Go to zoom.us in your <u>Web Browser(A)</u> or open the <u>Zoom app(B)</u> on your ios device.

(A) Website:

Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



Enter your @la.gov e-mail address and click Sign Up:

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john	doe@la.gov
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You will receive an e-mail to confirm and activate your account:



When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.

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If prompted, allow your web browser to save the username and password

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You are done setting up your profile. You can now click on "Go to my Account" to change your settings.



(B) Zoom App

Download the Zoom App from the App Store:



Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



Fill in the information below using your @La.gov address:



Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.



Once you receive the email, click activate your account. This will open up your web browser to complete your profile.

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Dementia News 3/22/20 1 food that fights dementia	Happy Zooming!
B Unread	

When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



If prompted, allow your web browser to save the username and password



Click the "check box" below and then the "Skip this step" button:



You are done setting up your profile. You can now click on "Go to my Account" to change your settings.

1 Account Info 2 Invite Col	leagues 3 Test Meeting
	Start your test meeting.
	Your personal meeting un: https://zoom.us/j/9793127515
	Start Meeting Now Go to My Account
	Seve time by scheduling vour meetings directly from your calendar.

Once you have filled out your profile you can now reopen your zoom app and sign in with your e-mail address and password.

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Click OK to allow Zoom to access your camera and Microphone.



You are now setup for Zoom conference calls!!

Joining a Meeting:

You can click the meeting address from your calendar. This will bring you straight into the meeting without needing a meeting ID or Password:



You can also click on Join from the main screen. In the Zoom App click on Join:



Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:

	Cancel Join a Meeting	
	Meeting ID 💌	
	Join with a personal link name	
	John Pache	
^	Join	
	If you received an invitation line, tap on the line replin to join the meeting	
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The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:

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	John Poche		
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John Poche's Per	isonal Meeting Room	282 861 4843	
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Click on Join with Video to enter the room:



Click on Call using Internet Audio:



You may also see the screen below indicating that you are waiting for the host to allow you into the room:



Hosting a Meeting:

In the Zoom app click New Meeting:

 Image: Stream stream

Turn Video and PMI slider to on. The PMI is your personal meeting ID and will be the room ID if turned on. If you chose not to turn on the PMI, Zoom will create a random meeting ID number:

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	Cancel Start a Meeting	
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Home		
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(C) Settings		

Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:



Left Side: Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the "To" line and then hit send to invite them.

Right Side: This is for direct message. It will access your phone number list and send the invite through text.



Scheduling a Meeting:

In the Zoom App click on Schedule:



The next screen will set the criteria for your meeting:

- 1. The room name will default to your user ID name (Example: Jon Doe's Meeting Room). You can change this room name to your liking.
- 2. Chose what calendar you want to use
- 3. If you chose yes, you will use your personal ID number as the meeting room ID. Otherwise, it will generate a random meeting room ID.
- 4. Select if you would like to set a password
- 5. This will start you video automatically when you join
- 6. This will start the participant's video automatically when they join
- 7. If selected it will let the participant join into the room before the host. Otherwise, the participant will be waiting for the host to start the meeting before there video feed starts.
- 8. This will record meeting automatically on your local device.



The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:

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		https://zoom.us/j/9793127515	
Alert	15 minutes before >	John Poche is inviting you to a scheduled Zoom meeting.	
Second Alert	None >	Join Zoom Meeting	
Show As	Busy >	https://zeom.us//9793127515	
		Meeting ID: 979 312 7515	
https://zoam.us///9793127515			
John Poche is inviting you to a scheduled Zoom meeting			

You can see the screen below if the invite button is selected. You can invite through text or e-mail. Select done once completed and then Add to finish scheduling your meeting:

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500		× .

Your meeting is now scheduled and you can go to your calendar and see the event logged:

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March 2020)	Deg	Week Mondo Year			Q +
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Features:

Main Screen:

- 1. The View can be changed from <u>Speaker View</u> to <u>Gallery View</u>. Gallery View will allow you to see all participants and Speaker View will continuously change the camera to the current speaker.
- 2. Mute Button and Audio input selector
- 3. Stop video will cut off your camera feed. You can also select other video input sources from here.
- 4. Used to invite participants into the meeting
- 5. Used to see and manage all participants in the meeting
- 6. Used to Share your screen with all participants
- 7. Used to Chat with the group or pick a participant to have a private chat.
- 8. Records the meeting upon ending
- 9. Allows you to react with a "Thumps Up" and/or "Clap" emoji.



To invite participants, click on the Invite button and you will see the below options. You can invite through <u>e-mail</u> and <u>Direct Message</u>. You can also use the "Copy URL" or "Copy Invitation" buttons to send your own text or e-mail message.





Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



The "More" tab will give you the options to Minimize the window, add a Virtual Background and enter the <u>meeting</u> <u>settings</u>:



Meeting Settings:

- 1. Meeting Topic -Change the meeting room name
- 2. Lock Meeting makes it unable to be joined
- 3. Lock Share locks the sharing option to only the host
- 4. Mute on Entry- mutes all participants upon entering the room
- 5. Play a chime every times someone enters and/or exits the meeting

- 6. Determines how the video layout will start
- 7. Determines how the participants can interact through chat
- 8. Allows the participants to rename themselves while in the meeting

	Meeting Settings	Done
MEETINGS		
Meeting Topic	John Poche's Persona	al Meeting Room $>$
Lock Meeting		\bigcirc
When enabled, new participant	ts cannot join	
Lock Share		\bigcirc
When enabled, only the host ca	an share content	
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When enabled, automatically n	nute participants as they join the meet	ting
Play Chime for Enter/Exi	t	\bigcirc
When enabled, play a sound as	s participants join or leave the meeting	3
Show My Video in Galler	ry View	
Allow Participants to Ch	at with	Everyone >
Allow Participants to Re	name	
Allow Participants to rename th	nemselves	

The END
