

How to Join a LMCSB School Board Meeting via ZOOM Online Conference

Helpful tips/etiquette for participating in a ZOOM online conference:

1. Use headphones for better sound quality and ease in listening.
2. All participants are muted upon connection, be sure to unmute yourself when you wish to speak and then re-mute yourself once you are done speaking.
3. When you speak, *after unmuting yourself*, please announce your name (Example: This is Jane Smith).
4. Do not speak over other attendees, be patient and wait your turn.
5. To leave a meeting via computer just click on "Leave meeting" or via phone just hang up.

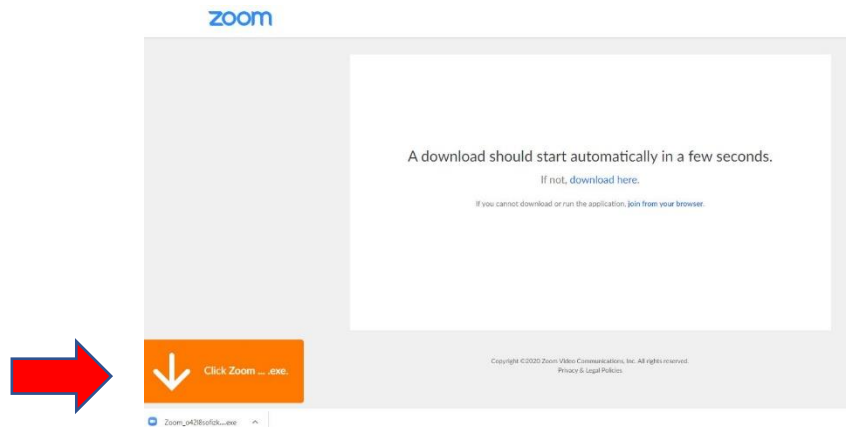
Via phone (Will have audio connection only, no video):

1. **Dial one of the following numbers and then enter the meeting ID when requested:**
 - a. 1-312-626-6799 {Meeting ID 509 460 341#}
 - b. 1-651-372-8299 {Meeting ID 509 460 341#}
2. **When asked for Participant ID...just press #**
3. **You are now connected to the ZOOM conference! Great job!**

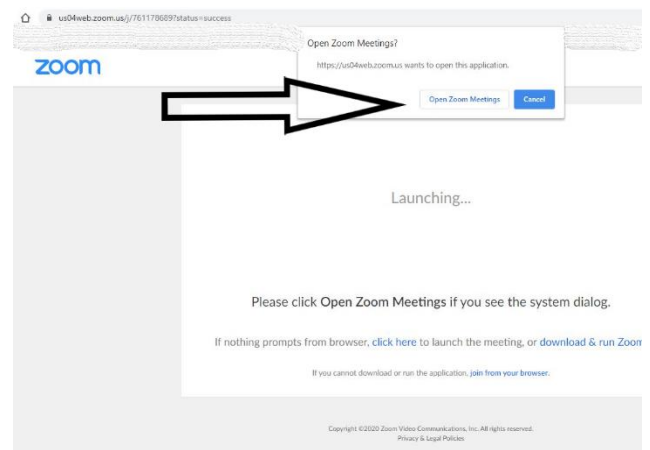
Via computer/device (Can join with audio only and/or audio & video):

Click on the following link: <https://us04web.zoom.us/j/509460341>

1. **If you do not have ZOOM downloaded on your device, it will download and install automatically.**
If it does not install automatically, on the pop-up window that appears, click on the orange box to install {Refer to picture below}.

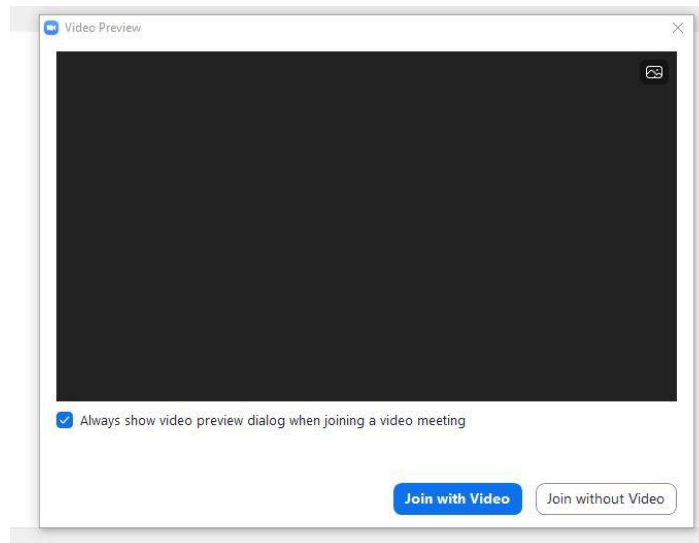


2. **On the next pop-up window click Open Zoom Meetings**

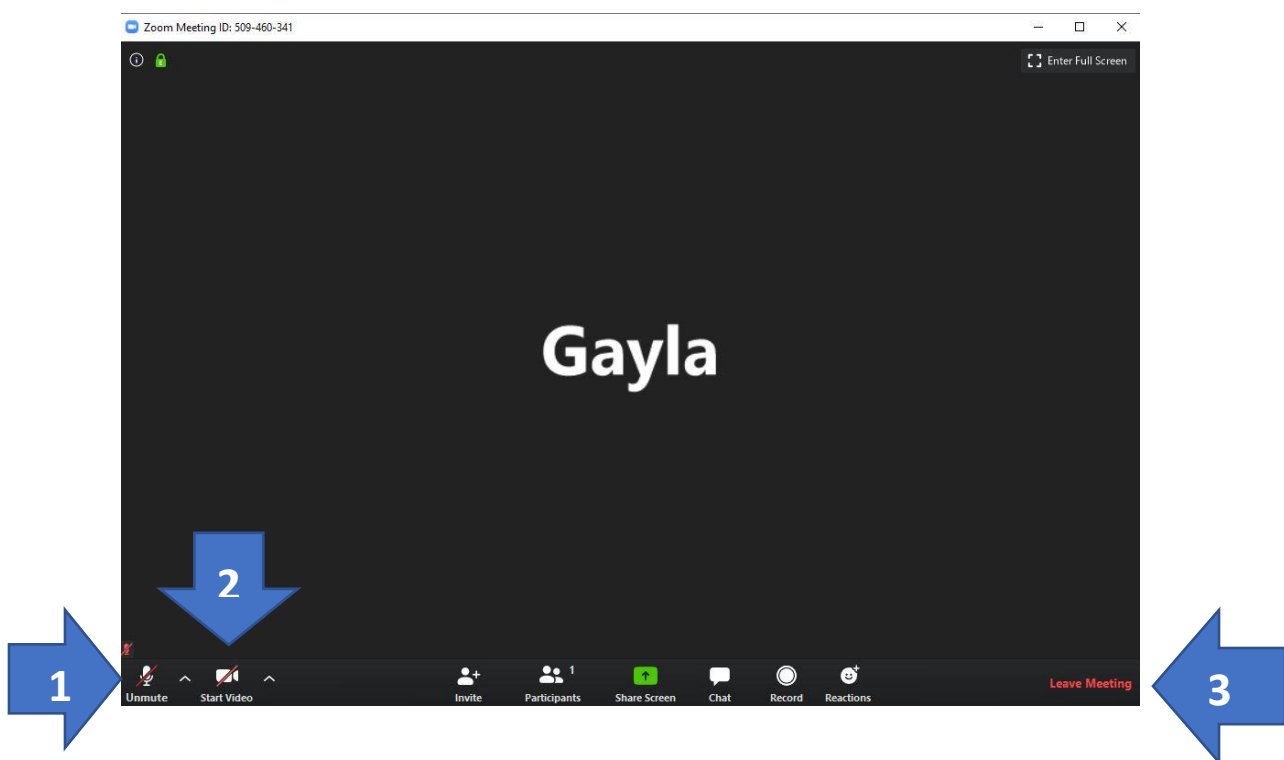


3. On the next pop-up window choose your video preferences:

- a. Join with video
- b. Join without video
- c. Always show video preview dialog when joining a video meeting (*Leave checked to apply for all ZOOM meetings or uncheck if you want to choose for each individual meeting.*) Note: Once you are connected to the ZOOM conference, you can change your video preference if you change your mind.



4. The next window that appears is the actual ZOOM video conference! You did it! Great job!



Participant Controls:

1. Click on Mute/Unmute to speak
2. Click on Start/Stop Video if you change your mind on attending with a video image
3. Click on "Leave Meeting" to end participation in video conference