How to Sign Out of Zoom and Office 365 Completely (PC)

Office 365 is designed to keep a single user logged into applications for convenience. Because of this, you sometimes have to sign out of both the App in question and Office 365 so that someone else can log on!

1) Open the Zoom App to make sure you are not signed in.

![Zoom App Open]

2) If you or someone else is signed in (Click on initials in upper right), sign out. Close the App.

![Sign Out Zoom App]
3) On the TUSD “Learn From Home” Page (http://www.tusd1.org/LearnFromHome), click on the Office 365 icon:

4) If you or someone else is signed in (Click on initials in upper right), sign out of Office 365 and close all internet browser windows

5) At this point, a different user should be able to log into Office 365 and Zoom (see our documentation on How To Join a TUSD Zoom Class Meeting)