet browser:

   a. Click on MY ACCOUNT

   b. In the top right-hand corner, there's a box with an outline of a person (or if you've customized it, it's your picture), click on it and then scroll down and click on SIGN OUT.

3. Click on SIGN IN, located on the top right of your screen.

4. Enter the following Sign In information in the boxes:

   a. **Email Address: OLPHScripture@gmail.com**

   b. **Password: Luke*2025 (case sensitive)**

5. Once logged in you will see a menu on the left side. Click on MEETINGS.

6. You will see the Scripture Study Zoom Meetings listed.

7. Find your Date/Time with associated Facilitator Names.

8. Use your arrow to hover over the meeting time. You will see two blue boxes (Start and Edit) appear to the right of it. Click on START to begin your meeting.

9. A box will pop up. Click on: Open zoom.us

10. Wait for it to connect.

11. You should appear on the screen, which means you logged in successfully.

12. Click UNMUTE in the lower left-hand corner and begin your meeting!

Additional Tips

- If you would like to add your Co-Facilitator as a Zoom Co-Host, Click on PARTICIPANTS at the bottom of your screen. When the participant list pops up, hover over your Co-Facilitator's name, then click on MORE and then click on MAKE CO-HOST.

- If you ever lose your screen but can still hear participants, click on the Zoom icon typically found on the bottom of your desktop screen.

TO SIGN OUT, PLEASE FOLLOW THESE STEPS:

You must sign out after each session so the next OLPH user can use the account

1. To end your meeting, you will click on the red END button on the bottom right of your screen.

2. It will ask if you want to end meeting for all, or to leave.

3. Click on END MEETING FOR ALL.

4. Go back to zoom.us

5. In the top right-hand corner, you'll see the icon of Our Lady. Click on it and then scroll down and click on SIGN OUT.