

ZOOM GUIDE

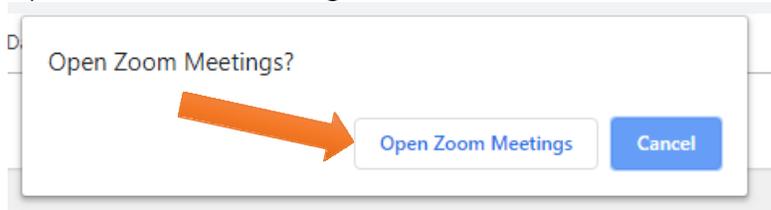
FOR IEP MEETINGS

BEFORE THE MEETING

- Download the Zoom app at www.zoom.com or in the app store.

JOINING THE MEETING

- Click on the zoom link sent to you by the case manager.
- Click open Zoom meetings



- You will wait on this screen until the meeting begins.

Please wait for the host to start this meeting.

This is a recurring meeting
Old Bridge Special Education Meetings

Test Computer Audio

DURING THE MEETING

- **CHAT:** You can open a chat window by clicking CHAT. This is a great feature to use when you have a question while others are speaking or if you are having trouble hearing someone or using audio features.
- **RAISE HAND:** You can tap the RAISE HAND button while someone is speaking in case you have a question about something, he/she is discussing.
- **MUTE/VIDEO:** During the meeting you can mute or unmute yourself. Please keep mic muted unless you are speaking. You can also turn the video feature on/off, but to make it a more personal for you and your child, we would love to have the video on.