

Ending a Zoom Meeting

Finish your meeting in iSpring Learn or while running it, right in the Zoom application.

To end an online event in iSpring Learn:

1. Go to the **Events** section, locate the meeting in the calendar, click on it, and hit the **Edit** button in the appeared window.

The screenshot shows the iSpring Learn interface. At the top, there's a header with the iSpring Learn logo and user profile. Below is a sidebar with navigation icons. The main area is titled 'Trainings' and contains a search bar, filters for 'Training Type' and 'Organizer', and an 'Add Training' button. A calendar for December 2020 is displayed, showing a grid of dates. A training session titled 'Digital marketing basics' is highlighted on December 7th. A modal window is open over this session, showing details: 'Session 1', 'Type: Meeting', 'When: Dec 7, 2020, 10:30 AM – 11:30 AM', 'Organizer: Nick Moore', 'Webinar type: Zoom Web Meeting', 'Account Zoom: ilya.ivanov@ispring.com', and 'Participants: 1 participants'. An 'Edit' button is visible at the bottom of the modal window.

Sun		Mon		Fri		Sat	
29	30	4	5				
6	7	11	12				
13	14	18	19				
20	21	25	26				

Digital marketing basics
Session 1

Type: Meeting
When: Dec 7, 2020, 10:30 AM – 11:30 AM
Organizer: Nick Moore
Webinar type: Zoom Web Meeting
Account Zoom: ilya.ivanov@ispring.com
Participants: 1 participants

Edit

2. Locate the required session and click the **Finish** button.

← Edit Training

Digital marketing basics

Meeting

...

Outline

General

Notifications

Availability

Completion

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Multiple sessions of the same training can run at different times. Learners can only enroll in one session.

Add Another Session

Session 1

Already running

...

When: Dec 7, 2020, 10:30 AM – 11:30 AM (UTC-05:00)

Online meeting: Zoom Web Meeting

Zoom Account: ilya.ivanov@ispring.com

Copy Link

Capacity: Unlimited

Join

Finish

3. Now confirm your choice.

Finish Online Meeting

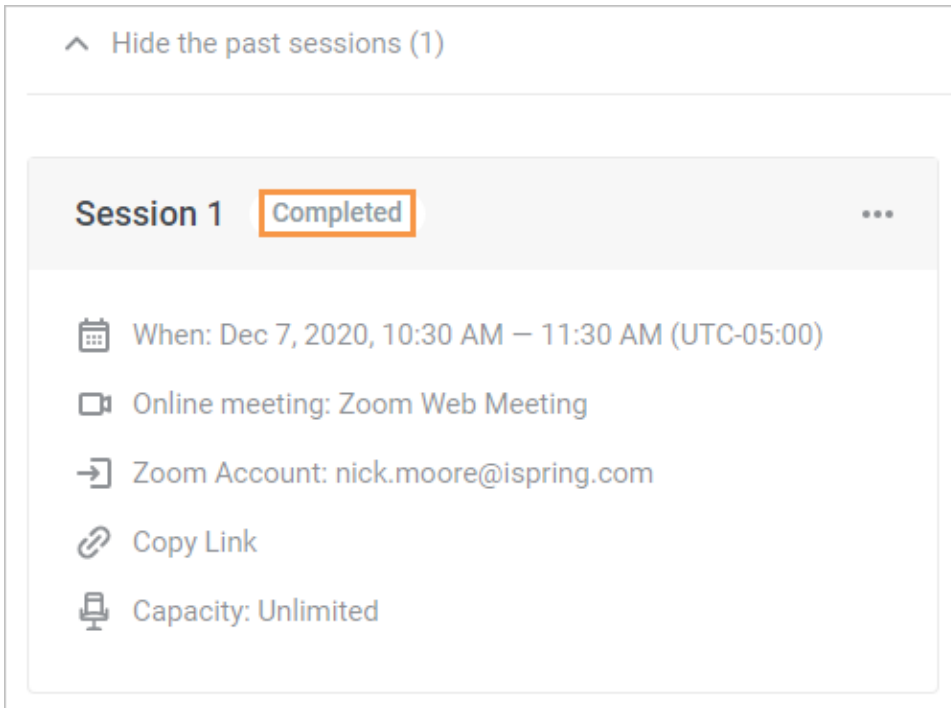
×

After you end the meeting, users won't be able to join. Are you sure you want to continue?

Cancel

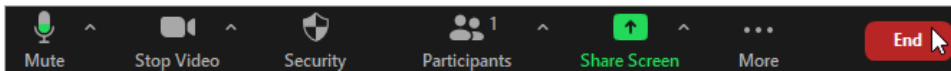
Finish

4. The Zoom meeting has been ended. Now the session status is **Completed**, and it's been moved to a special area for concluded sessions.

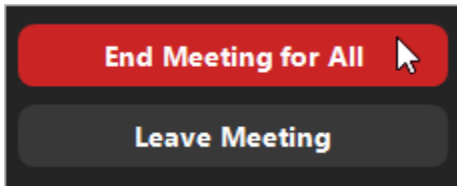


You can also finish a meeting while running it right in the Zoom application.

1. To do this, click **End** on the application toolbar.



2. Then, select the **End Meeting for All** option in the opened window or simply close the window. After that, the event will end for all participants, as well as for the organizer.



Note:

1. Only the training organizer can end a Zoom meeting.
2. The end of a meeting in Zoom and iSpring Learn are synchronized. If you end a meeting in Zoom, it will be concluded in iSpring Learn, and vice versa.