Parent Instructions on joining zoom <u>with a school device</u>
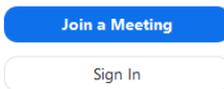
- Check your email. You should have received an email from the organizer with:
    o Topic
    o Time
    o Meeting Link
    o Password
    o Meeting ID

- You can click the meeting link to join from there and will transfer you to the app.
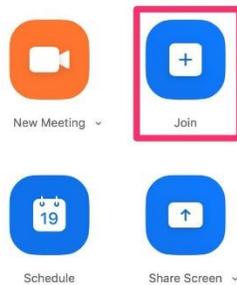

- Once in the app   Join the Meeting.

    o Enter Meeting ID and Password IF prompted.
    o You will need to enter your email when prompted.
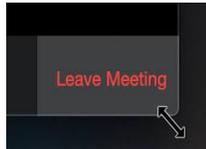
- Click on join

1. There are several icons on screen

    • Microphone   Click to mute or unmute audio.

    • Video Camera   Click to open or close video.

2. Participate in the meeting. Remember other people will always be able to see and hear you during the meeting unless you have muted video/audio.
This happens even if you do not see them or are looking at some other application on the computer. If you do not want to be seen or heard, you must
Use the mute function on those icons.

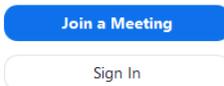3. When finished, choose the Leave Meeting icon.

Parent Instructions on joining zoom <u>on personal device</u>

- Check your email. You should have received an email from the organizer with:
  o Topic
  o Time
  o Meeting Link
  o Password
  o Meeting ID

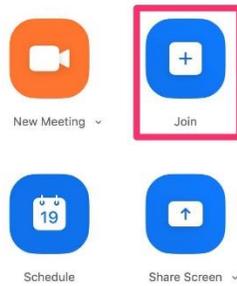- You can click the meeting link to join from there and will transfer you to Zoom.

- Once in Zoom Join the Meeting:

  o Enter Meeting ID and Password IF prompted.
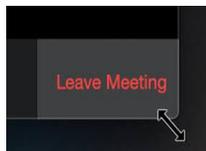 o You will need to enter your email when prompted.

- Click on join

4. There are several icons on screen

- Microphone Click to mute or unmute audio.

- Video Camera Click to open or close video.

5. Participate in the meeting. Remember other people will always be able to see and hear you during the meeting unless you have muted video/audio.
This happens even if you do not see them or are looking at some other application on the computer. If you do not want to be seen or heard, you must
Use the mute function on those icons.

6. When finished, choose the Leave Meeting icon.