



INFORMATION TECHNOLOGY DIVISION

The Los Angeles Unified School District is committed to ensuring the health and well-being of students and staff and providing a safe, secure learning environment for all. During school closure, please leverage the following resources to facilitate your work

IT Resources for Employees

Online Meeting Space for Employees

Zoom provides online video conferencing for up to 100 people. Accessible with an LAUSD Single Sign-On username and password, employees can set up a meeting any time by following the steps below:

- 1 Go to laUSD.zoom.us and log in using an LAUSD single sign-on account.
- 2 Go to *Schedule a Meeting* and enter the requested information (at minimum, topic, date, time and duration). Then, click *Save*.
- 3 Invite others to the meeting in the "Time" section by clicking on the "Outlook Calendar" button or click on "Copy the invitation" in the "Join URL" section and paste the clipboard contents into your pre-established meeting invitation.

One-minute scheduling video: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->. Additional Training resources: <https://zoom.us/docs/en-us/covid19.html>

Sessions involving students must not be recorded.

Employee Collaboration and Productivity Tools

Office 365 provides online access to the same productivity tools (Microsoft Word, Excel, PowerPoint and others) employees have on their desktops, while enabling them to share with colleagues and collaborate live, in real-time. To access go to [Mailbox.lausd.net](https://mailbox.lausd.net) and sign-on with an LAUSD single sign-on account.

Google offers similar collaboration tools (Google Docs, Sheets, Slides and others) and collaboration capabilities. To access, go to [Google.com](https://www.google.com) and log in using an LAUSD single sign-on account.

For Additional Help:

Call **213-443-1300** with questions related to school closures.

Call **213-241-5200** or go to helpdesk.lausd.net to request technical support.

Get the latest information on relevant services by visiting lausd.net/resources.