

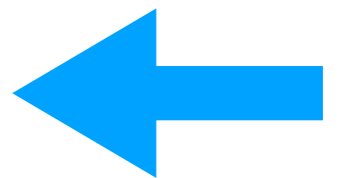
# West Orange Board of Education Meeting - Zoom Instructions

**From a computer/phone app: Click the link below to join the meeting.  
From a phone line: Use the phone number below (when prompted enter  
Webinar ID then #, then # again)**

**West Orange Board of Education Meeting, Mon., 8/17/2020 @ 7:30pm**

**Please click the link below (or copy and paste into your browser) to join the meeting:**

**[https://zoom.us/j/96729036069?  
pwd=RUJDdnRHZlIBekt6N2xtTnM3cFhUdz09](https://zoom.us/j/96729036069?pwd=RUJDdnRHZlIBekt6N2xtTnM3cFhUdz09)**



**Or Telephone:**

**Dial:**

**US: 1-646-558-8656**

**Webinar ID: 967 2903 6069**

**Password: 676639**

# Board of Education Meeting - Zoom Instructions

**When the prompt appears, click “Open zoom.us”.  
If the prompt does not appear, follow the on screen  
directions**



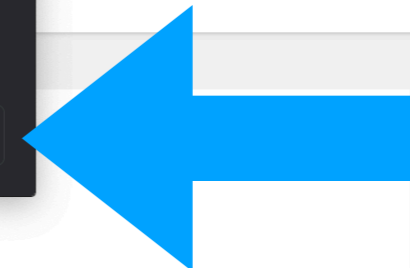
Support English ▾

Open zoom.us?

https://us02web.zoom.us wants to open this application.

Cancel

Open zoom.us



Launching...

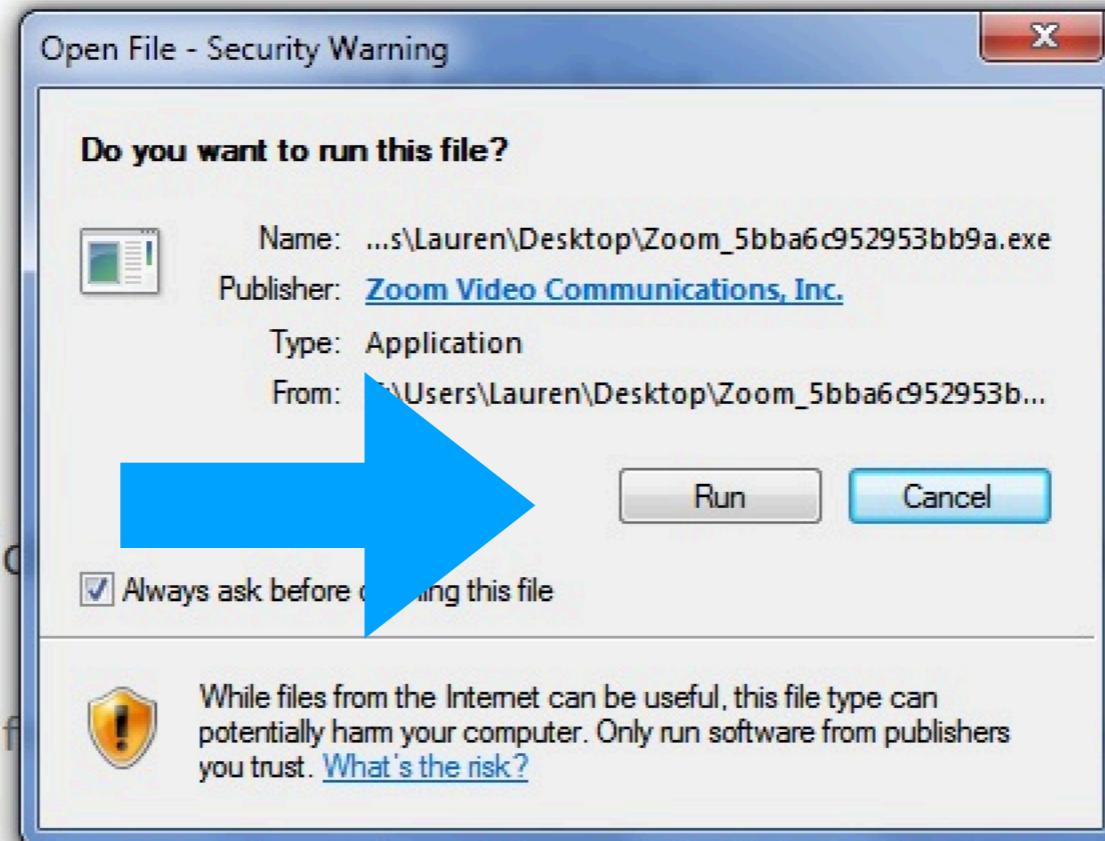
Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

# Board of Education Meeting - Zoom Instructions

**If you chose to download Zoom, once prompted click “RUN”**



Please click

em dialog.

If nothing prompts f

ownload & run Zoom.

If you cannot download or run the application, [join from your browser.](#)

# Board of Education Meeting - Zoom Instructions

**For both browser and downloaded versions,  
Enter your email address and full name and click “Join”**



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SIGN IN

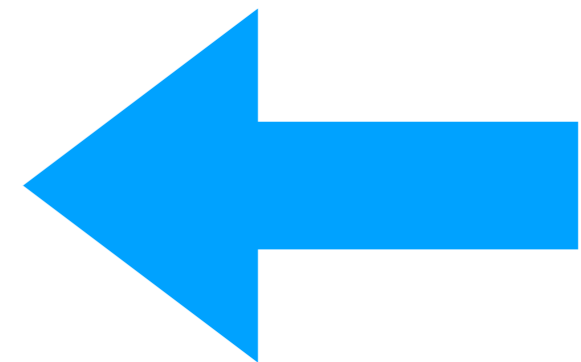
SIGN UP, IT'S FREE

Please enter your name to join the webinar

Email address

Your Name

Join



# Board of Education Meeting - Zoom Instructions

**If the meeting has not started, you will be prompted to wait**

**The Webinar is scheduled for 8/17/2020**

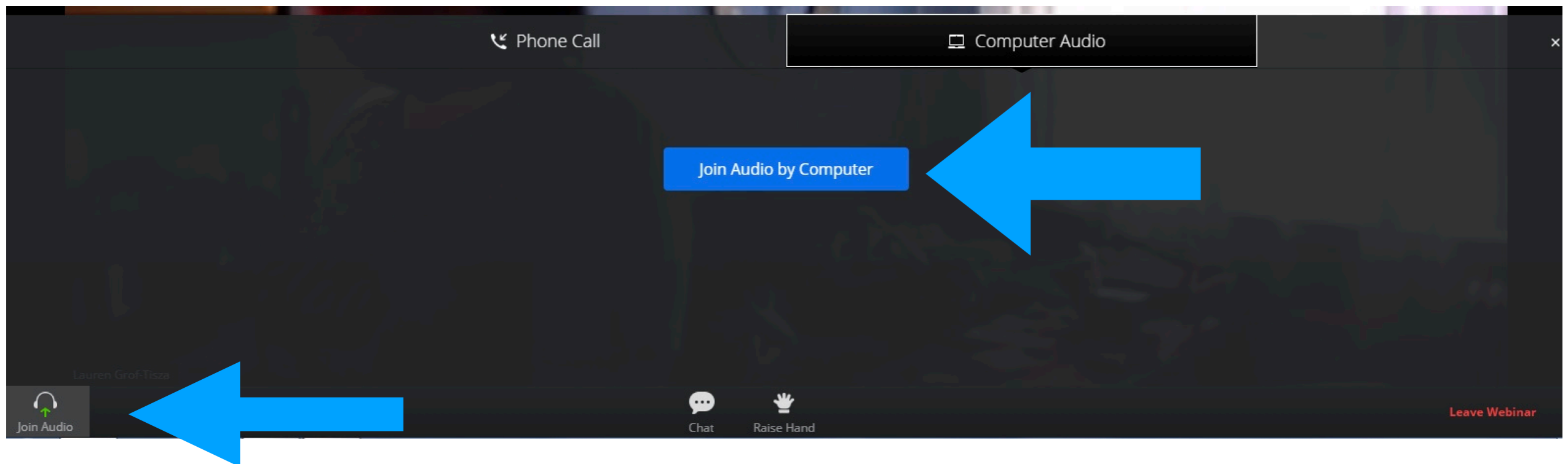
**Start at 7:30pm**

**West Orange Board of Education Meeting  
Monday, 8/17 @ 7:30pm**

# Board of Education Meeting - Zoom Instructions

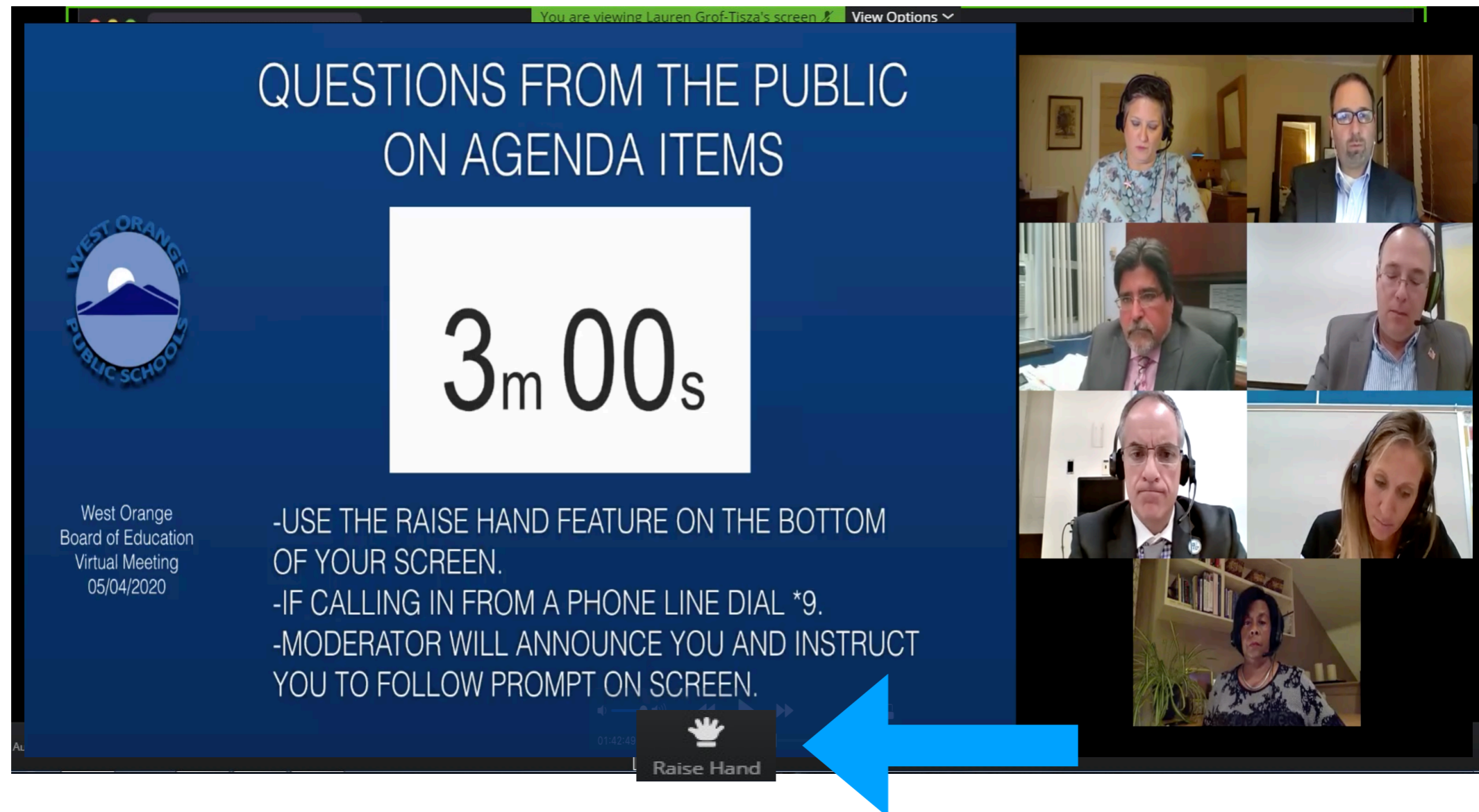
**Once meeting begins, choose “Join Audio by Computer”  
or click the icon in the bottom left of your screen**

**\*Please note - you will be muted upon entering the meeting**



# Board of Education Meeting - Zoom Instructions

**When it is time for Public Comment and you would like to speak, click the Raise Hand icon. The moderator will prompt you when it is your turn to speak and mute you when you are finished.**



The screenshot shows a Zoom meeting interface. On the left, a blue overlay contains the text "QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS" and a timer showing "3m 00s". Below the timer, there are instructions: "-USE THE RAISE HAND FEATURE ON THE BOTTOM OF YOUR SCREEN.", "-IF CALLING IN FROM A PHONE LINE DIAL \*9.", and "-MODERATOR WILL ANNOUNCE YOU AND INSTRUCT YOU TO FOLLOW PROMPT ON SCREEN." The West Orange Public Schools logo is visible on the left side of the overlay. At the bottom of the overlay, there is a "Raise Hand" button with a hand icon, which is highlighted by a large blue arrow. The right side of the screenshot shows a grid of video thumbnails for participants in the meeting.

**If you are connecting via a phone line:  
press \*9 to raise your hand.**

**You will still be muted and unmuted by the moderator.**

# Board of Education Meeting - Notes

- **The meeting will be recorded.**
- **The chat and Q&A functions will be disabled.**
- **The agenda and/or any presentation will be displayed on screen during meeting but it can be viewed from [www.woboe.org](http://www.woboe.org).**
- **The meeting will be available via [www.woboe.org](http://www.woboe.org), TV36/45 and YouTube after the meeting ends, just like it normally would be.**

## **If you would like to speak during Public Comment:**

**-It is recommended you use a pair of headphones/earbuds with a microphone as the sound quality will be enhanced. It is not mandatory.**

**-Don't press the raise your hand feature until Public Comment begins. The moderator will lower your hand if you press it before either Public Comment section begins.**

**-You will be muted until you hear the moderator announce your name for comment. Your video will be off when you are speaking but be aware of background noises and distractions.**