



State of Louisiana

BOARD OF PARDONS AND PAROLE

NOTICE AND AGENDA

PARDON HEARING DOCKET: August 16, 2021

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, August 16, 2021. These meetings will be conducted by video conference using ZOOM. The offender or applicant will not be physically present, but will meet with the Pardon Board through video conference from their current correctional institution or home location (for non-incarcerated applicants). The Pardon Board virtual waiting room will open at 8:00 AM. If attending in person, you should join the meeting 15 minutes prior to the start time. If you are unable to attend the hearing and wish to know the results, please contact the Pardon Board office at (225) 342-5421 or (225)342-5422, after the date of the hearing.

Pursuant to the Public Meeting Law, the Pardon Board may go into Executive Session to discuss confidential information relative to the referenced case.

The Department of Public Safety and Corrections maintains a database for victims of crimes and if a victim wishes to do so, they can register with the department. Once registered, a victim will be notified of certain changes in the status of the convicted offender. If you are not registered and would like to be, you can contact Crime Victims Services Bureau by calling (225) 342-1056 or download a copy of the registration form from the Victim Services page on the agency website at <http://www.doc.louisiana.gov/>.

You may choose to participate in the hearing process through ZOOM Video Conferencing on a PC, Mac, Linux, iOS or Android device or by TELEPHONE. If you do not plan to speak, and wish only to observe, you can watch the hearing live at [Youtube](#). You can also visit our website [here](#) for more information pertaining to upcoming Pardon and Parole hearings.

Public Comment:

There are two options to provide public comment for the Pardon Hearing, of which you have interest, prior to or during the meeting. See the process below for both options. Any public comment received will be read during the meeting, except those provided by victims, which will be kept confidential.

Prior to the Meeting:

- Emailing the Board, a Video and/or letter, up to 5:00 pm on the day before the hearing. All emails must be submitted to ParoleBoard@La.gov and must include the offender's name and DOC number, your name and a statement. If you will be attending or wish to speak during the meeting, please indicate in your email and you will be addressed during the meeting.
- Mail in a letter and/or video to the Pardon Board at P.O. Box 94304, Baton Rouge, LA 70804.

During the Meeting:

- If you choose to participant live through ZOOM, please see the attached instructions for attending through [ZOOM](#). The meeting ID # is: 986-320-2809. You can also access the meeting using this link: <https://ladoc-adm.zoom.us/j/9863202809>
- Once in the meeting room, inform staff if you would like to speak.
- If you choose to participating by phone, you will dial 1(669)900-6833 or 1(646)876-9923 and enter the meeting ID# shown above.

If there are any question regarding the instructions above, please contact (225) 342-5421 or (225) 342-6622. You are encouraged to test your device prior to the meeting to ensure there are no connectivity problems.

Please refer to the Board's webpage at [Board of Pardon/Committee on Parole](#) for specific docket information.

If special accommodations are needed, please email ParoleBoard@La.gov or call the Board office at 225-342-6622.



**NOTICE AND AGENDA
LOUISIANA BOARD OF PARDONS
REGULAR MEETING
Monday, August 16, 2021
8:30 am**

The Louisiana Board of Pardons will meet on Monday, August 16, 2021, at 8:30 am through video conference using ZOOM. Please see the above agenda for meeting ID#.

Please silence your cell phones before entering the meeting.

1. Call to Order
2. Roll Call
3. Public Comment (allowed on request before any action item)
4. Regular Business
 - Review and Approval of Minutes, Monday, July 26, 2021 Regular Meeting
 - Consideration of applications for clemency (see docket at doc.la.gov)
 - Administrative review of clemency applications
5. New Business
6. Adjournment

The Board may convene an Executive Session at any time to discuss information that is confidential and not subject to public disclosure.

*If special accommodations are needed, please visit DOC.LA.GOV for Board contact information.
Contact person: John Poche at 225-342-5421*



LOUISIANA BOARD OF PARDONS

HEARING DOCKET: August 16, 2021 – 8:30 AM

**Hearing Location: LA Department of Public Safety & Corrections, Headquarters Complex
504 Mayflower Street, Baton Rouge, LA 70802, 225.342.5421**

Assigned	Applicant's Name	DOC #	Request/Location	JDC/Location	Offense	Vote
1.	WESLEY, ADDARRYLL <i>ATTORNEY: J.RANSDELL KEENE</i>	414835	CTO DWCC	1 ST JDC CADDO	Second Degree Murder	
2.	PETSCH, ERIC R.	519468	CTO DCI	21 ST JDC LIVINGSTON	Manslaughter	
3.	JOHNSON, RECHAIL	434762	CTO EHCC	9 TH JDC RAPIDES	Manslaughter	
4.	GIBBS, EDDIE <i>ATTORNEY: JULIE TIZZAED</i>	411108	CTO RLCC	19TH JDC EBR	Attempted Second Degree Murder, Armed Robbery	REMOVED/WITHDREW
5.	HILL, SAMMY	549854	CTO RLCC	16TH JDC IBERIA	Manslaughter	REMOVED
6.	SMITH, TYRONE J.	488370	CTO RLCC	16 TH JDC IBERIA	Simple Burglary; Attempted Second Degree Murder-Habitual	
7.	EDWARDS, ANDREW V.	100133	CTO LSP	19 TH JDC EBR	Second Degree Murder	
8.	GLENN, JOSEPH IV <i>ATTORNEY: MARTIN REGAN JR.</i>	467334	CTO LSP	24 TH JDC JEFFERSON	Second Degree Murder	
9.	HALL, WILLIAM	129456	CTO LSP	19 TH JDC EBR	First Degree Murder	
10.	MATTHEWS, JUAN	225702	CTO LSP	ORLEANS	Second Degree Murder	

CTO=Commutation of Sentence - PWF=Pardon with Restoration of Firearms - PWOFF=Pardon without Restoration of Firearms - Released=Not incarcerated

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REPORT FR 06/16/21 TO 07/15/21

DPS&C CORRECTIONS SERVICES
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LAST	FIRST	DOC#	R S	DOB	LOC	OFC REQ TYP	R3DEC
ALBERT	BRIAN	00435541	B M	11/06/1981	RELEASE	01 PWF	R T N
*		ST. JOHN-BAPTIS		2000257		DIST MARIJUANA	0050000 NA
ALEXANDER	JARRED	00584849	B M	01/16/1992	FRANKLIN PARISH	01 CTO	
*		ST. TAMMANY		489952		ARMED ROBBERY	0300000 NA
*		ST. TAMMANY		489953		MANU MARIJUANA	0100000 NA
ALLEN	BARBARA	00481877	B F	04/07/1951	LCW/HUNT	01 CTO	R T N
*		TERREBONNE		411202	ATTEM	FIRST DEGREE MURDER	0300000 NA
*		TERREBONNE		411202	ATTEM	SECOND DEGREE MURDER	0100000 CC
AUSTIN	NOEL	00305854	B M	04/01/1973	LA STATE PEN	03 CTO	
*		JEFFERSON		036329	ATTEM	FIRST DEGREE MURDER	0500000 CC
*		JEFFERSON		036329	ATTEM	FIRST DEGREE MURDER	0500000 CC
*		JEFFERSON		941798	ATTEM	FIRST DEGREE MURDER	0080000 CC
*		JEFFERSON		036329	HABIT/ATTEM	FIRST DEGREE MURDER	LIFE NA
*		JEFFERSON		036329		AGGRAVATED BATTERY	0100000 CC
*		JEFFERSON		036329		AGGRAVATED BATTERY	0100000 CC
*		JEFFERSON		913324		DIST ECGONINE	0050000 NA
*		JEFFERSON		036329		PWID ECGONINE	0300000 CC
*		JEFFERSON		036329		PWID ECGONINE	0300000 CC
BARNES	PHILLIP	00099858	B M	08/11/1958	LA STATE PEN	03 CTO	R T N
*		ORLEANS		287450		SECOND DEGREE MURDER	LIFE NA
*		ORLEANS		254719		SIMPLE BURGLARY	0060000 NA
*		ORLEANS		273612		P-FIREARM-CCW-CNV CR	0030000 NA
BOHTE	SHAWN	00631418	W M	08/29/1970	RELEASE	01 PWF	R T N
*		ORLEANS		522281		CONT DEL JUV SEX ACT	0020000 NA
BRYANT	JECOREY	00578791	B M	02/12/1987	OAS/STATE POLIC	01 CTO	
*		CADDO		266911		MANSLAUGHTER	0300000 NA
*		CADDO		293487	ATTEM	MANSLAUGHTER	0150000 NA

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LAST	FIRST	DOC#	R S	DOB	LOC	OFC REQ TYP	R3DEC
CAYTON	ROBERT	00389306	B M	01/16/1978	FRANKLIN PARISH	02 CTO	_ _ _ _
*		RAPIDES		248745		SIMPLE BURGLARY	0030227 AG
*		RAPIDES		259576		ARMED ROBBERY	0360000 NA
*		RAPIDES		245927		FIRST DEGREE ROBBERY	0030227 AG
*		RAPIDES		248357		THEFT	0030227 AG
*		RAPIDES		259576		P-FIREARM-CCW-CNV CR	0150000 CC

CLEMENT	EMILY	00509727	W F	07/02/1956	RELEASE	01 PWF	R I N
*		CALCASIEU		401704		SOLICITATION FOR MUR	0100000 NA

COUSIN	WILLIE	00550110	B M	11/05/1985	DIXON CORR	INST 01 CTO	_ _ _ _
*		TERREBONNE		504642		ARMED ROBBERY	0200000 NA
*		TERREBONNE		504642		ARMED ROBBERY USE OF	0050000 CS
*		TERREBONNE		504642		ARMED ROBBERY USE OF	0050000 CS

CURTIS	KENYATA	00438339	B M	08/28/1976	RIVER BEND	DET 01 CTO	_ _ _ _
*		ORLEANS		414426		SECOND DEGREE BATTER	0050000 NA
*		ORLEANS		414426		FIRST DEGREE ROBBERY	0350000 CC
*		ORLEANS		414426		SIMPLE ROBBERY	0050000 CS

DARENSBOURG	JORDAN	00472798	B M	07/29/1983	RELEASE	01 PWF	_ _ _ _
*		ORLEANS		441883		MANU MARIJUANA	0030000 NA

DUGAS	DALLAS	00326654	B M	02/28/1973	RAYMOND LABORDE	02 CTO	_ _ _ _
*		ACADIA		65807		MANSLAUGHTER	0360000 NA
*		ACADIA		46323		AGGRAVATED BATTERY	0020000 NA

DYKSTRA	MERRITT	00109766	W M	03/14/1965	LA STATE PEN	01 CTO	_ _ _ _
*		IBERIA		37303		SECOND DEGREE MURDER	LIFE NA

EDWARDS	TYRONE	00302178	B M	05/04/1959	LA STATE PEN	01 CTO	_ _ _ _
*		ORLEANS		344736		AGGRAVATED RAPE	LIFE NA
*		ORLEANS		344737		MOLESTATION OF A JUV	0020000 NA

ENTERKIN STEVEN

00563664 W M 07/15/1985 DAVID WADE CORR 01 CTO
FRANKLIN 2009161F

|_|_|_|_|

MOLESTATION OF A JUV 0300000 NA

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FLOYD	TOMMY	00326105	W M	09/29/1974	LA STATE PEN	02 CTO	_ _ _ _
*		IBERVILLE		159894		SECOND DEGREE MURDER LIFE	NA
*		IBERIA		50232		SIMPLE BURGLARY	0010000 CC
FOY	RUSSELL	00099089	B M	12/01/1951	LA STATE PEN	01 CTO	_ _ _ _
HARPER	SHAWN	00294322	W M	02/02/1972	RELEASE	01 PWF	_ _ _ _
*		CALCASIEU		364891		SIMPLE BURGLARY	NA
HARRIS	JUANE	00536066	B M	04/03/1987	FRANKLIN PARISH	01 CTO	_ _ _ _
*		LAFAYETTE		114939		FORCIBLE RAPE	0250000 NA
HOSFORD	JOHN	00126928	W M	05/12/1946	LA STATE PEN	01 CTO	_ _ _ _
*		E. BATON ROUGE		189447		SECOND DEGREE MURDER LIFE	NA
HOWARD	GERARD	00108096	B M	10/05/1966	RAYBURN CORR CE	03 CTO	_ _ _ _
*		JEFFERSON		077279		MANSLAUGHTER	0350000 NA
*		JEFFERSON		961005		SMPL-CRMNL DMG PROPE	0000600 CC
*		ST. CHARLES		840259		ARMED ROBBERY	0050000 NA
*		JEFFERSON		99707		POSS/MARIJUANA 3RD O	0010000 NA
*		JEFFERSON		961005		POSS MARIJUANA	0000600 CC
JOHNSON	KENDRICK	00313832	B M	09/21/1969	DIXON CORR INST	03 CTO	_ _ _ _
*		E. BATON ROUGE		798973	ATTEM	SECOND DEGREE MURDER	0500000 CC
*		E. BATON ROUGE		798973		ARMED ROBBERY	0600000 NA
*		E. BATON ROUGE		1191636		SIMPLE ROBBERY	0041116 AG
*		E. BATON ROUGE		990233		SIMPLE ROBBERY	0041116 AG
*		E. BATON ROUGE		129112	CRIM	PURSE SNATCHING	0041116 AG
*		E. BATON ROUGE		6911300		POSS ECGONINE	
KENNEDY	KEITH	00489062	W M	09/05/1956	RAYMOND LABORDE	01 CTO	_ _ _ _
*		OUACHITA		04F0393		FORCIBLE RAPE	0400000 NA
LAUGHLIN	KEVIN	00427601	W M	12/27/1977	RELEASE	01 PWF	_ _ _ _

*

LAFAYETTE

81729

POSS VALIUM

0030000 NA

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LEDET	DONALD	00605312	W M	02/04/1982	RAYMOND LABORDE	01 CTO	_ _ _ _
*		ST. MARTIN		11239832		FORCIBLE RAPE	0300000 NA
*		ST. MARTIN		11239832		INDEC-BEHAVIOR-JUVEN	0250000 CC

LEDET	LOUIS	00495942	W M	12/17/1952	OAS/STATE POLIC	01 CTO	_ _ _ _
*		ASSUMPTION		03CR0001		SECOND DEGREE MURDER	LIFE NA

MCCOLLISTER	AARON	00504753	W M	02/14/1984	RELEASE	02 PWF	R T N
*		CADDO		247266		UNAUTH USE-ACCESS CA	0010000 NA
*		CADDO		255565	3RD O	POSS MARIJUANA	0050000 CC
*		CADDO		255565		PWID ECGONINE	0050000 CC

MERRIDITH	HENRY	00409592	B M	08/05/1970	LA STATE PEN	01 CTO	_ _ _ _
*		ST. LANDRY		981324C		SECOND DEGREE MURDER	LIFE NA

MITCHELL	ALEXIS	00551546	B F	08/02/1985	RELEASE	01 PWF	R T N
*		ST. TAMMANY		425782		ILL-POSS STOLEN THIN	NA

MORRIS	CLARETHA	00523302	B F	08/28/1988	RELEASE	01 PWF	R T N
*		CADDO		253679		SECOND DEGREE BATTER	0020000

NELSON	DAVID	00595951	W M	06/26/1983	RIVER BEND	DET 01 CTO	_ _ _ _
*		CALCASIEU		3488409		MANSLAUGHTER	0300000 NA

OXLEY	ERIC	00427823	W M	07/15/1979	DAVID WADE	CORR 01 CTO	_ _ _ _
*		SABINE		52196		FIRST DEGREE MURDER	LIFE NA

PILINSKI	JOHN	00363783	W M	12/16/1973	RAYMOND LABORDE	08 CTO	_ _ _ _
*		CADDO		267234	HABIT	AGG FLIGHT FR OFFICE	0200000 NA
*		CADDO		176529		SECOND DEGREE BATTER	0010601 NA
*		CADDO		191328		SIMPLE BURGLARY	0010000 NA
*		CADDO		227394		SIMPLE BURGLARY	0000328 NA
*		CADDO		262691		SMPL-BURGLARY-INHAB	0100000 NA
*		CADDO		254713		UNAUTH USE-ACCESS CA	0000613 NA

* CADD0 249161
* CADD0 237473

ILL-POSS STOLEN THIN 0000600 NA
POSS ECGONINE 0000600 NA

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REYNOLDS	BETTY	00615234	B F	06/10/1975	LCW/HUNT	01 CTO	_ _ _ _
*		CLAIBORNE		28480		MANSLAUGHTER	0200000 NA
ROUSSELL	CALVIN	00487845	W M	08/21/1986	ELAYN HUNT	CORR 03 CTO	_ _ _ _
*		TERREBONNE		507012		SECOND DEGREE BATTER	0020600 NA
*		TERREBONNE		507012		SECOND DEGREE BATTER	0040000 NA
*		TERREBONNE		573881		AGGRAVATED BURGLARY	0250000 NA
*		TERREBONNE		437530		SIMPLE ROBBERY	0020000 NA
SABATIER	BRANDON	00554613	B M	08/17/1990	RELEASE	01 PWF	R I N
*		ORLEANS		484092		POSS MARIJUANA	0050000 NA
*		ORLEANS		515454	2ND O	POSS MARIJUANA	0030000 CC
SHORT	JASON	00480558	W M	04/02/1975	OAS/STATE	POLIC 02 CTO	_ _ _ _
*		TENSAS		68674B		MALFEASANCE IN OFFIC	0030000 NA
*		CONCORDIA		050796		SECOND DEGREE MURDER	LIFE NA
SIMIS	LARRY	00364089	B M	11/01/1954	LA STATE PEN	04 CTO	_ _ _ _
*		JEFFERSON		954770		AGGRAVATED BATTERY	0050000 NA
*		JEFFERSON		006313		ARMED ROBBERY	0990000 NA
*		JEFFERSON		006313		ARMED ROBBERY	0990000 CC
*		JEFFERSON		0063131		ARMED ROBBERY	0990000 NA
*		JEFFERSON		0063132		ARMED ROBBERY	0990000 CC
*		JEFFERSON		0063132		ARMED ROBBERY	0990000 CC
*		JEFFERSON		0063131	HABIT	ARMED ROBBERY	1100000 NA
*		JEFFERSON		956651		DIST ECGONINE	0050212 NA
SMITH	JEREMY	00618648	W M	11/22/1976	RELEASE	01 PWF	_ _ _ _
*		FRANKLIN		2013379F2ND O		POSS MARIJUANA	0030000 CC
*		FRANKLIN		2017453F		PWID ECGONINE	0100000
*		FRANKLIN		2017453F		PWID METHAMPHETAMINE	0100000
TARVER	JAMES	00522543	B M	08/28/1981	RELEASE	01 PWF	R I N
*		E. BATON ROUGE		407184		POSS ECSTASY / MDMA	NA

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THORNTON	MELVIN	00351810	B M	09/21/1976	LA STATE PEN	03 CTO	R T N
*		LINCOLN		45031		SECOND DEGREE MURDER LIFE	NA
*		LINCOLN		39979		SIMPLE BURGLARY	0020827 AG
*		LINCOLN		39599	ATTEM	SIMPLE BURGLARY	0020827 AG
*		LINCOLN		39152		ILL-POSS STOLEN THIN	0020000 NA

WALKER	LAKESHA	00741079	B F	11/09/1991	RELEASE	01 PWF	R T N
*		E. BATON ROUGE		216787		INCITING A FELONY	NA

WATTERSON	GERALD	00417685	B M	08/05/1971	RELEASE	01 PWF	R T N
*		WASHINGTON		75664		SEXUAL BATTERY	0050000 CC
*		WASHINGTON		75664		INDEC-BEHAVIOR--JUVEN	0050000 NA

WELLS	BELINDA	00551272	B F	09/24/1983	PLAQUEMINES PAR	01 CTO	R T N
*		ST. CHARLES		080066		MANSLAUGHTER	0300000 NA

WILLIAMS	LEON	00313530	B M	08/07/1957	LA STATE PEN	01 CTO	_ _ _
*		VERMILION		26907		SECOND DEGREE MURDER LIFE	NA

WILLIAMS	LESTER	00493591	B M	04/17/1952	LA STATE PEN	02 CTO	_ _ _
*		IBERIA		06651		SECOND DEGREE MURDER LIFE	NA
*		IBERIA		042009		SECOND DEGREE BATTER	0050000 NA

WILLIAMS	FREDERICK	00371650	B M	03/12/1978	FRANKLIN PARISH	03 CTO	R T N
*		WEBSTER		70003		S-ESCAPE TYPE I	0040000 NA
*		CADDO		185646		ARMED ROBBERY	0020006 NA
*		WEBSTER		67950	2ND O	ARMED ROBBERY	0250000
*		OUACHITA		02F2326		ARMED ROBBERY USE OF	0300000 CC
*		OUACHITA		02F2368		THEFT	0100000 NA
*		CADDO		179965		POSS ECGONINE	0001114 NA

WILLIAMS	WYCISHA	00485300	B F	12/15/1986	RELEASE	01 PWF	_ _ _
*		TANGIPAHOA		109358		AGGRAVATED BATTERY	0010000

WILLIS

LASABARAS

00390547 B M 02/21/1973 RELEASE

01 PWF

RTN

OUACHITA

97F0516

SIMPLE BURGLARY

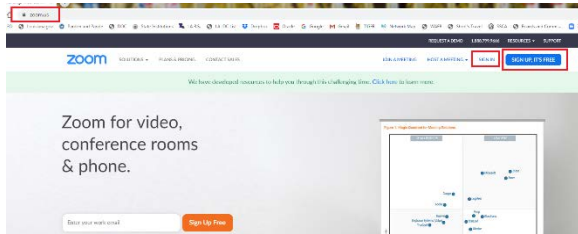
0030000

Zoom Account Creation

Go to zoom.us in your [Web Browser\(A\)](#) or open the [Zoom app\(B\)](#) on your ios device.

(A) Website:

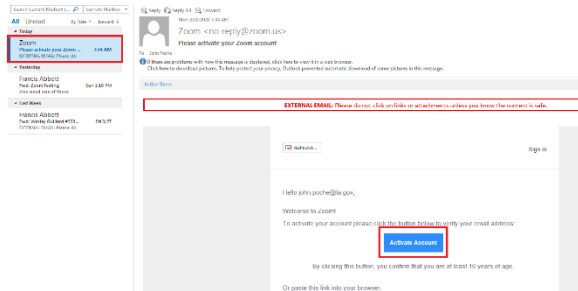
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



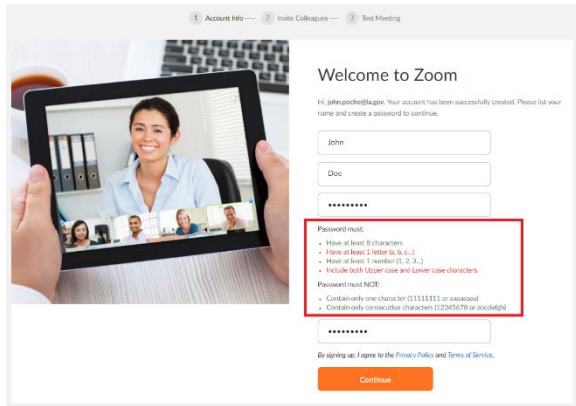
Enter your @la.gov e-mail address and click Sign Up:

The screenshot shows the 'Sign Up Free' form on the Zoom website. The 'Your work email address' field contains 'john.doe@la.gov'. Below the form, there is a blue 'Sign Up' button highlighted with a blue box. There are also options to 'Sign in with Google' and 'Sign in with Facebook', and a link for 'Already have an account? Sign in.'

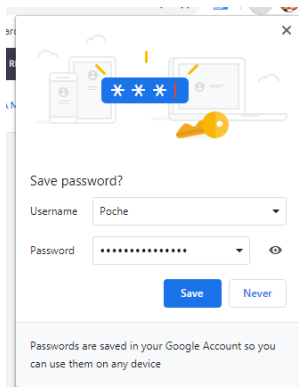
You will receive an e-mail to confirm and activate your account:



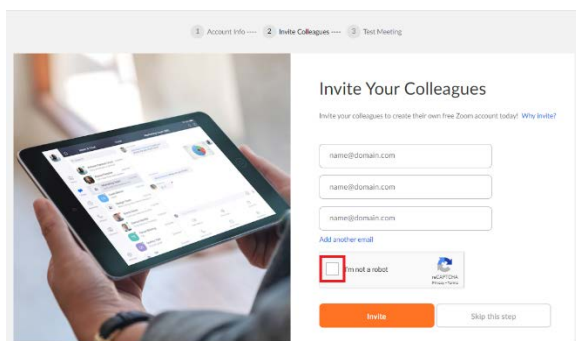
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



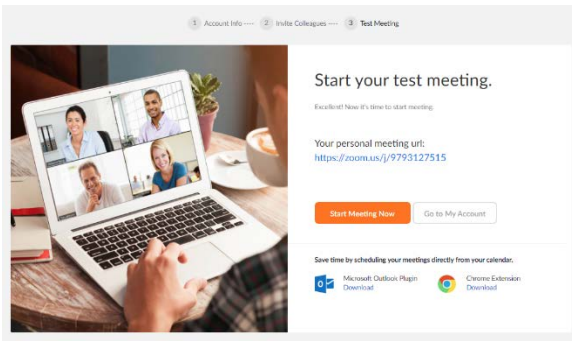
If prompted, allow your web browser to save the username and password



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

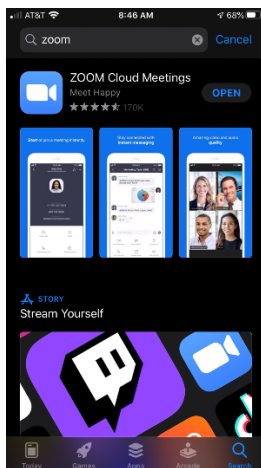


You are done setting up your profile. You can now click on “Go to my Account” to change your settings.

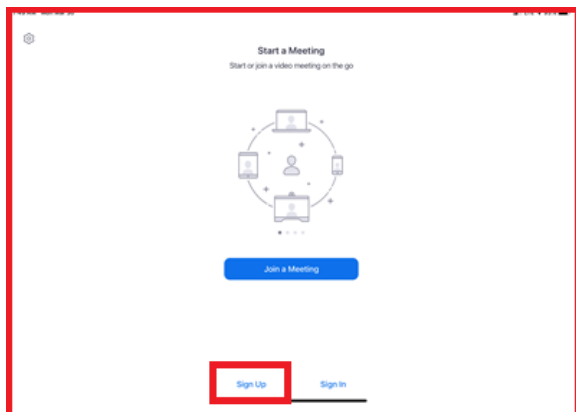


(B) Zoom App

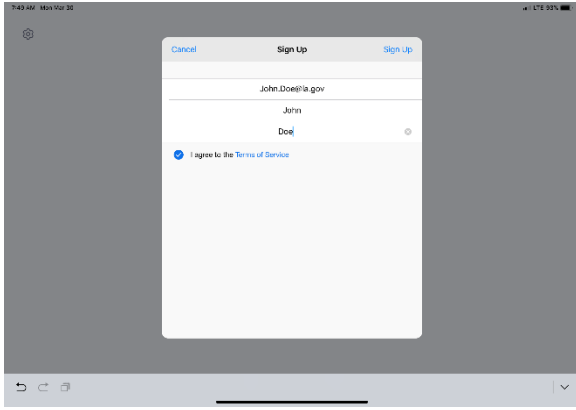
Download the Zoom App from the App Store:



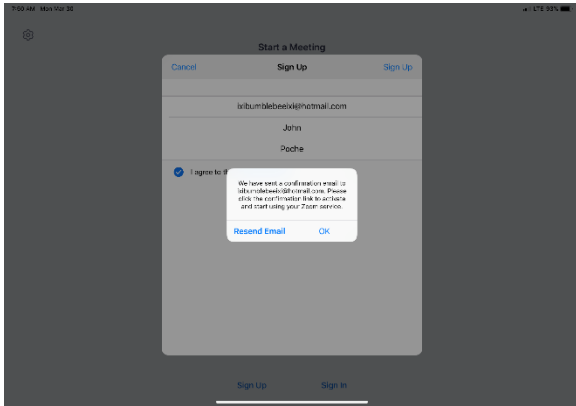
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



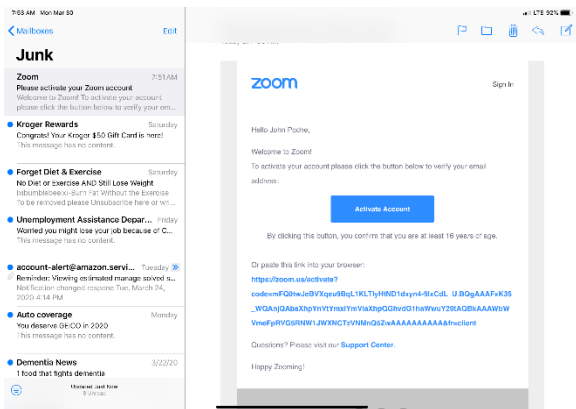
Fill in the information below using your @La.gov address:



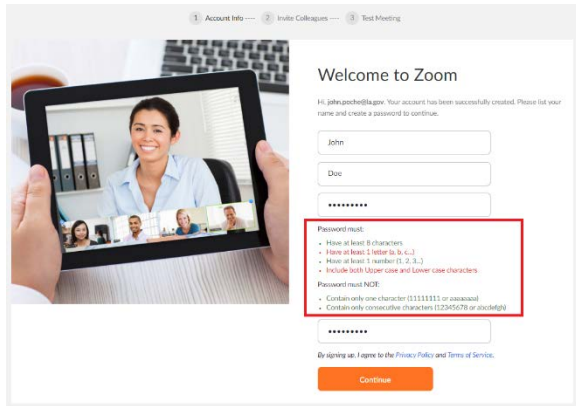
Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.



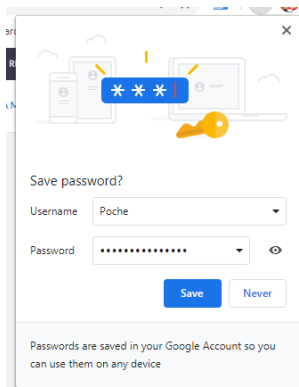
Once you receive the email, click activate your account. This will open up your web browser to complete your profile.



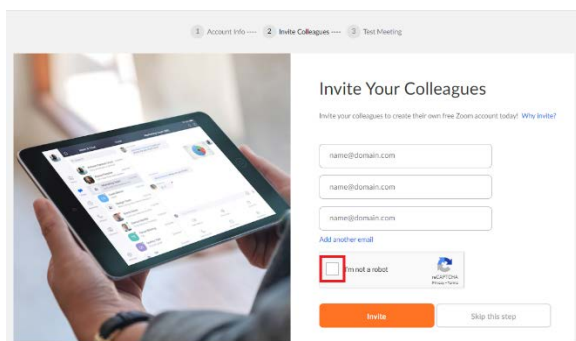
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



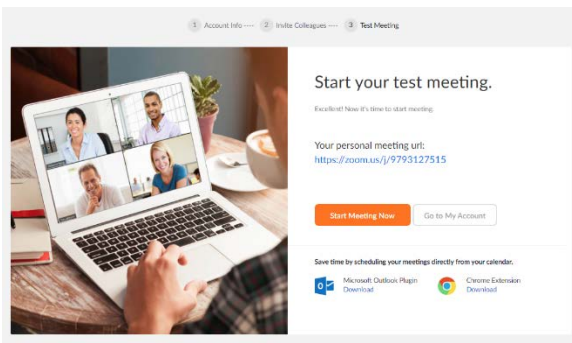
If prompted, allow your web browser to save the username and password



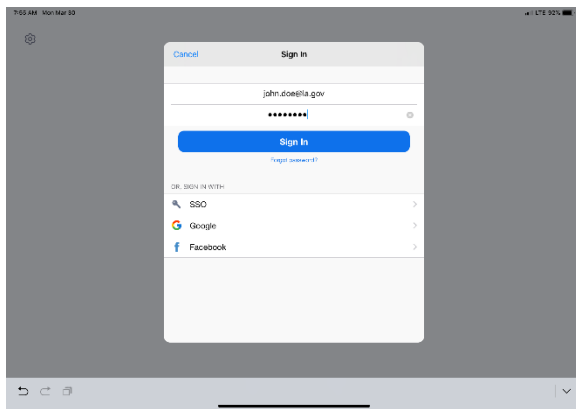
Click the "check box" below and then the "Skip this step" button:



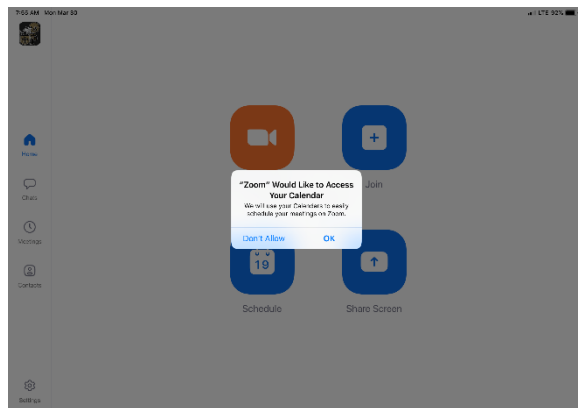
You are done setting up your profile. You can now click on “Go to my Account” to change your settings.



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



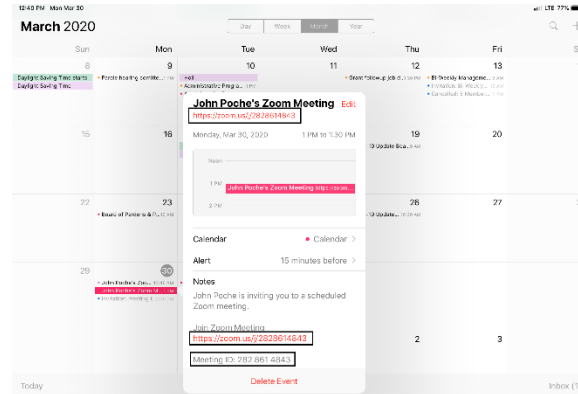
Click OK to allow Zoom to access your camera and Microphone.



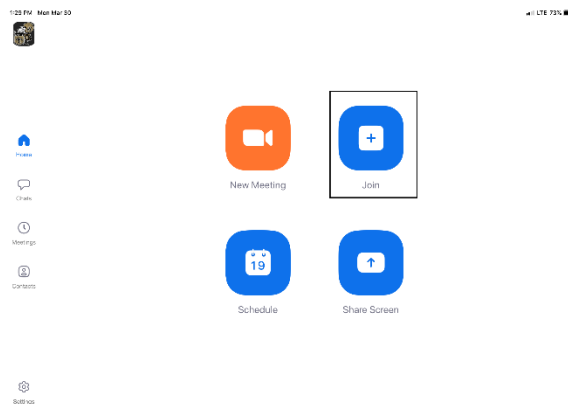
You are now setup for Zoom conference calls!!

Joining a Meeting:

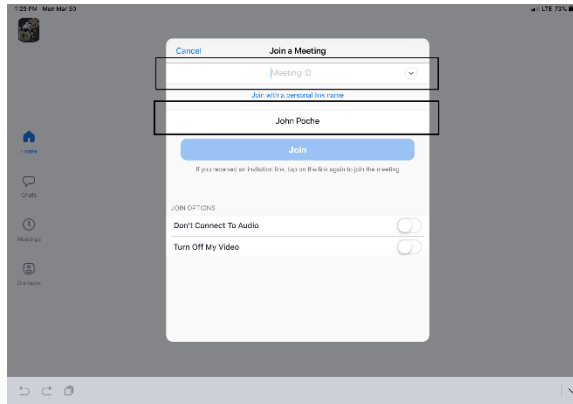
You can click the meeting address from your calendar. This will bring you straight into the meeting without needing a meeting ID or Password:



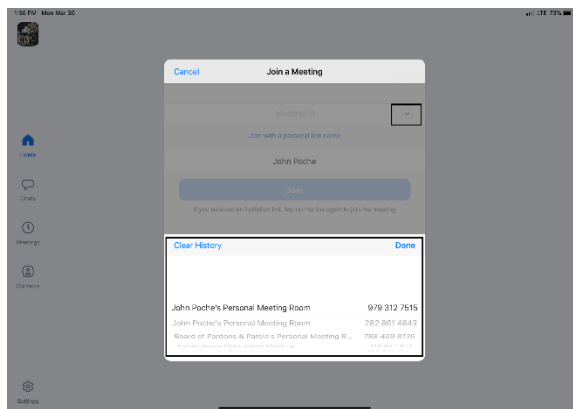
You can also click on Join from the main screen. In the Zoom App click on Join:



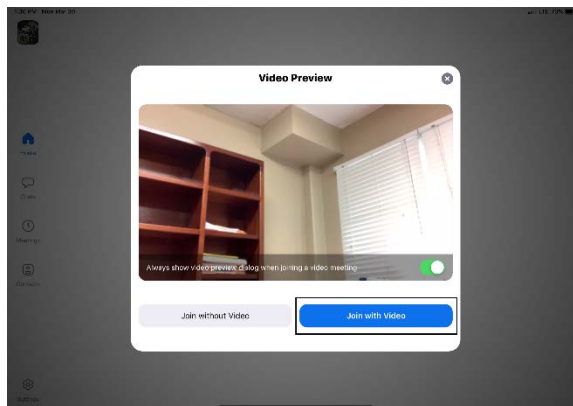
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:



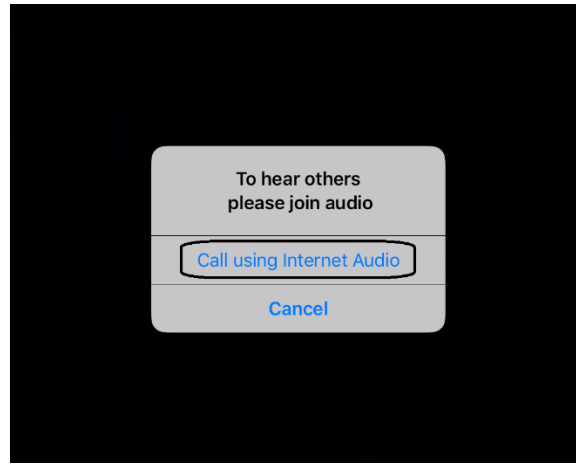
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:



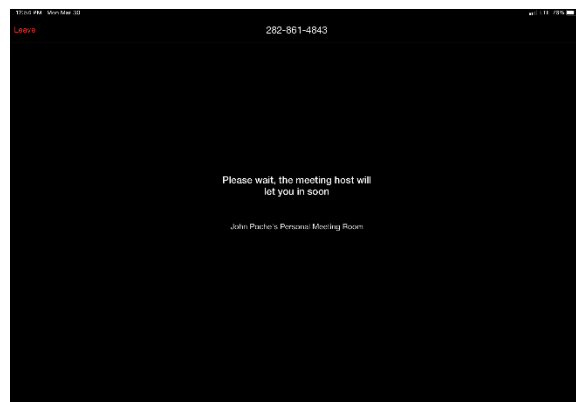
Click on Join with Video to enter the room:



Click on Call using Internet Audio:

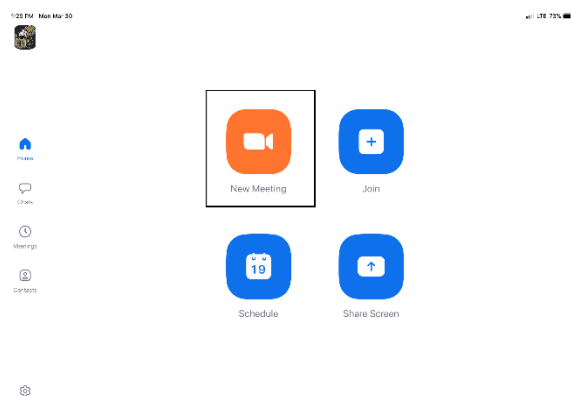


You may also see the screen below indicating that you are waiting for the host to allow you into the room:

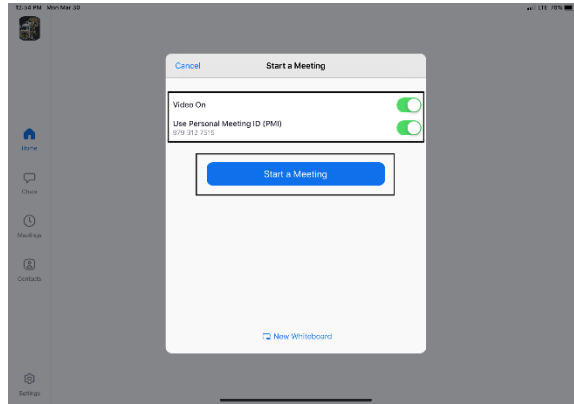


Hosting a Meeting:

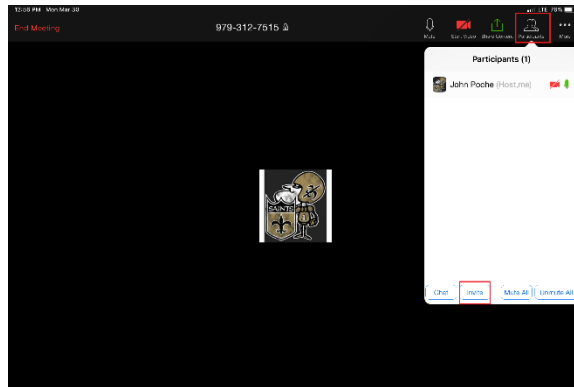
In the Zoom app click New Meeting:



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:

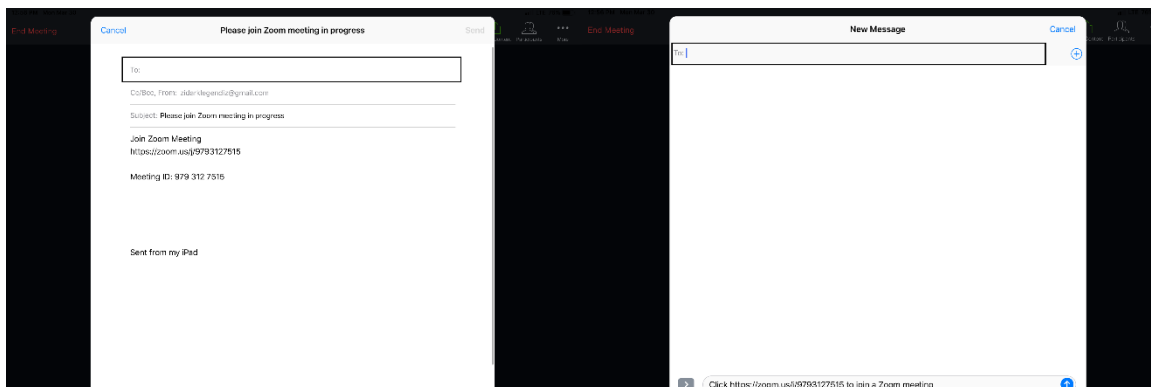


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:



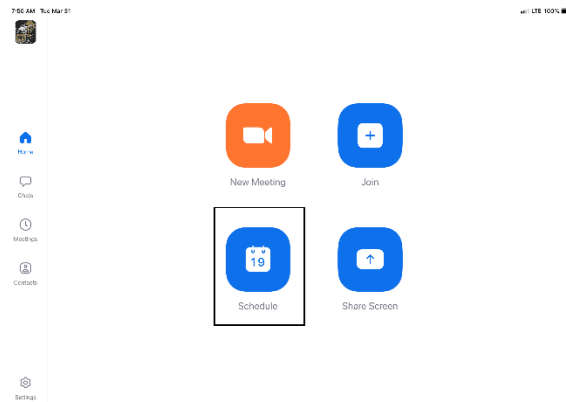
Left Side: Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the “To” line and then hit send to invite them.

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



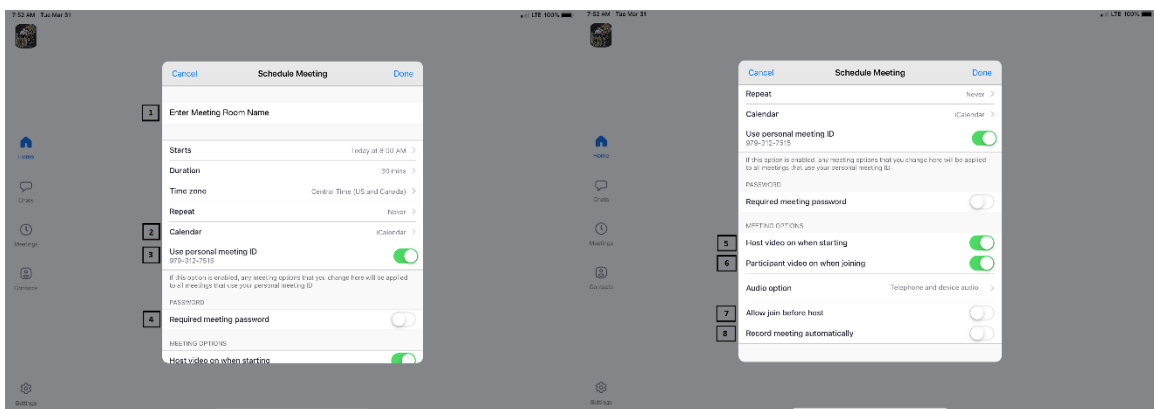
Scheduling a Meeting:

In the Zoom App click on Schedule:

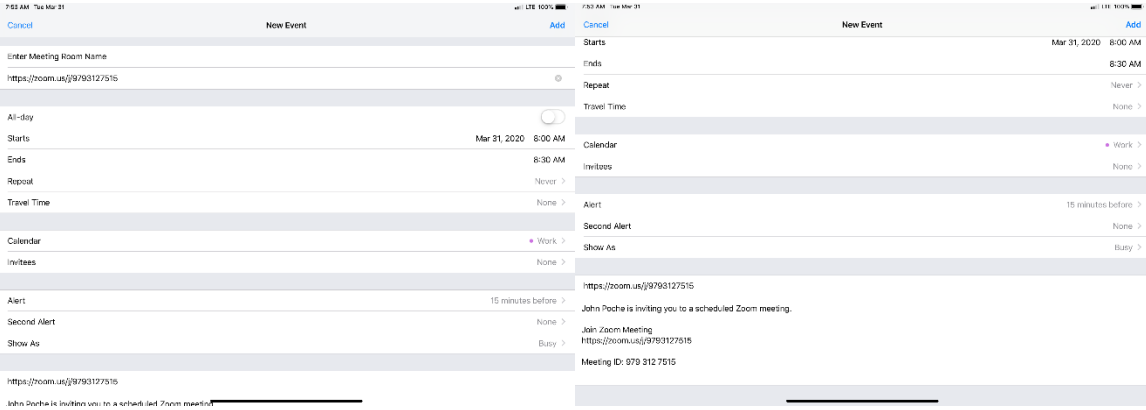


The next screen will set the criteria for your meeting:

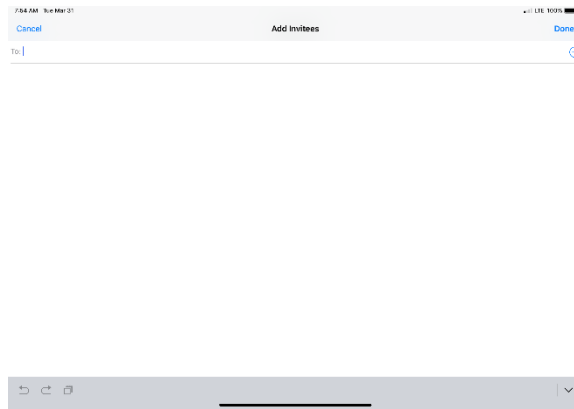
1. The room name will default to your user ID name (Example: Jon Doe's Meeting Room). You can change this room name to your liking.
2. Chose what calendar you want to use
3. If you chose yes, you will use your personal ID number as the meeting room ID. Otherwise, it will generate a random meeting room 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.



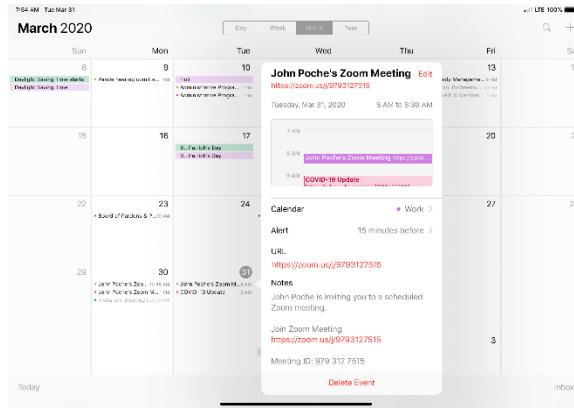
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:



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:



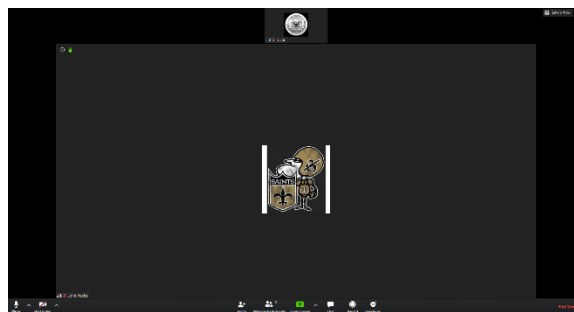
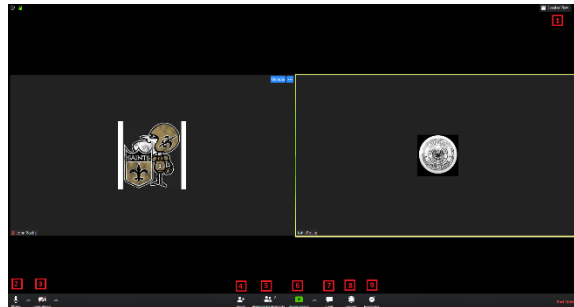
Your meeting is now scheduled and you can go to your calendar and see the event logged:



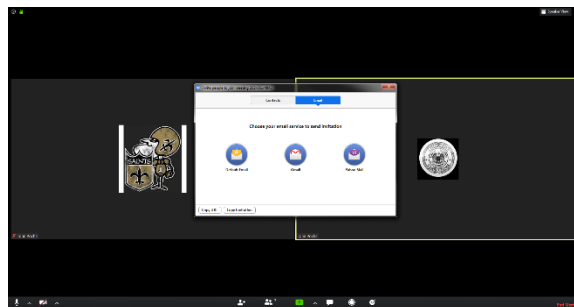
Features:

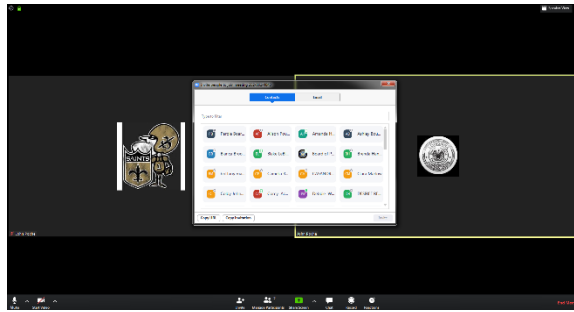
Main Screen:

1. The View can be changed from [Speaker View](#) to [Gallery View](#). 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.

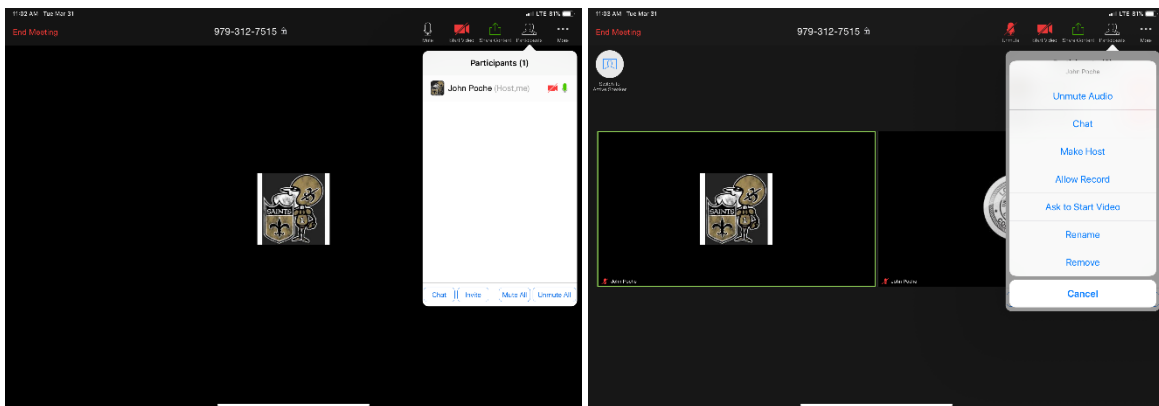


To invite participants, click on the Invite button and you will see the below options. You can invite through [e-mail](#) and [Direct Message](#). You can also use the “Copy URL” or “Copy Invitation” buttons to send your own text or e-mail message.

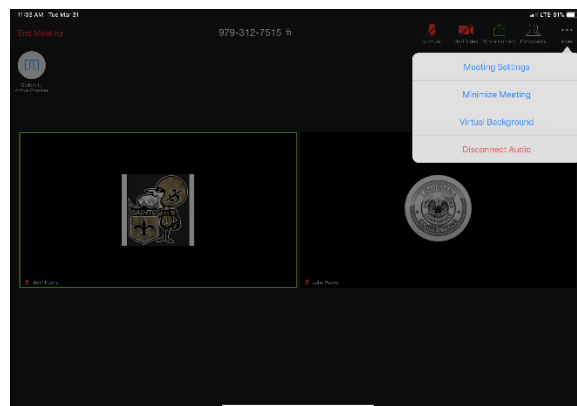




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



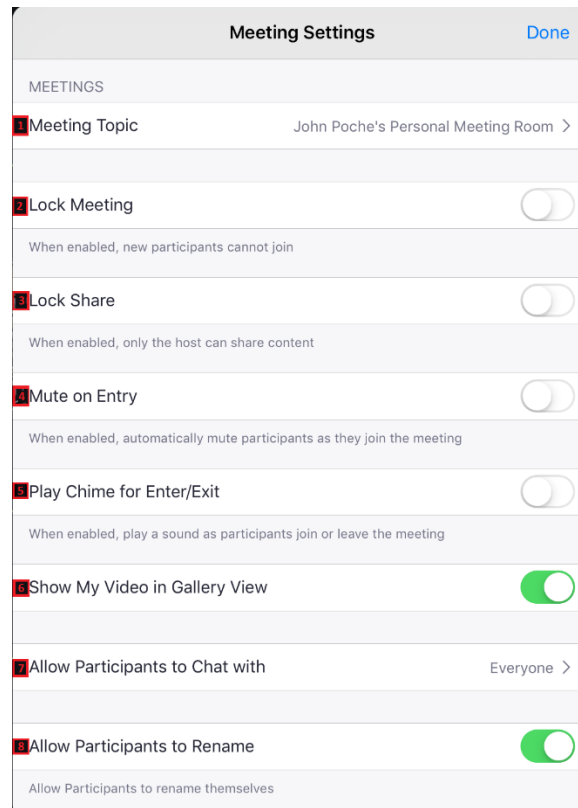
The “More” tab will give you the options to Minimize the window, add a Virtual Background and enter the [meeting settings](#):



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



The END
