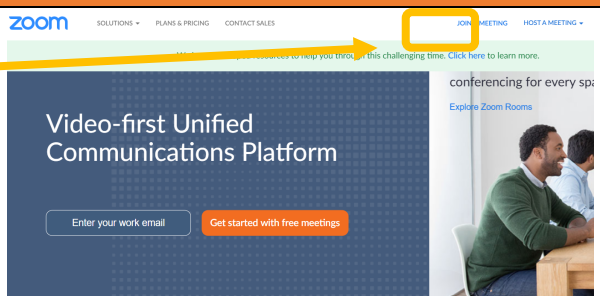
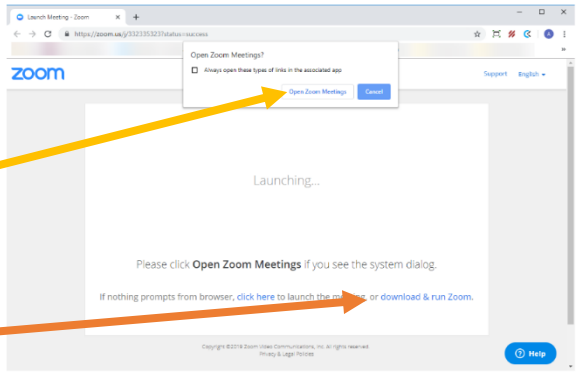
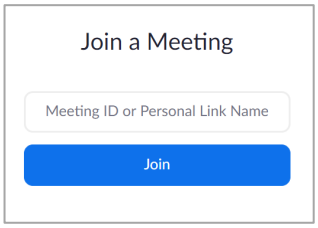
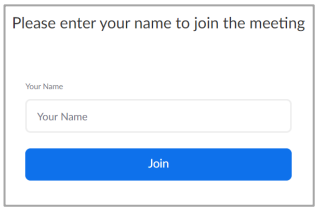
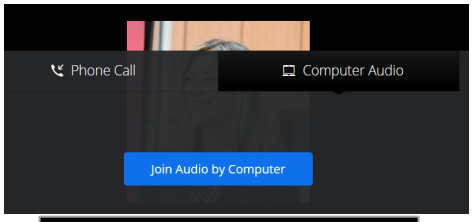
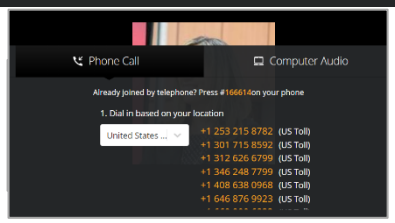
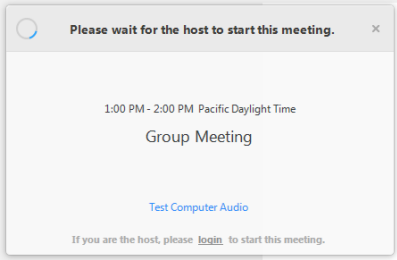
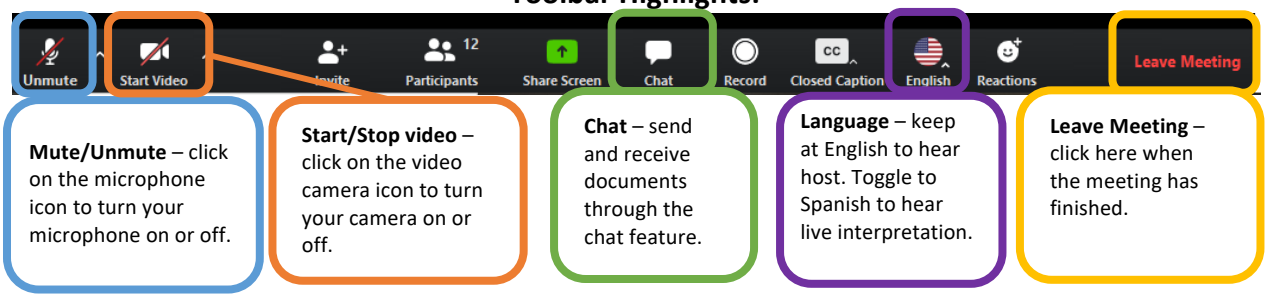
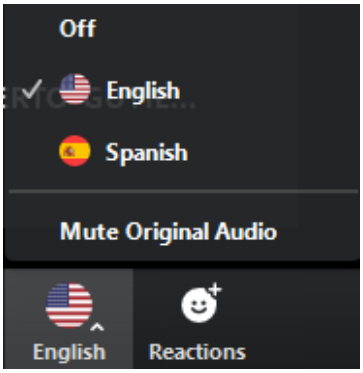
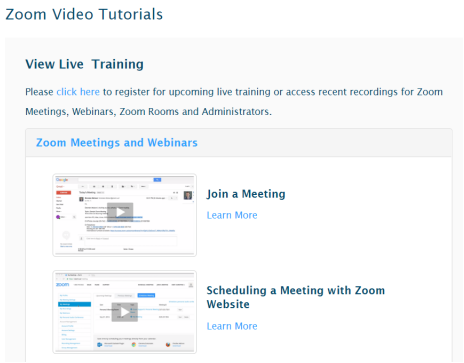
How to Connect to Zoom for Video Conference Calls

Job Aid March 31, 2020

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

	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.	
5	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.	
6	**Toolbar Highlights:** 	
7	Before beginning with introductions, please choose a language, either Spanish or English for the meeting dialogue. You can toggle between both languages to listen to host or interpreter. Please remain in your language channel throughout the whole meeting or if you are bilingual, if you hear a long pause, you can toggle to Spanish to listen to comments in Spanish. Toggle back to English once comment is done.	
8	**Do you need further Zoom Support?** **Videos and Guides from Zoom:** https://support.zoom.us/hc/en-us/categories/200101697 **YouTube Tutorials:** https://youtu.be/d7xXZxRDFUU https://youtu.be/hIkCmbvAHQQ https://youtu.be/fGbpwZNW3oI	

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Tips on how to make the best of your meeting:

- If you are able, conduct the call in a quiet place.
- Mute your microphone when you are not talking for long periods of time or there is background noise.
- If you feel comfortable, keep the video feature on. It helps all parties to feel connected and see that you are attentive.
- Verify that you have toggled to the language that you want to hear.
- Please note that if you hear a long pause from the speaker, a Spanish speaker might be asking a question and interpreter will switch to English to interpret message. If you have questions or doubts, please cue the host.