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# State of Louisiana

## BOARD OF PARDONS AND PAROLE

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### NOTICE AND AGENDA

PARDON HEARING DOCKET: June 28, 2021

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, June 28, 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](mailto: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](mailto:ParoleBoard@La.gov) or call the Board office at 225-342-6622.*



**NOTICE AND AGENDA  
LOUISIANA BOARD OF PARDONS  
REGULAR MEETING  
Wednesday, July 28, 2021  
8:30 am**

The Louisiana Board of Pardons will meet on Monday, June 28, 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, June 21, 2021 Regular Meeting
  - Consideration of applications for clemency (see docket at [doc.la.gov](http://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](http://DOC.LA.GOV) for Board contact information.  
Contact person: John Poche at 225-342-5421*



# LOUISIANA BOARD OF PARDONS

**HEARING DOCKET: June 28, 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.	DOTSON, CALVIN	575366	PWF RELEASED	28 <sup>TH</sup> JDC LASALLE	Introduction of Contraband into a Penal Institution	
2.	ORGTEGO, GREGORY D. Attorney: Joshua Guillory	386533	PWF RELEASED	15 <sup>TH</sup> JDC LAFAYETTE	Possession of Alprazolam, Possession of Diazepam	
3.	WEBB, FLOYD	99314	CTO RAYBURN C.C.	22 <sup>ND</sup> JDC ST. TAMMANY	First Degree Murder	
4.	MACKENS, GREGORY G.	433102	CTO SPB	4 <sup>TH</sup> JDC OUACHITA	Second Degree Murder	
5.	LAW, DELVIN J.	442913	CTO DCI	1 <sup>ST</sup> JDC CADDO	PWID Cocaine; Possession of Firearm by a Convicted Felon-Habitual	
6.	WILLIAMSON, DONALD	310909	CTO DCI	19 <sup>TH</sup> JDC EBR	Oral Sexual Battery-6 counts, Sexual Battery-6 counts	
7.	BELL, DWIGHT L.	170677	CTO LSP	ORLEANS	Aggravated Rape, Aggravated Crime Against Nature	
8.	DOZIER, NORMAN F.	387320	CTO LSP	12 <sup>TH</sup> JDC AVOUELLES	Second Degree Murder	
9.	LESLEY, KENNETH ATTORNEY: DAVE LANSER	472270	CTO LSP	22 <sup>ND</sup> JDC ST. TAMMANY	Second Degree Murder	
10.	READO, FELTON	78536	CTO LSP	14 <sup>TH</sup> JDC CALCASIEU	Aggravated Rape	

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

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DPS&C CORRECTIONS SERVICES  
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LAST	FIRST	DOC#	R S DOB	LOC	OFC REQ TYP	R3DEC
ALVARADO	STACI	00536553	W F 11/22/1982	LCW/JETSON	02 CTO	_ _ _ _
*		W. BATON ROUGE	112327		MANSLAUGHTER	0300000 NA
*		E. BATON ROUGE	807575		THEFT	NA
*		ASCENSION	22863		POSS FALSE PERCOCET	0050000 NA
*		ASCENSION	22863		POSS VALIUM	0050000 CC
*		ASCENSION	22863		POSS ALPRAZOLAM/XANA	0050000 CC
-----						
ANDERSON	DUANE	00515352	B M 08/10/1980	RIVERBEND	DETEN 04 CTO	_ _ _ _
*		AVOYELLES	138858A	ATTEM	SECOND DEGREE MURDER	0230000 NA
*		AVOYELLES	138859A		ARMED ROBBERY	0230000 NA
*		AVOYELLES	06CR1342		PWID ECGONINE	0010029 NA
-----						
AUCOIN	ANDREA	00747925	W F 10/15/1960	RELEASE	01 PWF	_ _ _ _
*		ST. MARY	19204393		POSS METHAMPHETAMINE	
-----						
BARONA	PAOLA	00725659	W F 09/28/1976	RELEASE	01 PWF	_ _ _ _
*		ORLEANS	528109		ILL-USE WEAPON OR DA	0030000 NA
-----						
BELL	WILLIE	00076550	B M 08/18/1952	RELEASE	01 PWF	_ _ _ _
*		JEFFERSON	731267	ATTEM	FIRST DEGREE MURDER	0200000
*		JEFFERSON	731267	ATTEM	SIMPLE KIDNAPPING	0200000
*		JEFFERSON	731265		ARMED ROBBERY	0200000
-----						
BENOIT	DAYMIN	00624285	W F 01/17/1995	RELEASE	01 PWF	_ _ _ _
*		LAFOURCHE	512623		ASSLT BY DRIVE BY SH	0010600 NA
*		LAFOURCHE	512623		AGG-CRMNL DMG PROPER	0010600 CC

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CALVIN	ERIC	00339277	B M 09/07/1972	LA STATE PEN	03 CTO	_ _ _ _
*		JEFFERSON	996504	ATTEM	S-ESCAPE TYPE I	0010000 NA
*		E. BATON ROUGE	99429		UNAUTH ENTRY-BUSINES	0000605 NA
*		JEFFERSON	9707394		ARMED ROBBERY	0500000 NA
*		JEFFERSON	9707394		ARMED ROBBERY	0500000 CS
*		JEFFERSON	9707394		ARMED ROBBERY	0500000 CS
*		JEFFERSON	9707394		FIRST DEGREE ROBBERY	0200000 CS
*		E. BATON ROUGE	696622		THEFT	0000901 NA
*		E. BATON ROUGE	194655		ISSUING WORTHLESS CH	0000600 CC
*		E. BATON ROUGE	39429		FORGERY	0010603 NA
-----						
CAMPER	JAMES	00131525	B M 11/26/1951	LA STATE PEN	03 CTO	_ _ _ _
*		ORLEANS	464432		SECOND DEGREE MURDER	LIFE NA
*		ORLEANS	311379		AGGRAVATED BATTERY	0030812 NA
*		ORLEANS	341313		AGGRAVATED BATTERY	NA
*		ORLEANS	371491	HABIT	SECOND DEGREE BATTER	0030000 NA
-----						
CUMMINGS	JOHN	00446188	B M 02/16/1980	SOUTHWEST	02 CTO	RT N
*		BOSSIER	124573	ATTEM	SECOND DEGREE MURDER	0250000 NA
*		BOSSIER	86498		SMPL-BURGLARY-INHAB	0040300 NA
*		BOSSIER	[86498]		SMPL-BURGLARY-INHAB	0120000
-----						
CURTIS	KENYATA	00438339	B M 08/28/1976	RIVERBEND	DETEN 01 CTO	RT N
*		ORLEANS	414426		SECOND DEGREE BATTER	0050000 NA
*		ORLEANS	414426		FIRST DEGREE ROBBERY	0350000 CC
*		ORLEANS	414426		SIMPLE ROBBERY	0050000 CS
-----						
DAMANN	EMILE	00098157	W M 04/11/1955	LA STATE PEN	05 CTO	_ _ _ _
*		ORLEANS	288503		SECOND DEGREE MURDER	LIFE NA
*		ST. BERNARD	40487		SIMPLE BURGLARY	0020000 NA
*		ORLEANS	288532		SMPL-BURGLARY-INHAB	0060000 NA

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DAVIS	MELVIN	00314198	B M 09/06/1973	LA STATE PEN	02 CTO	_ _ _ _
*		JEFFERSON	9502188		SECOND DEGREE MURDER	LIFE NA
*		ORLEANS	353628H		ILL-POSS STOLEN THIN	0030000 NA
-----						
DAVIS	LEONARD	00098852	B M 05/10/1956	LA STATE PEN	02 CTO	_ _ _ _
*		VERNON	35623		SECOND DEGREE MURDER	LIFE NA
*		VERNON	35633		SIMPLE BURGLARY	0050000 CC
*		VERNON	35633		SIMPLE BURGLARY	0050000 NA
*		VERNON	36581	HABIT	SIMPLE BURGLARY	0200000 CC
*		VERNON	36581	HABIT	SIMPLE BURGLARY	0200000 CC
*		VERNON	31962	ATTEM	SIMPLE ROBBERY	0030000 NA
*		VERNON	35633		THEFT	0050000 CC
*		VERNON	35633		THEFT	0050000 CS
*		VERNON	36581	HABIT	THEFT	0200000 CC
*		VERNON	36581	HABIT	THEFT	0200000 CC
-----						
DUCHESNE	EDWARD	00268912	W M 05/16/1957	RELEASE	01 PWF	_ _ _ _
*		OUACHITA	39953	ATTEM	SIMPLE BURGLARY	0030600
-----						
EDWARDS	JAMES	00491893	B M 12/24/1971	LA STATE PEN	02 CTO	_ _ _ _
*		WEBSTER	69639		MANSLAUGHTER	0400000 NA
*		WEBSTER	69776		ARMED ROBBERY	0100000 NA
*		WEBSTER	69776		ARMED ROBBERY	0100000 CS
-----						
EZELL	WYMAN	00631596	W M 09/21/1980	TALLULAH DISTRI	01 PWF	_ _ _ _
*		RICHLAND	F2013120		AGG ASSLT WITH FIREA	0050000 CC
*		FRANKLIN	2013402F		FORGERY	0050000 CC

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HALL	CURTIS	00093976	B M 03/06/1955	LA STATE PEN	04 CTO	_ _ _ _
*			TX33534		SECOND DEGREE SEXUAL	0390000 CC
*			TX33535		AGGRAVATED KIDNAPPIN	0390000 CC
*			TX33533		AGGRAVATED BURGLARY	0390000 CC
*		RAPIDES	276327		ARMED ROBBERY	0500000 CC
*		RAPIDES	276327	ATTEM	ARMED ROBBERY	0400000 CC
*			TX33604		THEFT	0200000 NA
-----						
HICKS	RON	00291928	B M 06/30/1970	LA STATE PEN	01 CTO	_ _ _ _
*		ST. LANDRY	90K0401		SECOND DEGREE MURDER	LIFE NA
*		ST. LANDRY	89K5453		AGGRAVATED BATTERY	0060000 CC
*		ST. LANDRY	89K5453	ATTEM	AGGRAVATED BATTERY	0050000 CC
*		ST. LANDRY	90K1244		DIST ECGONINE	0060000 NA
-----						
HOLMES	COTINA	00592620	B F 11/21/1972	RELEASE	01 PWF	_ _ _ _
*		ORLEANS	506141		CAR FIREARM BY STUD	0050000 NA
*		ORLEANS	506141		CAR FIREARM BY STUD	0040000 NA
-----						
JIMERSON	ROOSEVELT	00187137	B M 08/05/1964	RELEASE	01 PWF	_ _ _ _
*		E. BATON ROUGE	214611		ILL-USE WEAPON OR DA	0020000 NA
*		ORLEANS	298484		ILL-CARRY-WEAPON/INS	0010000 NA
*		ORLEANS	413712		POSS ECGONINE	0050000 CC
*		ORLEANS	413712		PWID ECGONINE	0050000 NA
-----						
JOHNSON	TERRANCE	00111883	B M 12/16/1967	LA STATE PEN	04 CTO	_ _ _ _
*		CADDO	142760A	ATTEM	MANSLAUGHTER	0080000 CS
*		CADDO	142760A		AGGRAVATED RAPE	LIFE CS
*		CADDO	142760A		AGGRAVATED KIDNAPPIN	LIFE CS
*		CADDO	136418		AGG-CRMNL DMG PROPER	NA
*		CADDO	142760A		ARMED ROBBERY	0150000 CS
*		CADDO	131919		THEFT	NA
*		CADDO	129961	ATTEM	THEFT	NA
*		CADDO	142760A		AGG CRIME AGAINST NA	0050000 CS

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JOHNSON	SIDNEY	00090969	B M	04/03/1959	OAS/STATE	POLIC 01 CTO	_ _ _ _
*		FRANKLIN		18695		FIRST DEGREE MURDER LIFE	NA
-----							
KNOCKUM	RENE	00490266	B M	02/27/1986	CALDWELL	CORR C 04 CTO	_ _ _ _
*		ORLEANS		504527		AGG FLIGHT FR OFFICE	0020000 NA
*		ORLEANS		487369	ATTEM/HABIT	SECOND DEGREE MURDER	0250000 NA
*		ORLEANS		487369		P-FIREARM-CCW-CNV CR	0150000 CC
*		ORLEANS		516272		RACKETEERING	0200000 CC
*		ORLEANS		516272		CRIMINAL GANG ACTIVI	0050000 CS
*		ORLEANS		516272	HABIT	DIST HEROIN	0200000 CC
*		ORLEANS		516272	CRIM	DIST ECGONINE	0150000 CC
*		ORLEANS		474273		POSS ECGONINE	0020317 AG
*		ORLEANS		487369		POSS ECGONINE	0050000 CC
*		ORLEANS		453328		PWID ECGONINE	0010109 AG
-----							
MARTIN	WENDELL	00072879	B M	12/25/1952	LA STATE	PEN 04 CTO	_ _ _ _
-----							
MIKELL	BRENT	00083402	B M	11/27/1948	LA STATE	PEN 02 CTO	_ _ _ _
*		ST. TAMMANY		46011		FIRST DEGREE MURDER	DEATH NA
*		ST. TAMMANY		46011		FIRST DEGREE MURDER	LIFE NA
-----							
MOODY	DAVE	00281839	W M	02/03/1954	RELEASE	1 PWF	_ _ _ _
*		CADDO		56205		POSS ECGONINE	0050000
*		LINCOLN		24868		POSS ECGONINE	0030000
-----							
ONEAL	JOHNNY	00523280	B M	07/03/1967	LA STATE	PEN 01 CTO	_ _ _ _
*		CADDO		247927		SECOND DEGREE MURDER	LIFE NA
-----							
PARKER	WILLIAM	00196645	W M	05/09/1958	RELEASE	PWF	_ _ _ _
-----							
PERKINS	TIMOTHY	00120822	W M	11/19/1967	LA STATE	PEN 01 CTO	_ _ _ _
*		RAPIDES		218081		SECOND DEGREE MURDER	LIFE NA



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PERRY	JESSIE	00109014	B M 06/24/1965	DIXON CORR	INST 02 CTO	_ _ _ _
*		JEFFERSON	021939	HABIT/ATTEM	FIRST DEGREE MURDER	0250000 NA
*		JEFFERSON	021939		ARMED ROBBERY	0300000 CC
*		JEFFERSON	021939		ARMED ROBBERY	0300000 CC
*		JEFFERSON	842554		ARMED ROBBERY	0040629 AG
*		JEFFERSON	842554		ARMED ROBBERY	0040629 AG
*		JEFFERSON	021939	ATTEM	ARMED ROBBERY	0250000 CC
*		ORLEANS	376374		POSS ECGONINE	0020600 NA
-----						
PREYAN	CALVIN	00377747	B M 04/27/1974	ELAYN HUNT	CORR 03 CTO	_ _ _ _
*		ORLEANS	444751	HABIT	MANSLAUGHTER	0250000 NA
*		ORLEANS	384194		ARMED ROBBERY	0020623 NA
*		ORLEANS	381802	ATTEM	ARMED ROBBERY	0020623 NA
*		ORLEANS	408248		POSS ECGONINE	0030000 NA
-----						
RAY	DAVID	00417706	B M 02/19/1965	ELAYN HUNT	CORR 01 CTO	_ _ _ _
*		TERREBONNE	295036	ATTEM	FIRST DEGREE MURDER	0400000 CC
*		TERREBONNE	295036		AGGRAVATED BATTERY	0090000 CC
*		TERREBONNE	295036		ARMED ROBBERY	0400000 NA
-----						
SCOTT	RODNEY	00576277	B M 05/18/1965	ALLEN CORR	CTR 02 CTO	_ _ _ _
*		ST. TAMMANY	434441	HABIT	POSS ECGONINE	0350000 NA
-----						
SPARKS	AUTHOR	00131418	B M 01/07/1958	ELAYN HUNT	CORR 02 CTO	_ _ _ _
*		ORLEANS	340843		MANSLAUGHTER	0100000 NA
*		ORLEANS	422614	HABIT	ARMED ROBBERY	0130000 NA
*		ORLEANS	422614	HABIT	ARMED ROBBERY	0270000 NA
-----						
STEIN	BRANDON	00468944	W M 10/18/1983	LA STATE PEN	01 CTO	_ _ _ _
*		ST. CHARLES	020102		SECOND DEGREE MURDER	LIFE NA
-----						
TURNER	JERRY	00119947	B M 08/09/1967	ELAYN HUNT	CORR 01 CTO	_ _ _ _
*		OUACHITA	44861		FIRST DEGREE MURDER	LIFE NA

WELLS

BELINDA

00551272 B F 09/24/1983 PLAQUEMINES PP 01 CTO

IRIN

\*

ST. CHARLES

080066

MANSLAUGHTER

0300000 NA

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WRIGHT	ALAN	00090692	W M	02/06/1961	DAVID WADE	CORR 03 CTO	_ _ _ _
*		RAPIDES		210307		S-ESCAPE AGG-ESCAPE	0060817 CS
*		LINCOLN		2770809		PEEPING TOM	0040000 CS
*		LINCOLN		34244		AGGRAVATED RAPE	LIFE NA
*		LINCOLN		25241		SIMPLE BURGLARY	0090000 NA

PAROLE BOARD HEARING ADMIN RESULTS

		Incarcerated	Out	Total
Total on Docket	38			
Returned	3			
Applications Reviewed	35			
Granted				
Denied				
Total				

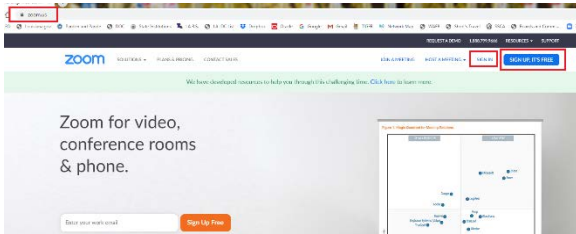
# Zoom Account Creation

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

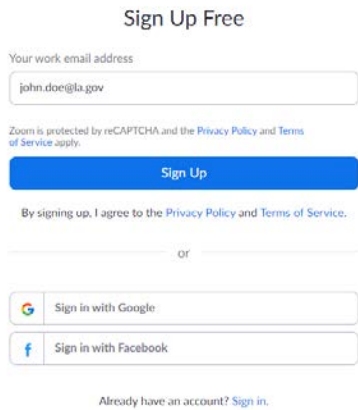
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(A) Website:

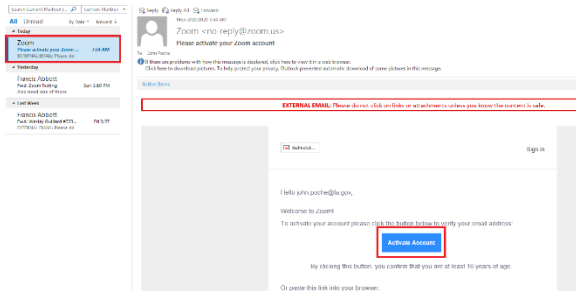
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



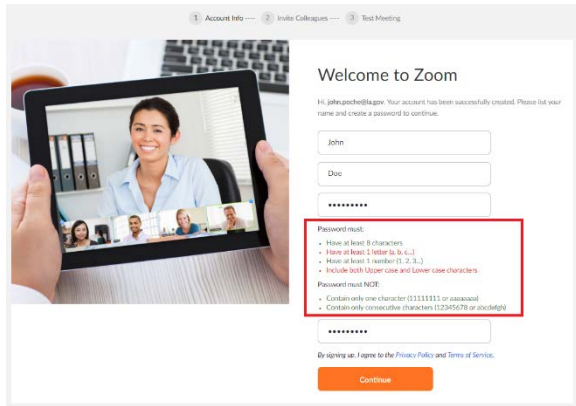
Enter your @la.gov e-mail address and click Sign Up:



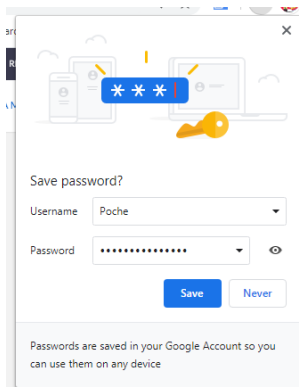
You will receive an e-mail to confirm and activate your account:



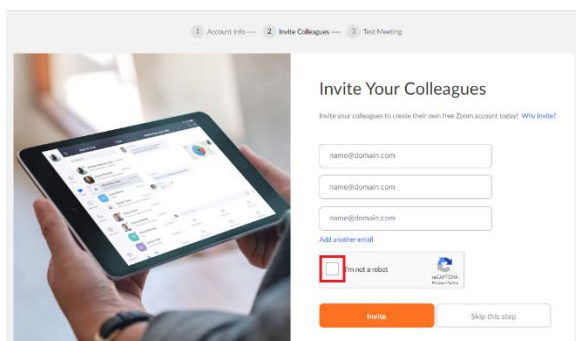
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



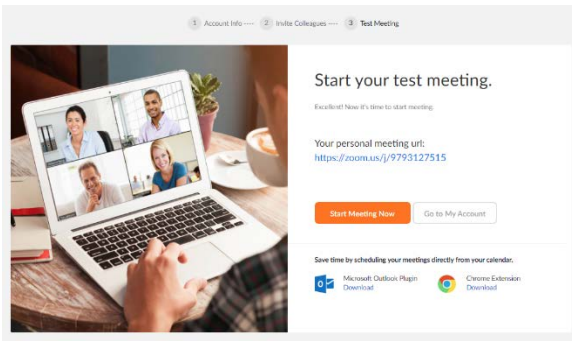
If prompted, allow your web browser to save the username and password



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

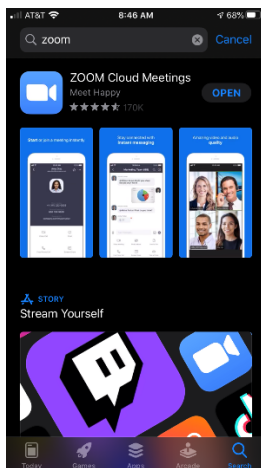


You are done setting up your profile. You can now click on “Go to my Account” to change your settings.

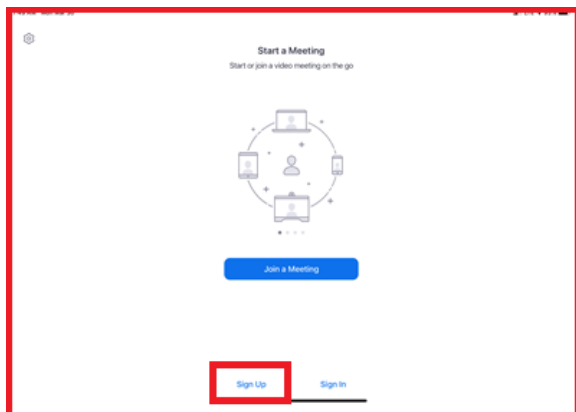


## (B) Zoom App

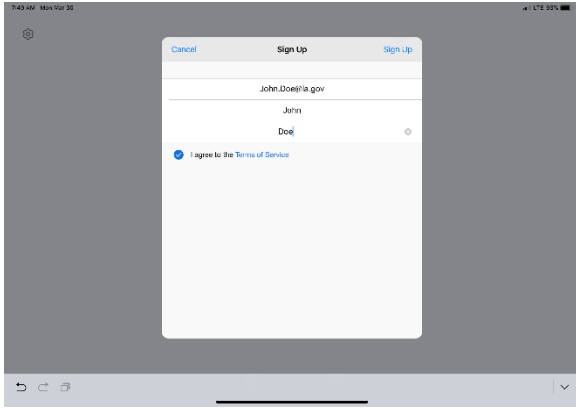
Download the Zoom App from the App Store:



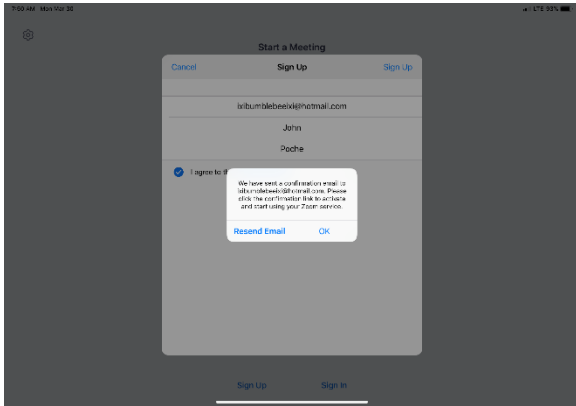
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



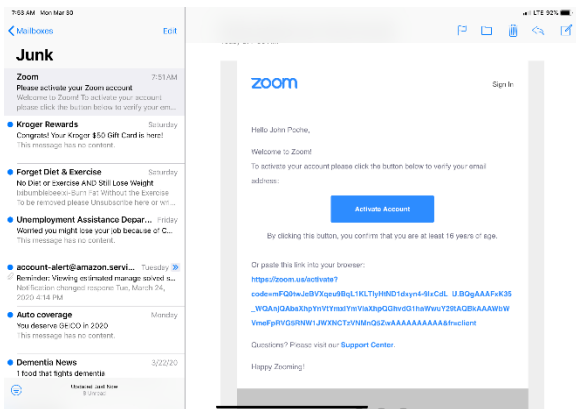
Fill in the information below using your @La.gov address:



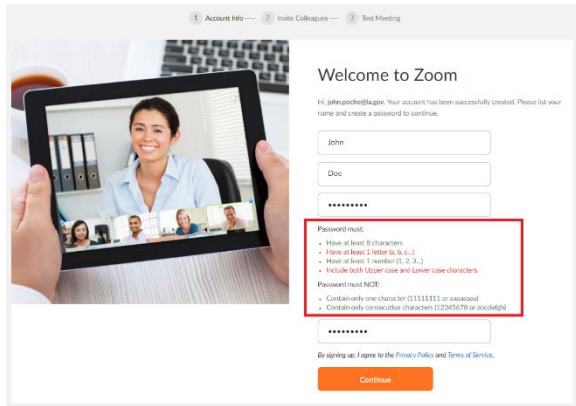
Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.



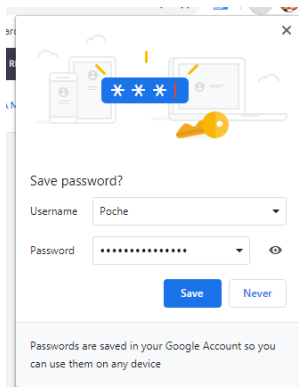
Once you receive the email, click activate your account. This will open up your web browser to complete your profile.



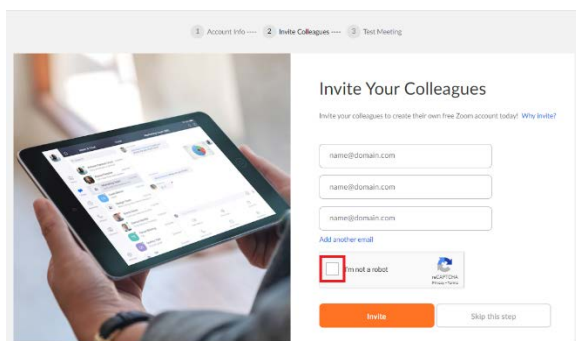
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



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

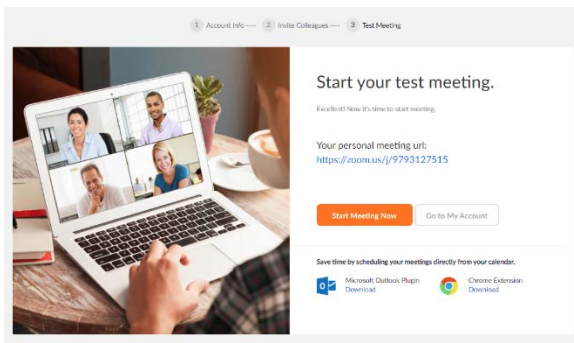


Click the “check box” below and then the “Skip this step” button:

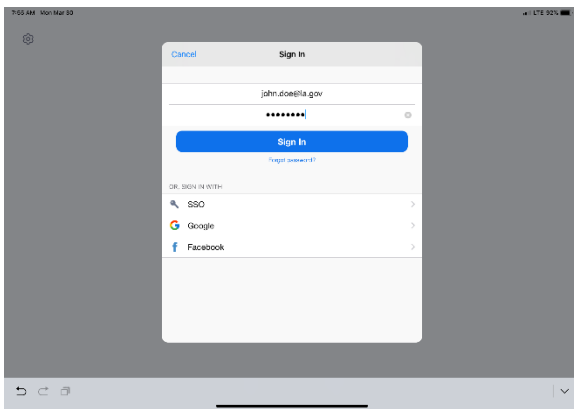




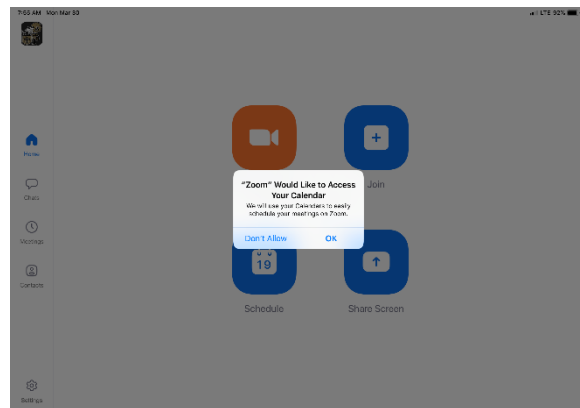
You are done setting up your profile. You can now click on “Go to my Account” to change your settings.



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.



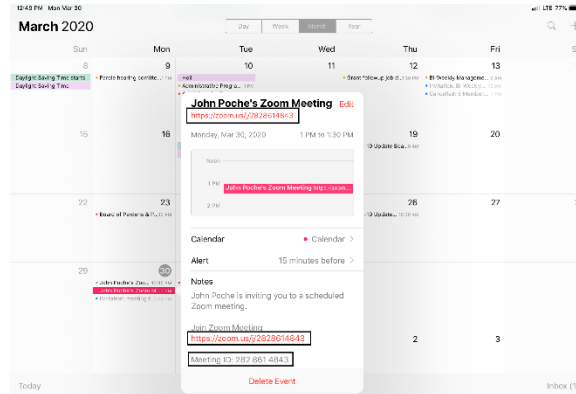
You are now setup for Zoom conference calls!!

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## Joining a Meeting:

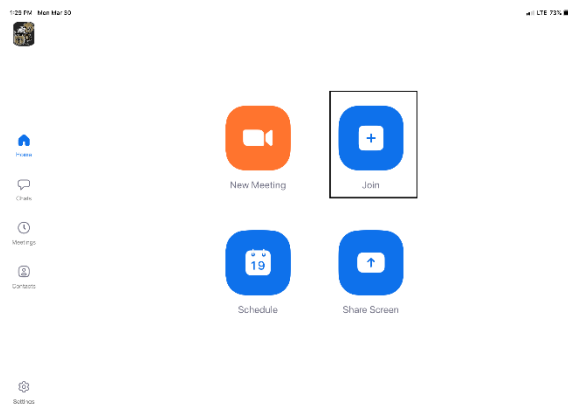
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You can click the meeting address from your calendar. This will bring you straight into the meeting without needing a meeting ID or Password:



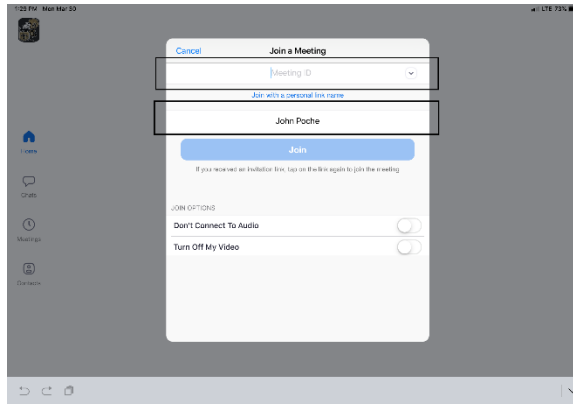
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You can also click on Join from the main screen. In the Zoom App click on Join:

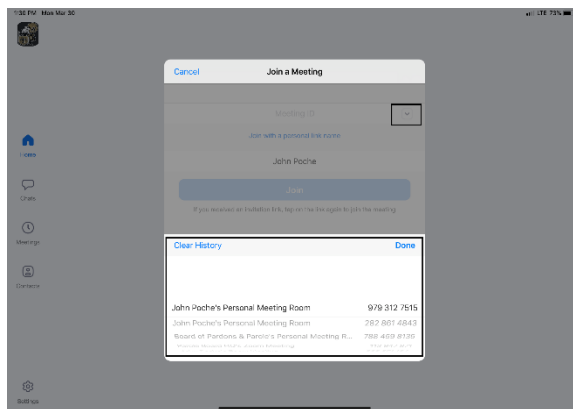


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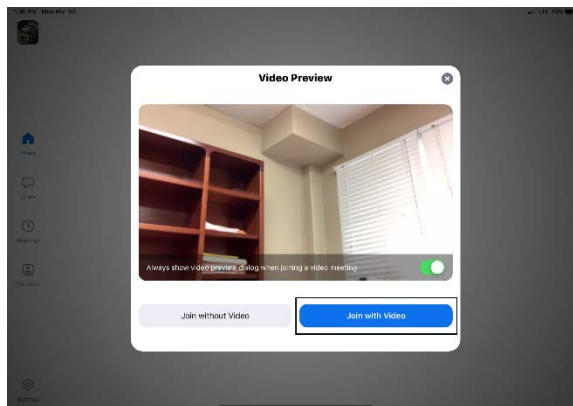
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:



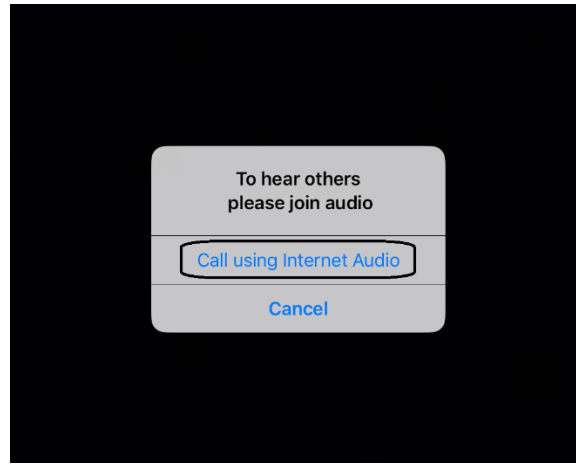
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:



Click on Join with Video to enter the room:

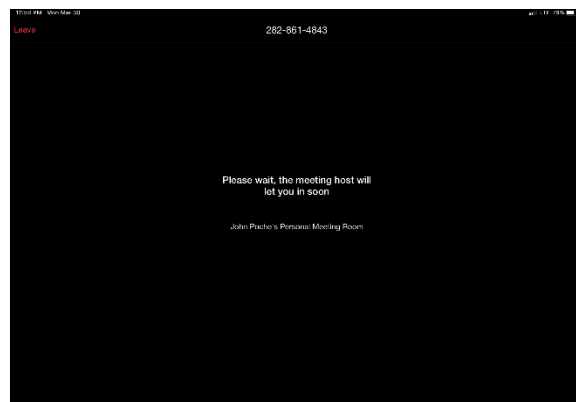


Click on Call using Internet Audio:



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

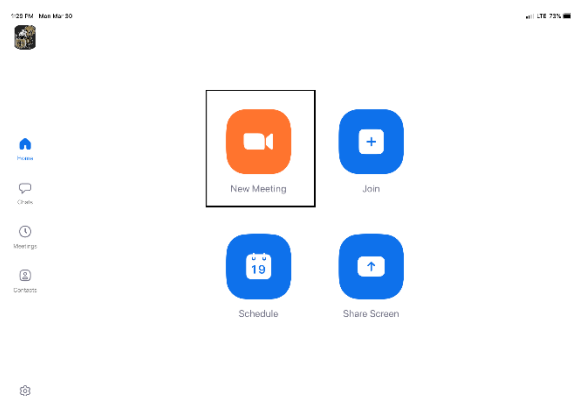


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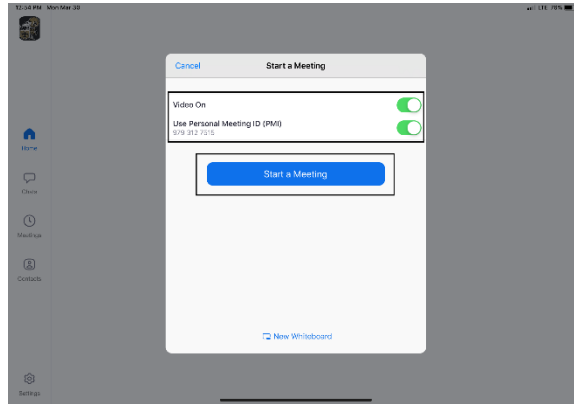
## Hosting a Meeting:

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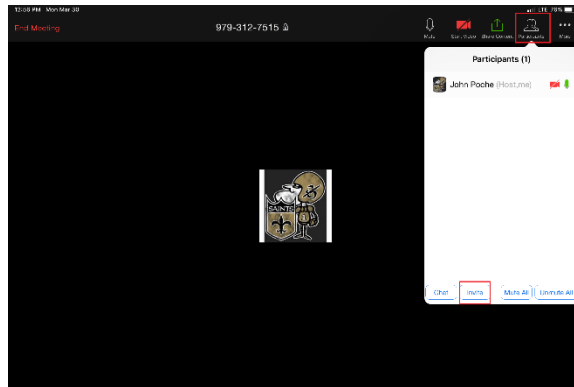
In the Zoom app click New Meeting:



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:

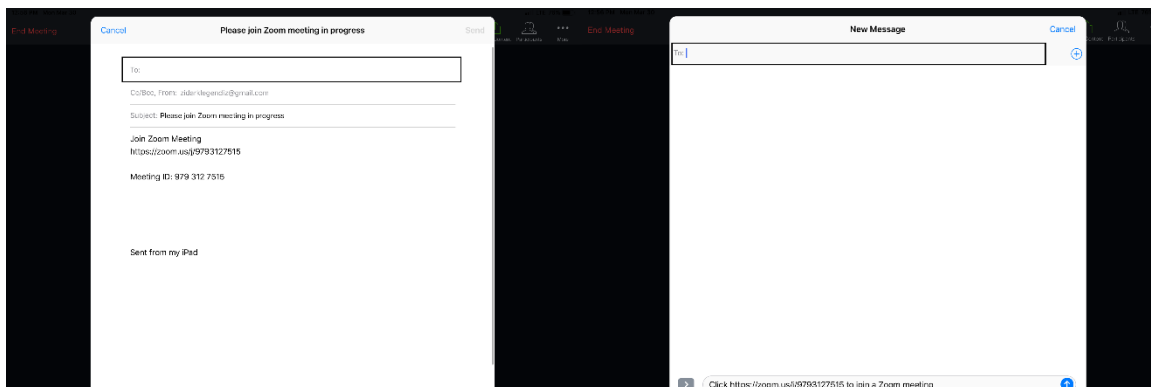


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:



**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.

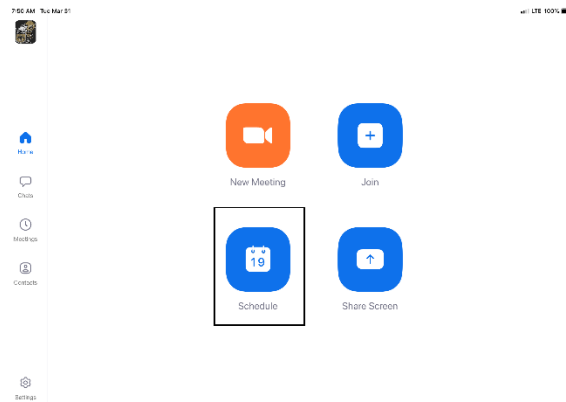
**Right Side:** This is for direct message. It will access your phone number list and send the invite through text.



## Scheduling a Meeting:

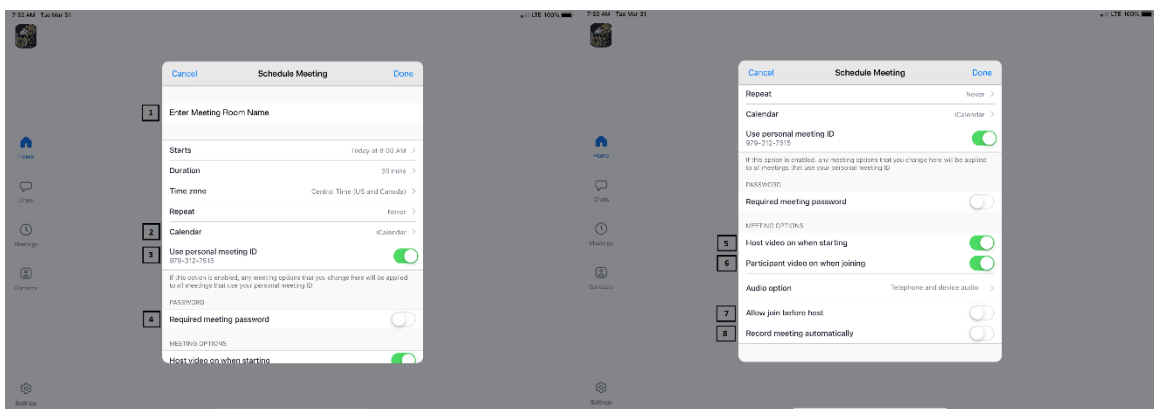
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In the Zoom App click on Schedule:

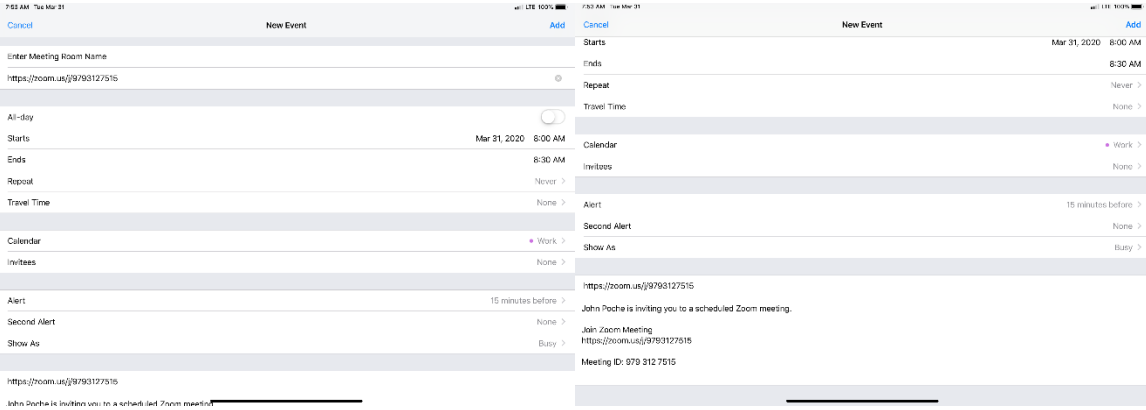


The next screen will set the criteria for your meeting:

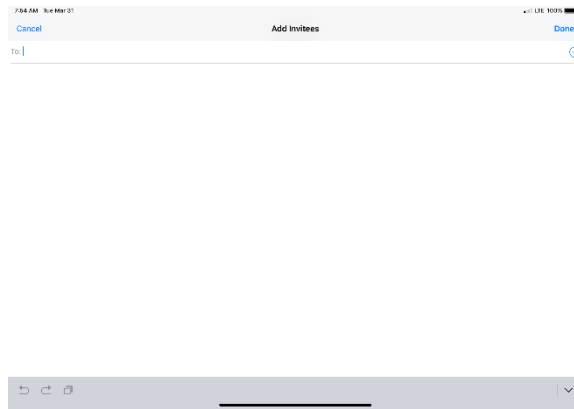
1. The room name will default to your user ID name (Example: Jon Doe's Meeting Room). You can change this room name to your liking.
2. Chose what calendar you want to use
3. If you chose yes, you will use your personal ID number as the meeting room ID. Otherwise, it will generate a random meeting room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



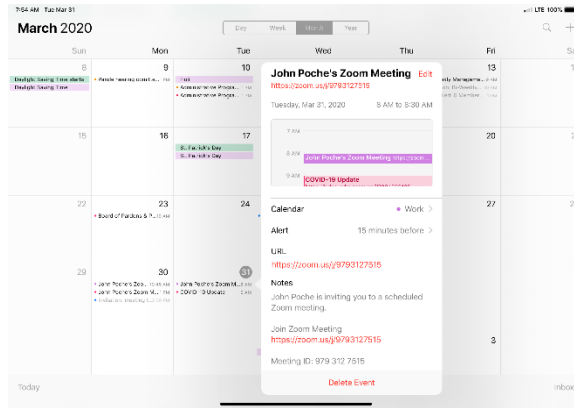
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:



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:



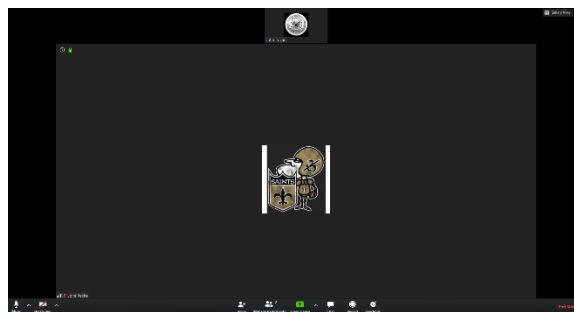
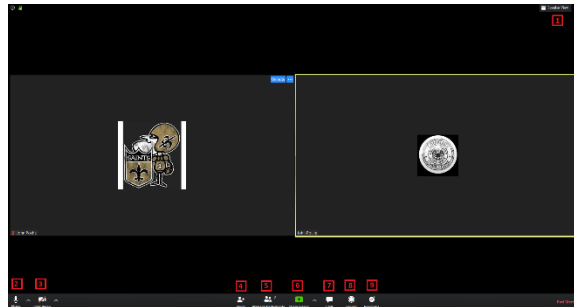
Your meeting is now scheduled and you can go to your calendar and see the event logged:



**Features:**

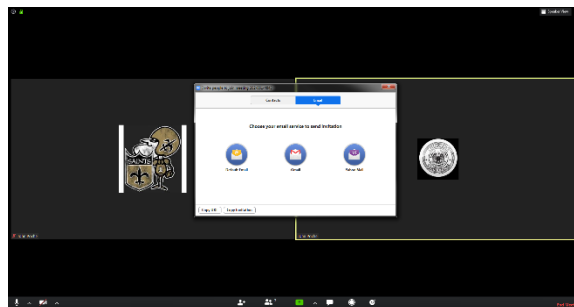
**Main Screen:**

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.

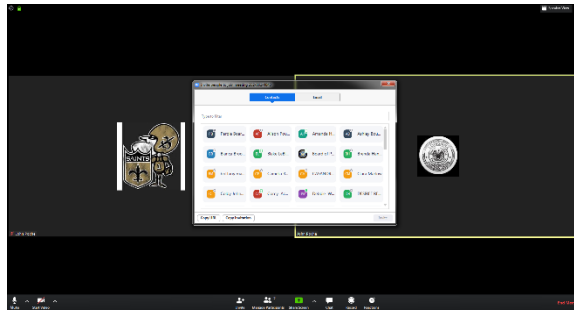


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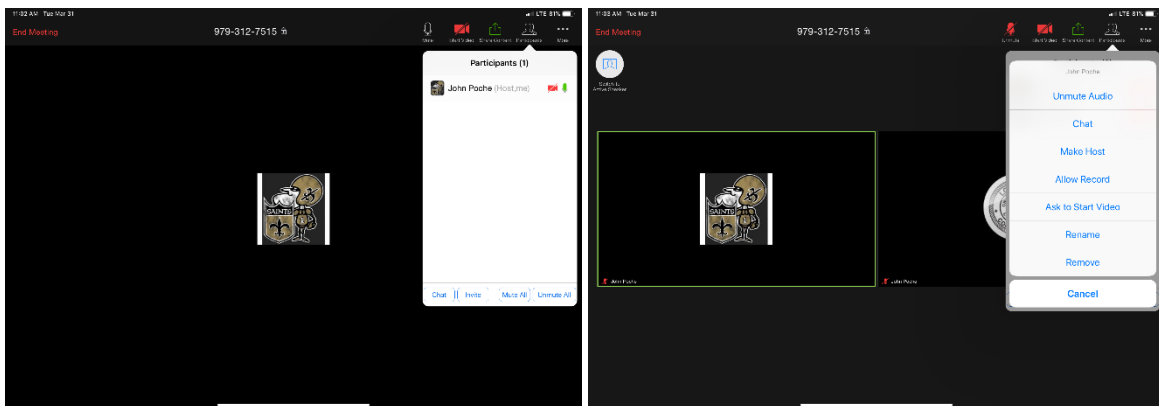
To invite participants, click on the Invite button and you will see the below options. You can invite through [e-mail](#) and [Direct Message](#). You can also use the “Copy URL” or “Copy Invitation” buttons to send your own text or e-mail message.



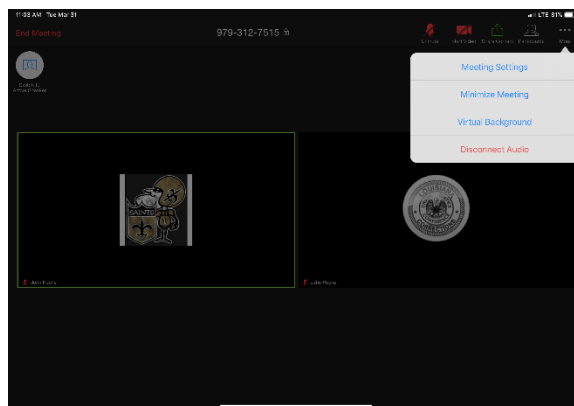




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



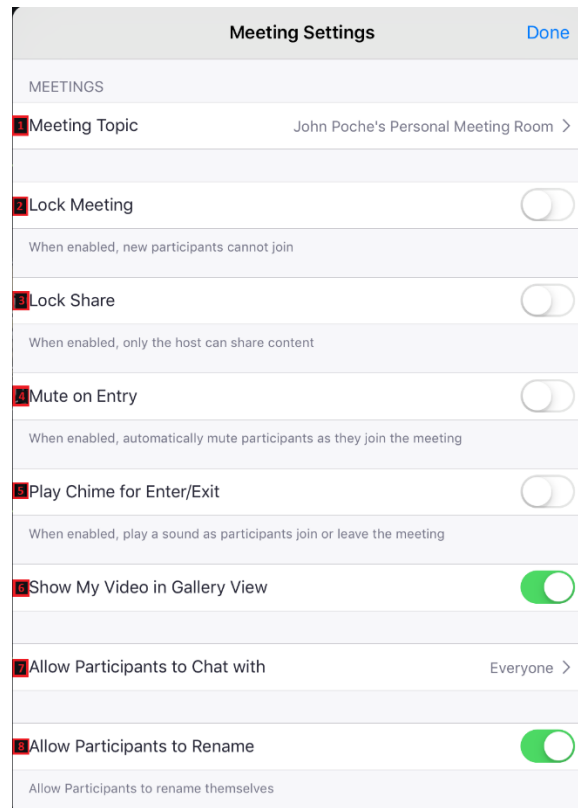
The “More” tab will give you the options to Minimize the window, add a Virtual Background and enter the [meeting settings](#):



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



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The END

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