

Instructions for Attending April 13, 2020, School Board Meeting Via Zoom

1. To join the April 13, 2020, School Board Meeting at 7 p.m. with a tablet or computer, please click on this link: <https://bit.ly/2JSWJjfApril132020bdmtg>
2. WAIT for a few seconds.
3. Choose “click here” in the dialogue box.

zoom

Support English ▾

Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

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4. Then click “join from your browser”

Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

5. When prompted to enter Password enter: 075942
 - If your computer audio isn't working, you can also call 1-888-475-4499 or 1-877-853-5257:
 - When prompted to enter the Meeting ID, enter: 263 225 043#
 - When prompted to enter Participant ID, enter : 075942#
6. The meeting screen will deploy, along with a prompt to “Join with Computer Audio.” There also is an option to test your device's microphone. The easiest and clearest option will be to “allow” Zoom to use your computer audio. You should be able to see the other attendees and hear only the person who is leading the meeting. You will be muted to lessen the background noise. Should you not want the other attendees to see you, click on the “stop video” button in the lower left-hand corner of the Zoom screen. Should you wish to speak (other than during roll call for voting, click the “raise hand” button on the right side of your screen and Megan will unmute your microphone and will call on you when it is your turn). Megan will unmute all mics during voting and Kathleen will call on you when it is your turn to vote (as usual).



7. There are 3 video layouts when no one in the meeting is screen sharing: active speaker, gallery, and mini. We recommend gallery view for our Board meetings.

When someone is screen sharing, you can use side-by-side mode or view the screen share with active speaker or gallery view. You can also hide non-video participants. Any of these layouts can be used in fullscreen or windowed mode, with the exception of mini window.

8. To end the meeting:
 - To leave a meeting from Zoom on your desktop, select “end meeting” then “leave meeting.”
 - To leave a meeting from Zoom on your mobile device, select “end” then “leave meeting.”