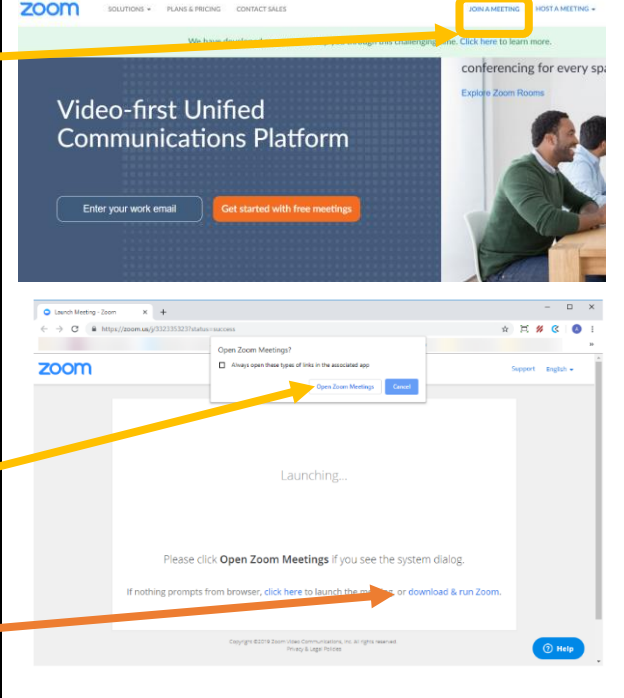
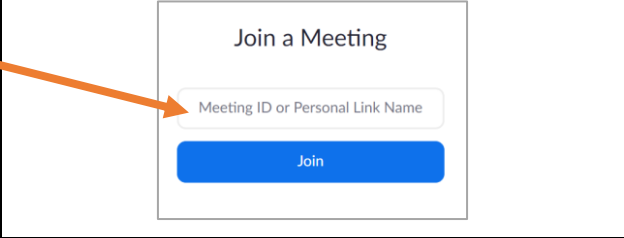
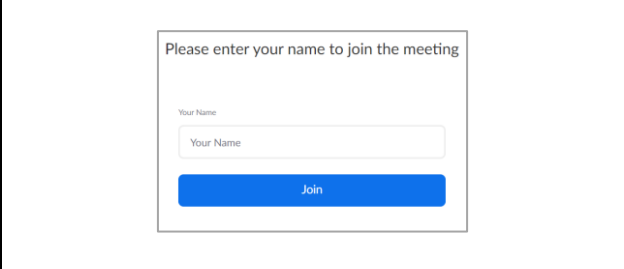
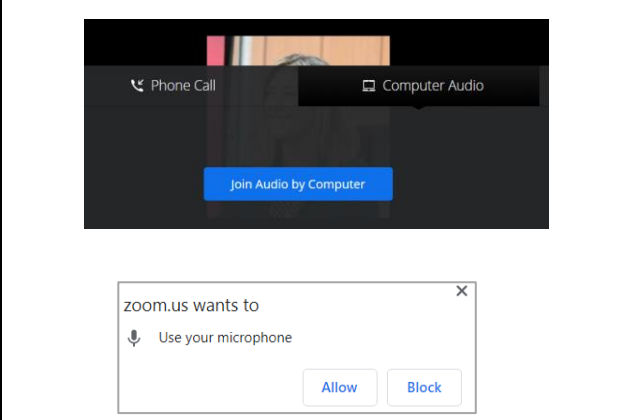
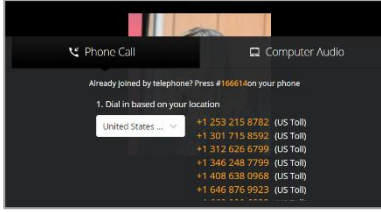
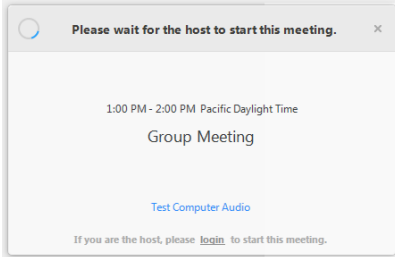
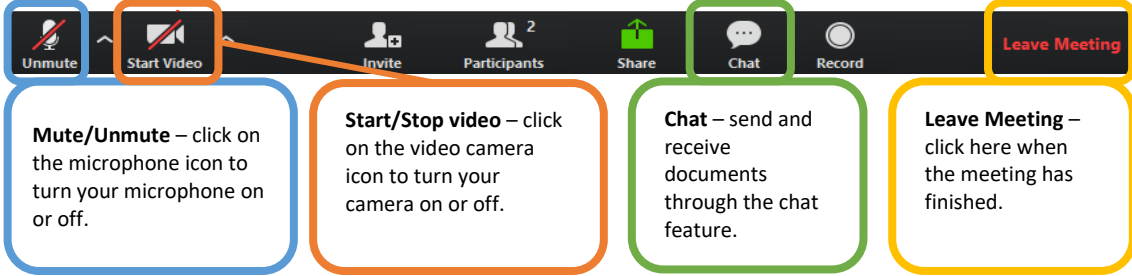
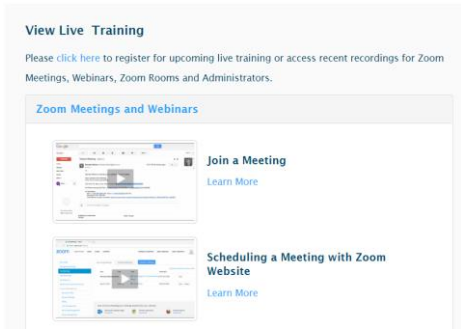


Step	Action	Screenshot
1	<p><b>Option 1:</b> Visit <a href="https://zoom.us">https://zoom.us</a> and click on “Join a meeting”.</p> <p><b>Option 2:</b> Accept a Zoom invitation by clicking on the <a href="https://lausd.zoom.us">lausd.zoom.us</a> link.</p> <p>If you see this message, click “Open Zoom Meeting”.</p> <p>If this is your first time using Zoom, click “download and run Zoom”.</p>	
2	<p>Enter the 9-11 digit meeting number provided by staff to join a meeting.</p>	
3	<p>When prompted, enter your name. This name will be visible by all people in the meeting.</p> <p>You may also be prompted to enter a password.</p>	
4	<p>Connect to audio (speakers and microphone) via phone call or computer audio.</p> <p>Select “Join Audio Conference by Computer”. If you get a popup box asking if you want Zoom to use your microphone, select “Allow”.</p>	

	<p>If your computer does not have speakers, click on “Join by Phone Call” and you will be provided with a series of phone numbers you can use to join the audio of the meeting.</p>	
5	<p>If you get a message to wait for the host to start the meeting, it means the host has not started the meeting yet. Check that your meeting time is correct and wait a few minutes for the meeting to begin.</p>	
6	<p style="text-align: center;"><b>Toolbar* Highlights:</b></p>  <p><b>Mute/Unmute</b> – click on the microphone icon to turn your microphone on or off.</p> <p><b>Start/Stop video</b> – click on the video camera icon to turn your camera on or off.</p> <p><b>Chat</b> – send and receive documents through the chat feature.</p> <p><b>Leave Meeting</b> – click here when the meeting has finished.</p> <p><i>*Functions may be disabled by the host, depending on the purpose of the meeting.</i></p>	
7	<p><b>Do you need further Zoom Support?</b></p> <p><b>Videos and Guides from Zoom:</b>  <a href="https://support.zoom.us/hc/en-us/categories/200101697">https://support.zoom.us/hc/en-us/categories/200101697</a></p> <p><b>YouTube Tutorials:</b>  <a href="https://youtu.be/d7xXZxRDFUU">https://youtu.be/d7xXZxRDFUU</a>  <a href="https://youtu.be/hlkCmbvAHQQ">https://youtu.be/hlkCmbvAHQQ</a>  <a href="https://youtu.be/fGbpwZNW3ol">https://youtu.be/fGbpwZNW3ol</a></p>	<p>Zoom Video Tutorials</p> 
<p><b>Tips on how to make the best of your meeting:</b></p> <ul style="list-style-type: none"> <li>❖ If you are able, conduct the call in a quiet place.</li> <li>❖ Mute your microphone when you are not talking for long periods of time or there is background noise.</li> <li>❖ If you feel comfortable, keep the video feature on. It helps all parties to feel connected and see that you are attentive.</li> </ul>		