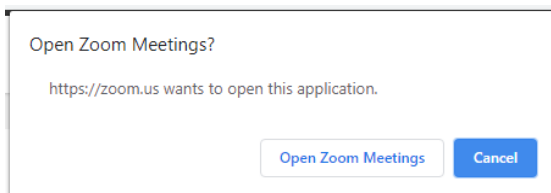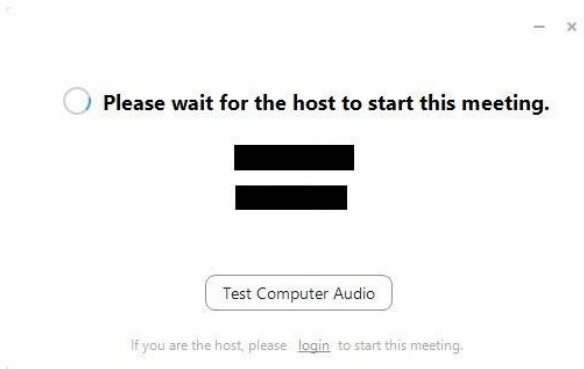# Zoom Instructions

Computer:
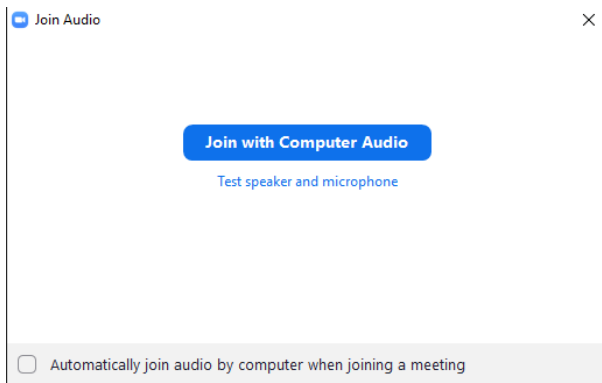
- Click on the Zoom link provided at www.nmcusd.org/BoardOfEducation to join the Board Meeting.
- Click "Open Zoom Meetings"

- Please follow the prompts that follow and you will be asked to wait to join the call until the meeting starts.
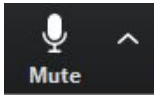

- After the meeting starts you will be asked to "Join with Computer Audio", you will be muted when you first join.

- You will be provided with controls that auto-hide, they are located at the bottom or top of your screen.

- You will be able to interact with the host through the built in chat, please ask for permission to speak from here and the host will unmute you when the time is right.

- The "Mute" button allows you to control when your microphone is active, you will be muted by the host unless you have asked for permission to speak at which time you will be asked to unmute.

Phone Call:
- On your phone dial: 408-638-0968
  - You will be prompted for the meeting ID, enter the ID provided at www.nmcusd.org/BoardOfEducation
  - When asked to enter the "Participant ID" press #
- You will be muted when you join the meeting.
  - To ask to talk press *9 to "Raise hand" and the host will be prompted to your request.
  - If you need to mute yourself when given the chance to talk press *6