

JOHN BEL EDWARDS
Governor



SHERYL M. RANATZA
Board Chair

State of Louisiana

BOARD OF PARDONS AND PAROLE

NOTICE AND AGENDA

PARDON HEARING DOCKET: September 21, 2020

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, September 21, 2020. 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 7:15 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.

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(225) 342-6622 • paroleboard@corrections.state.la.us
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**NOTICE AND AGENDA
LOUISIANA BOARD OF PARDONS
REGULAR MEETING
Monday, September 21, 2020
8:30 am**

The Louisiana Board of Pardons will meet on Monday, September 21, 2020, 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
 - a. Review and Approval of Minutes, Monday, August 17, 2020 Regular Meeting
 - b. Consideration of applications for clemency (see docket at doc.la.gov)
 - c. 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: September 21, 2020 – 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.	CASE, ALAN R.	441252	CTO DWCC	4 TH JDC OUACHITA	Armed Robbery Use of a Firearm	
2.	CARTER, DANIEL	126164	CTO LSP	ORLEANS	Second Degree Murder	
3.	CROWELL, DAVID F.	121240	CTO LSP	22 ND JDC ST. TAMMANY	First Degree Murder	
4.	MACKAY, BENJAMIN	126019	CTO LSP	ORLEANS	Second Degree Murder	REMOVED-DECEASED
5.	MAYHO, PAUL F.	298479	CTO LSP	ORLEANS	Attempted Second Degree Murder-2 counts	
6.	OVERTON, SAMUEL <i>ATTY: KEITH NORDYKE</i>	130555	CTO LSP	22 ND JDC WASHINGTON	Second Degree Murder	
7.	SIMMONS, EDBERT <i>ATTY: JANE HOGAN</i>	104311	CTO LSP	15 TH JDC LAFAYETTE	Second Degree Murder	
8.	SINGLETON, JUSTIN <i>ATTY: JANE HOGAN</i>	509796	CTO LSP	27 TH JDC ST. LANDRY	Second Degree Murder	
9.	TOLBERT, PAUL JR.	111450	CTO LSP	6 TH JDC TENSAS	Second Degree Murder	
10.	WATIS, CEDRIC <i>ATTY: KEITH NORDYKE</i>	130405	CTO LSP	23 RD JDC ASCENSION	Second Degree Murder	
11.	WELLS, ERWIN S.	119323	CTO LSP	ORLEANS	Aggravated Rape, Aggravated Burglary	

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

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LAST	FIRST	DOC#	R S	DOB	LOC	OFC	REQTYP	R3DEC
ADDISON	REGINALD	00323309	B M	01/02/73	RAYBURN CORR	CE	04 CTO	<u>R</u> <u>I</u> <u>N</u>
		E. BATON ROUGE		1294602	/		UNAUTH ENTRY-INHAB D	
		E. BATON ROUGE		0898336	/		FIRST DEGREE ROBBERY	0250000 NA
		E. BATON ROUGE		0898209	/		SIMPLE ROBBERY	0070000 NA
		E. BATON ROUGE		297647	/		SIMPLE ROBBERY	0000805 AG
		E. BATON ROUGE		1294602	ATTEM/		UNAUTH USE OF MOVABL	0010700 NA
		E. BATON ROUGE		[1294602	ATTEM/		UNAUTH USE OF MOVABL	0000520 AG
		E. BATON ROUGE		8911513	/		POSS ECGONINE	0010000 NA

ARNOLD	CHRISTOPHER	00491920	B M	09/06/72	OAS/STATE	POLIC	01 CTO	_ _ _
	TERREBONNE			415337	/		ARMED ROBBERY	0400000 NA

AUGUSTINE	SHON	00454008	B M	09/29/78	RELEASE		04 PWF	<u>R</u> <u>I</u> <u>N</u>
		AVOYELLES		105461	/		SIMPLE BURGLARY	0010000 AG
		AVOYELLES		105806	/		SIMPLE BURGLARY	0010000 AG
		AVOYELLES		106348	/		SIMPLE BURGLARY	0010000 AG
		AVOYELLES		161227	/		THEFT	0050000 NA
		AVOYELLES		161230	/		FORGERY	0050000 NA
		AVOYELLES		06CR1351	/		POSS ECGONINE	0020000 NA
		AVOYELLES		04125406	/		POSS HYDROCODONE	0010718 AG

BREAUX	PAUL	00123037	W M	05/20/61	RAYMOND LABORDE		03 CTO	_ _ _
		VERMILION		51562	ATTEM/		FIRST DEGREE MURDER	0150000 NA
		VERMILION		24825	/		ARMED ROBBERY	0100000 NA
		VERMILION		01IW369	/		ISSUING WORTHLESS CH	0030000 NA
		VERMILION		02IW232	/		ISSUING WORTHLESS CH	0030000 NA

BROSSETTE	WILLIAM	00325901	W M	06/10/54	ELAYN HUNT	CORR	01 CTO	_ _ _
		RAPIDES		232172	/		AGGRAVATED RAPE	LIFE NA

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BROWN	CHARLES	00397727	B	M	04/14/80	DAVID WADE	CORR	02 CTO	_ _ _ _
		WEBSTER			63997	/		MANSLAUGHTER	0400000 NA
		WEBSTER			60472	/		THEFT	0020000 NA
BROWN	MARLON	00400440	B	M	02/07/78	LA STATE	PEN	01 CTO	_ _ _ _
		IBERIA			98000023	/		SECOND DEGREE MURDER	LIFE NA
		IBERIA			98000023	ATTEM/		SECOND DEGREE MURDER	0500000 CC
BUDWINE	KENYON	00502111	B	M	08/25/84	RAYMOND LABORDE	02	CTO	_ _ _ _
		CALCASIEU			2034907	/		SECOND DEGREE BATTER	0050000 CC
		CALCASIEU			2034907	/		ARMED ROBBERY	0350000 CC
		CALCASIEU			2034907	ATTEM/		ARMED ROBBERY	0200000 NA
		CALCASIEU			2211603	/		THEFT	0010900 NA
		CALCASIEU			[2211603	/		THEFT \$500 OR MORE	0070000 NA
BURKETT	JOHN	00400507	B	M	09/09/69	LA STATE	PEN	01 CTO	<u>R</u> <u>T</u> <u>N</u>
		ORLEANS			382545	ATTEM/		AGGRAVATED RAPE	0500000 NA
		ORLEANS			382546	/		AGG CRIME AGAINST NA	0100000 CS
		ORLEANS			382546	/		AGG CRIME AGAINST NA	0100000 CS
CAIRE	TORY	00224264	B	M	04/26/69	RAYBURN	CORR	CE 02 CTO	_ _ _ _
		JEFFERSON			042893	/		MANSLAUGHTER	0400000 NA
		ORLEANS			322896	/		SCHEDULE I: HALLUCIN	0020000 NA
COLEMAN	CODY	00484967	B	M	02/12/86	RAYMOND LABORDE	02	CTO	<u>R</u> <u>T</u> <u>N</u>
		LAFOURCHE			452727	/		AGGRAVATED BATTERY	0050000 CC
		LAFOURCHE			452727	/		ARMED ROBBERY	0400000 NA
		LAFOURCHE			402177	/		FIRST DEGREE ROBBERY	0030000 NA

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COLEMAN	WILLIAM	00090578	W M	03/15/61	RAYMOND LABORDE	04	CTO	_ _ _ _
		JEFFERSON		001489	/		SIMPLE BURGLARY	0120000 NA
		JEFFERSON		791696	/		SIMPLE BURGLARY	0020000 NA
		JEFFERSON		921062	/		SIMPLE BURGLARY	0031129 NA
		JEFFERSON		922793	/		SIMPLE BURGLARY	0031129 NA
		JEFFERSON		951160	/		SIMPLE BURGLARY	0031129 NA
		JEFFERSON		001488	/		ARMED ROBBERY	0500000 NA
		JEFFERSON		001488CT	/		ARMED ROBBERY	0500000 NA
		JEFFERSON		001488CTHABIT/	/		ARMED ROBBERY	0500000 NA
		JEFFERSON		78974	/		ILL-POSS STOLEN THIN	NA
COLLINS	JOHNNY	00520378	B M	10/16/77	RELEASE	01	PWF	_ _ _ _
		CADDO		255805	/		SECOND DEGREE BATTER	0020000
COOK	ELDRICK	00378862	B M	11/12/66	OAS/STATE POLIC	02	CTO	_ _ _ _
		ORLEANS		490817	/		ARMED ROBBERY	0300000 NA
		ORLEANS		488931	/		ARMED ROBBERY USE OF	0300000 NA
		ORLEANS		490833	/		PURSE SNATCHING	0100000 NA
		ORLEANS		384797	/		POSS ECGONINE	0010600 NA
COPELAND	WALTER	00520532	W M	08/11/86	HUNT RECEPTION	01	CTO	_ _ _ _
		ST. TAMMANY		397655	/		MANSLAUGHTER	0350000 NA
EVANS	DERRICK	00470599	B M	12/09/83	RAYMOND LABORDE	03	CTO	<u>RTIN</u>
		NATCHITOCHES		C20343	/		S-ESCAPE TYPE I	0050000 NA
		NATCHITOCHES		C15565	ATTEM/		MANSLAUGHTER	0200000 NA
		NATCHITOCHES		C4358	/		AGGRAVATED BATTERY	0000901 NA
		NATCHITOCHES		C13787	/		P-FIREARM-CCW-CNV CR	0100000 NA

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FREE	SEAN	00597399	W M 11/07/86	RELEASE	01	PWF	_ _ _ _
		RAPIDES	309270	/		SIMPLE BURGLARY	0030000 CC
GALLIANO	JOE	00471711	W M 07/20/79	ELAYN HUNT CORR	01	CTO	_ _ _ _
		JEFFERSON	020460	/		SECOND DEGREE CRUELTY	0400000 NA
GANT	GARY	00416926	B M 10/18/81	RAYMOND LABORDE	02	CTO	_ _ _ _
		ST. JOHN-BAPTIST	2000231	ATTEM/		FIRST DEGREE MURDER	0400000 CC
		ST. JAMES	99CR0029	/		SIMPLE BURGLARY	0050000 NA
		ST. JOHN-BAPTIST	2000231	ATTEM/		ARMED ROBBERY	0400000 NA
GOODMAN	GENE	00502413	W M 03/22/78	RELEASE	01	PWF	_ _ _ _
		JEFFERSON	045002	/		SECOND DEGREE BATTERY	0020000 NA
HARDNETT	PATRICK	00467573	B M 12/11/73	RELEASE	01	PWF	_ _ _ _
		E. BATON ROUGE	120254	/		PWID MARIJUANA	0050000 NA
HARRIS	TROY	00548408	B M 12/06/60	LA STATE PEN	01	CTO	_ _ _ _
		E. BATON ROUGE	808064	/		MANSLAUGHTER	0400000 CS
		E. BATON ROUGE	808064	/		MANSLAUGHTER	0400000 NA
HUDSON	JERMAINE	00366762	B M 06/29/78	LA STATE PEN	02	CTO	_ _ _ _
		ORLEANS	407888	HABIT/		ARMED ROBBERY	0990000 NA
		ORLEANS	379002	/		FIRST DEGREE ROBBERY	0011129 CC
JOHNSON	PRESTON	00555895	B M 02/02/88	RELEASE	01	PWF	_ _ _ _
		SABINE	65826	/		PWID CDS -NON SPECIF	0030000
		SABINE	65826	/		PWID CDS -NON SPECIF	0030000

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JONES	JOHN	00341723	W M 10/20/75	DIXON	CORR INST	03 CTO	_ _ _ _
		E. BATON ROUGE	1198206	/		AGGRAVATED BURGLARY	0250000 NA
		LIVINGSTON	10409	/		SIMPLE BURGLARY	0010000 CC
		LIVINGSTON	[10409]	/		SIMPLE BURGLARY	0060714 NA
		LIVINGSTON	11695	/		SMPL-BURGLARY-INHAB	0060800 AG
		LIVINGSTON	[10809]	/		SMPL-BURGLARY-INHAB	0060800 NA
		E. BATON ROUGE	1198206	/		ARMED ROBBERY	0200000 CS
		LIVINGSTON	10836	/		THEFT	0010000 CC
		LIVINGSTON	[10836]	/		THEFT	0020000 CC
		LIVINGSTON	10836	/		POSS UNREG OR ILLEGA	0010000 CC
		LIVINGSTON	[10836]	/		POSS UNREG OR ILLEGA	0010000 CC
KINCHEN	WARREN	00394815	W M 12/11/48	RELEASE	01	PWF	_ _ _ _
		LIVINGSTON	[80472]	/		SEXUAL BATTERY	0050000
		TANGIPAHOA	80472	/		SEXUAL BATTERY	0010000 NA
		LIVINGSTON	[80032]	/		AGG-ORAL SEXUAL BATT	0050000
		LIVINGSTON	[80033]	/		AGG-ORAL SEXUAL BATT	0050000
		TANGIPAHOA	80032	/		AGG-ORAL SEXUAL BATT	0010000 NA
		TANGIPAHOA	80033	/		AGG-ORAL SEXUAL BATT	0010000 NA
LOYD	DARIUS	00507284	B M 07/24/85	RELEASE	01	PWF	_ _ _ _
		CONCORDIA	051880	/		POSS ECSTASY / MDMA	0030000 NA
		CONCORDIA	[060563]	/		PWID MARIJUANA	0100000 CC
ORMAN	CHIENO	00322206	W M 01/24/69	LA STATE PEN	01	CTO	_ _ _ _
		FRANKLIN	92193	/		SECOND DEGREE MURDER	LIFE NA
		FRANKLIN	92193	/		SECOND DEGREE MURDER	LIFE NA

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PEREZ	IVAN	00498968	W M	11/10/79	LSU MEDICAL CTR	02	CTO	_ _ _
		ORLEANS		483411	/	FORCIBLE RAPE	0400000	NA
		ORLEANS		513602	/	FORCIBLE RAPE	0400000	NA
		ORLEANS		513602	/	SEXUAL BATTERY	0050000	CS
		ORLEANS		483411	/	SECOND DEGREE KIDNAP	0050000	CS
		ORLEANS		513602	/	SECOND DEGREE KIDNAP	0400000	CC
		JEFFERSON		050983	/	POSS ECGONINE	0000600	NA
PERKINS	LEONARD	00331819	B M	09/25/71	LA STATE PEN	01	CTO	<u>R</u> <u>T</u> <u>N</u>
		JEFFERSON		911188	/	FIRST DEGREE MURDER	LIFE	NA
PITTMAN	ADRIAN	00520628	B M	12/20/73	LA STATE PEN	02	CTO	_ _ _
		E. BATON ROUGE		610226	/	MANSLAUGHTER	0200000	NA
		POINTE COUPEE		72375F	/	PWID MARIJUANA	0050000	NA
RHEA	LERIN	00532165	B M	04/25/80	MADISON DETENTI	01	CTO	_ _ _
		JEFFERSON		054387	/	SECOND DEGREE KIDNAP	0250000	NA
RICHARDSON	ELMER	00309185	B M	07/28/61	RELEASE	01	PWF	_ _ _
		JEFFERSON		91113	ATTEM/	MANSLAUGHTER	0020000	CC
		JEFFERSON		[91113]	ATTEM/	MANSLAUGHTER	0070000	CC
RICHARDSON	TRAVIS	00450603	B M	05/16/83	MADISON DETENTI	02	CTO	_ _ _
		E. BATON ROUGE		10020394	/	FIRST DEGREE ROBBERY	0250000	NA
		E. BATON ROUGE		1002394	/	FIRST DEGREE ROBBERY	0250000	NA
		E. BATON ROUGE		701510	/	SIMPLE ROBBERY	0070000	NA
ROBERTSON	OWEN	00107635	W M	10/30/61	DAVID WADE CORR	04	CTO	_ _ _
		CADDO		219453	HABIT/	MANSLAUGHTER	0400000	NA

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		CADDO		128084	ATTEM/ TX387887 /		SIMPLE BURGLARY	0030000 NA
		CADDO		119238	ATTEM/ 149711 /		SMPL-BURGLARY-INHAB	CC
		CADDO		149711	/		THEFT	NA
		BOSSIER		98574	/		FORGERY	0010000 NA
							POSS METHAMPHETAMINE	0000502 NA
ROBINSON	IDOSIA	00351007	B F	11/16/69	LCW/JETSON	02	CTO	_ _ _
		ORLEANS		398852	/		SECOND DEGREE MURDER	LIFE NA
		JEFFERSON		945608	/		THEFT	0030000 NA
SMITH	JOSEPH	00394261	B M	12/03/76	RAYBURN CORR	CE 02	CTO	RTN
		ORLEANS		442321	/		ARMED ROBBERY	0300000 CC
		ORLEANS		442321	HABIT/		ARMED ROBBERY	0490600 NA
		ORLEANS		389717	ATTEM/		POSS LYSERGIC ACID D	0020000 NA
		ORLEANS		389731	/		POSS ECGONINE	0020000 NA
SMITH	ODIS	00082469	B M	09/01/50	COVINGTON	DISTR 05	PWF	_ _ _
STEWART	LOGAN	00510833	B M	10/25/76	LA STATE PEN	04	CTO	_ _ _
		CALCASIEU		05CR0082	ATTEM/		AGGRAVATED RAPE	0450000 NA
TARDY	SHAVON	00561800	B F	12/06/88	LCW/JETSON	01	CTO	_ _ _
		IBERIA		10209	/		FIRST DEGREE ROBBERY	0190000 NA
		ST. MARY		179203	/		POSS OR OBT CDS BY F	0040000 NA
TYLER	GILBERT	00572061	B M	12/14/88	DAVID WADE CORR	01	CTO	RTN
		OUACHITA		08F0771	ATTEM/		FIRST DEGREE MURDER	0500000 NA
		OUACHITA		08F0771	ATTEM/		SECOND DEGREE MURDER	0500000 CC

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VASQUEZ	BERNARDO	00117061	W M	11/03/53	DAVID WADE CORR	01	CTO	_ _ _
		CALCASIEU		190487	/		SECOND DEGREE MURDER LIFE	NA
WILLIAMS	MELISSA	00601196	B F	05/27/79	LA TRANSITION C	01	CTO	_ _ _
		BOSSIER		182247	/		MANSLAUGHTER	0240000 NA
WILLIAMS	SIDNEY	00520123	B M	12/17/80	RELEASE	01	PWF	_ _ _
		CADDO		255734	ATTEM/		POSS MARIJUANA	0020000
WILSON	CORNELIUS	00356241	B M	04/30/73	LA STATE PEN	04	CTO	R I N
		E. BATON ROUGE		5951777	/		AGGRAVATED BATTERY	0100000 NA
		E. BATON ROUGE		5951777	/		AGGRAVATED BATTERY	0100000 NA
		TERREBONNE		423285	/		THEFT	0010000 CS
		TERREBONNE		410987	/		FORGERY	0030814 CC
		E. BATON ROUGE		1012480	HABIT/		POSS ALPRAZOLAM/XANA	0600000 NA
		E. BATON ROUGE		1012480	HABIT/		PWID ECGONINE	0600000 CC
		E. BATON ROUGE		1012480	HABIT/		PWID FALSE PERCOCET	0600000 CC
YOUNG	WILLIE	00298290	B M	08/06/66	RELEASE	01	PWF	_ _ _
		E. BATON ROUGE		789675	/		UNAUTH ENTRY-BUSINES	0020000 NA

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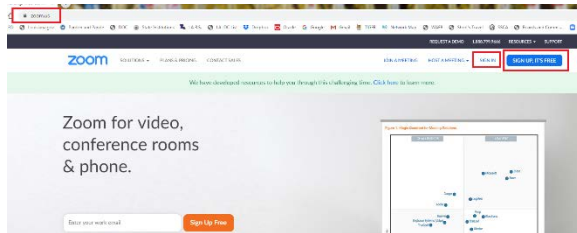
37 total

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.



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Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

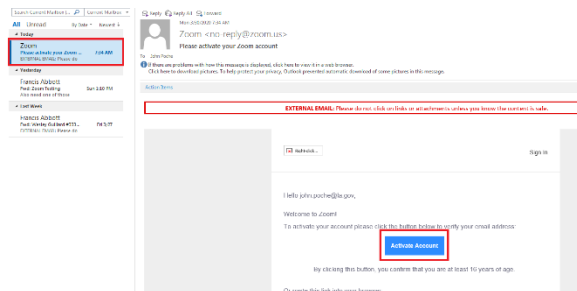
or

Sign in with Google

Sign in with Facebook

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.

1 Account Info — 2 Invite Colleagues — 3 Test Meeting

Welcome to Zoom

Hi john.poche@lagos. Your account has been successfully created. Please list your name and create a password to continue.

John

Doe

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters.

Password must NOT:

- Contain only one character (11111111 or aaaaaa)
- Contain only consecutive characters (12345678 or abcdefg)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

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

Save password?

Username Poche

Password *****

Save Never

Passwords are saved in your Google Account so you can use them on any device

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

1 Account Info — 2 Invite Colleagues — 3 Test Meeting

Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today? [Why invite?](#)

name@domain.com

name@domain.com

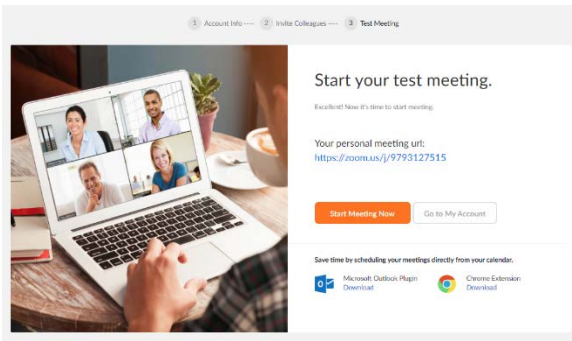
name@domain.com

[Add another email](#)

I'm not a robot

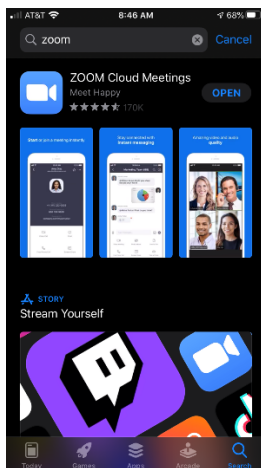
Invite Skip this step

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

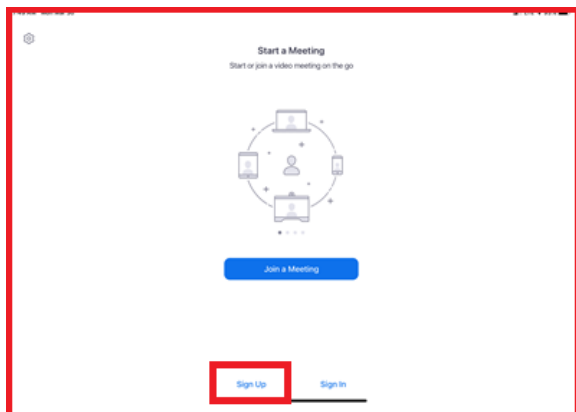


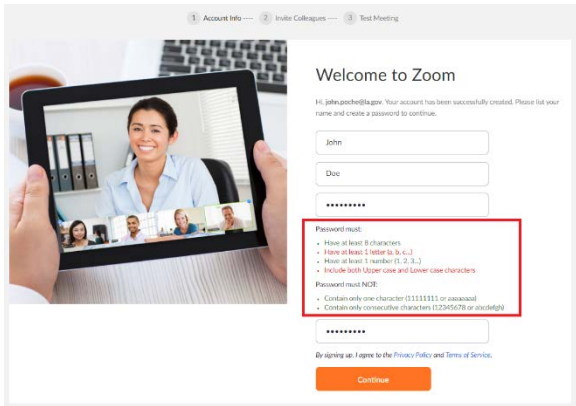
(B) Zoom App

Download the Zoom App from the App Store:

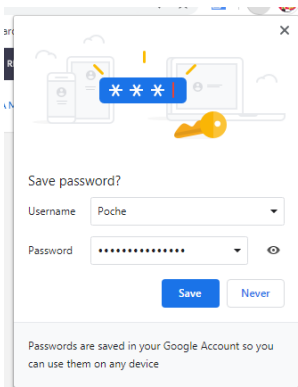


Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.

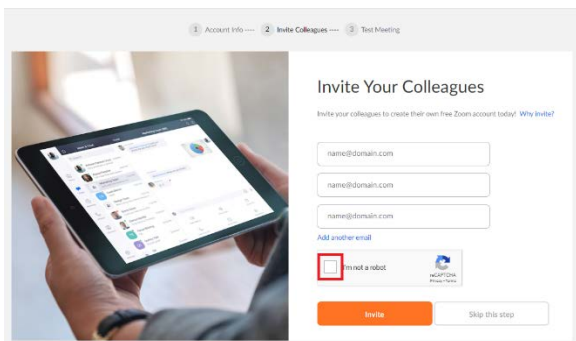




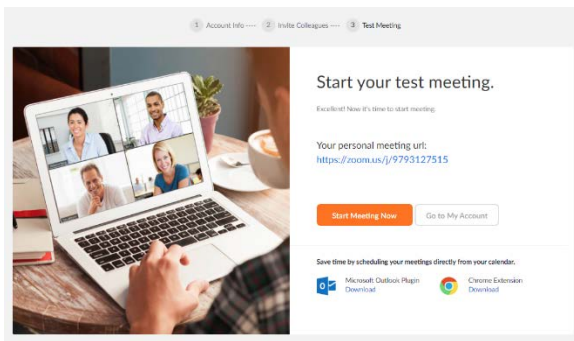
If prompted, allow your web browser to save the username and password



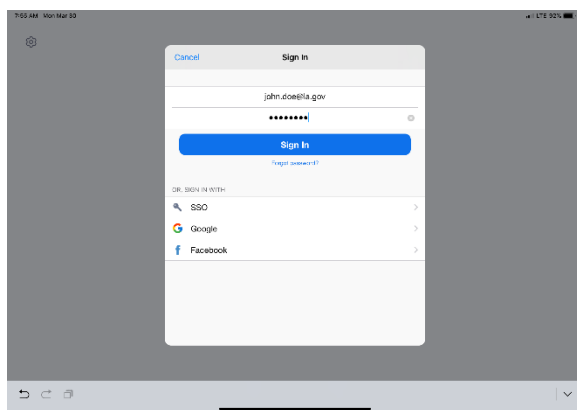
Click the "check box" below and then the "Skip this step" button:



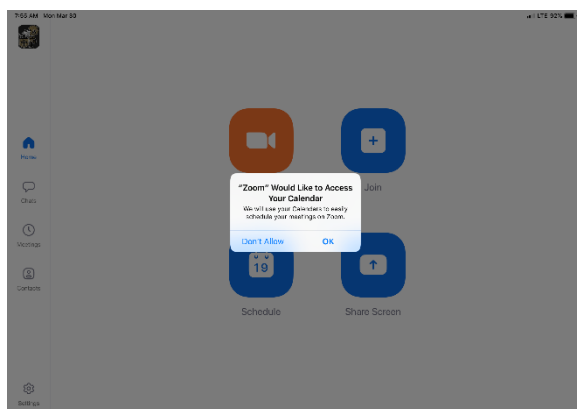
You are done setting up your profile. You can now click on “Go to my Account” to change your settings.



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



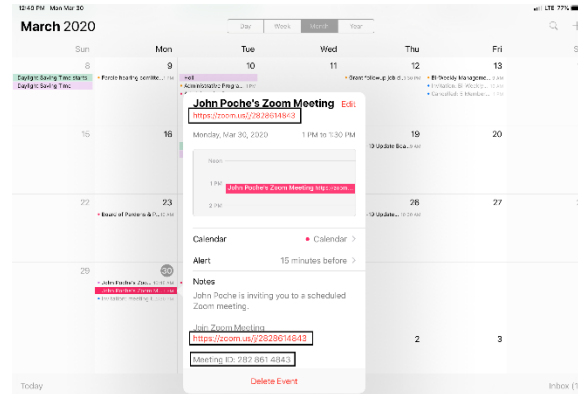
Click OK to allow Zoom to access your camera and Microphone.



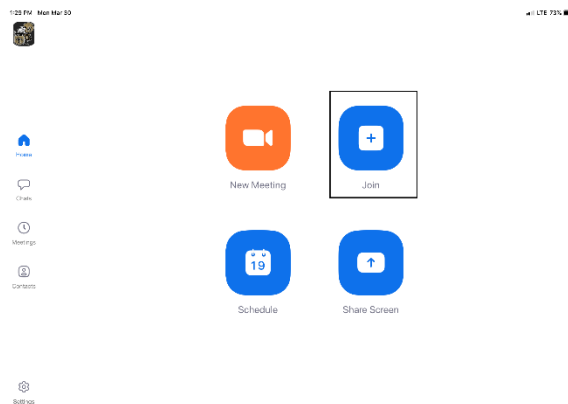
You are now setup for Zoom conference calls!!

Joining a Meeting:

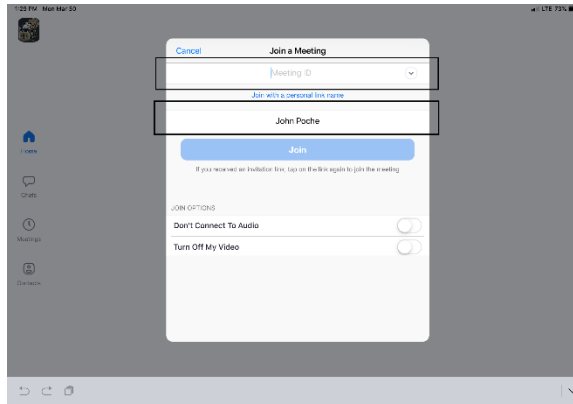
You can click the meeting address from your calendar. This will bring you straight into the meeting without needing a meeting ID or Password:



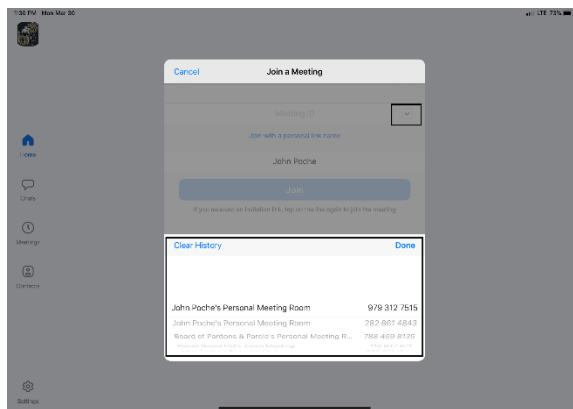
You can also click on Join from the main screen. In the Zoom App click on Join:



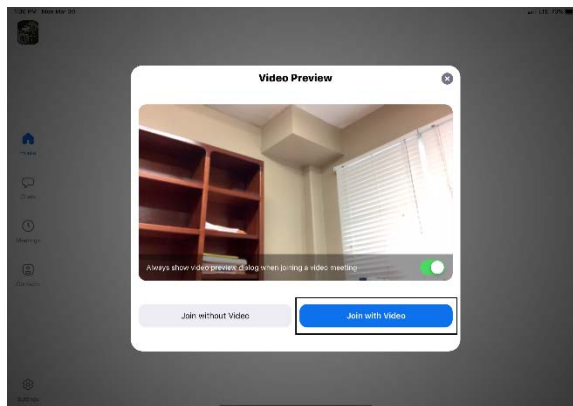
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:



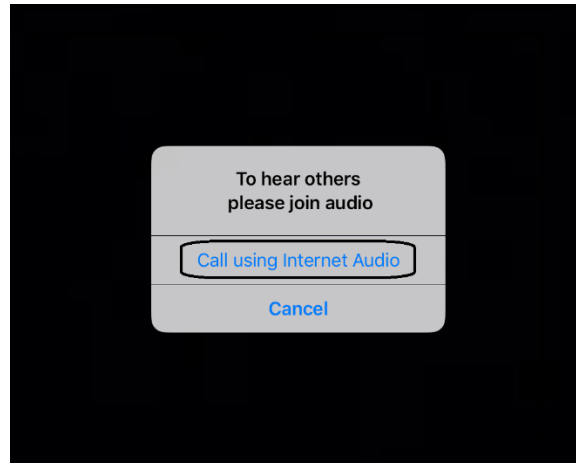
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:



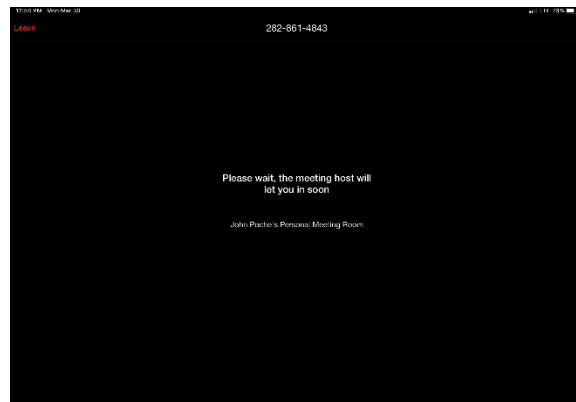
Click on Join with Video to enter the room:



Click on Call using Internet Audio:

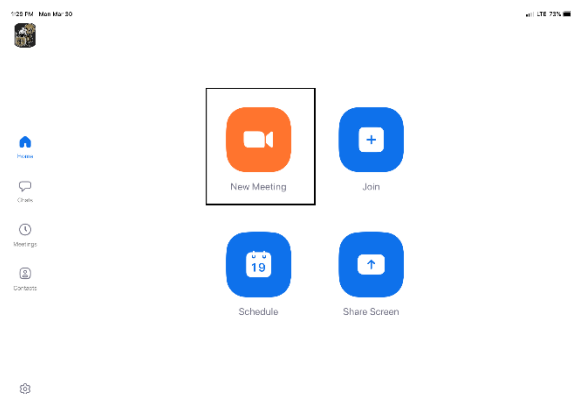


You may also see the screen below indicating that you are waiting for the host to allow you into the room:

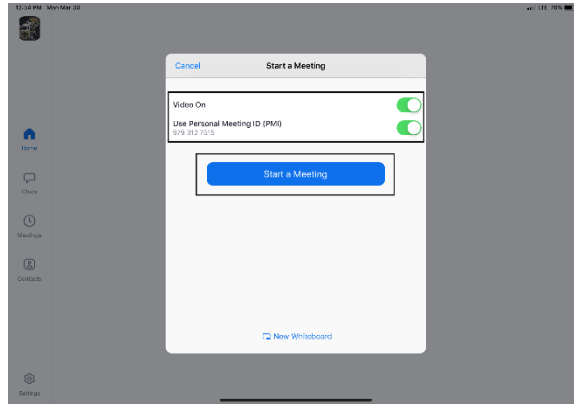


Hosting a Meeting:

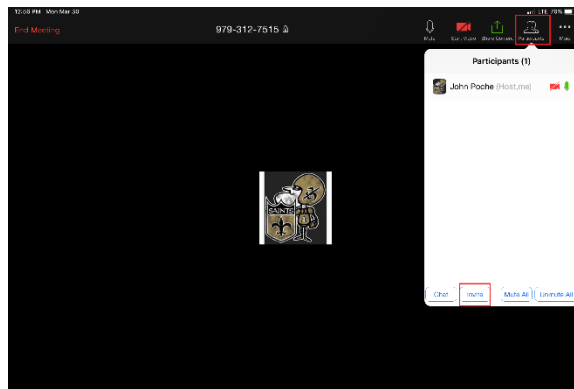
In the Zoom app click New Meeting:



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:

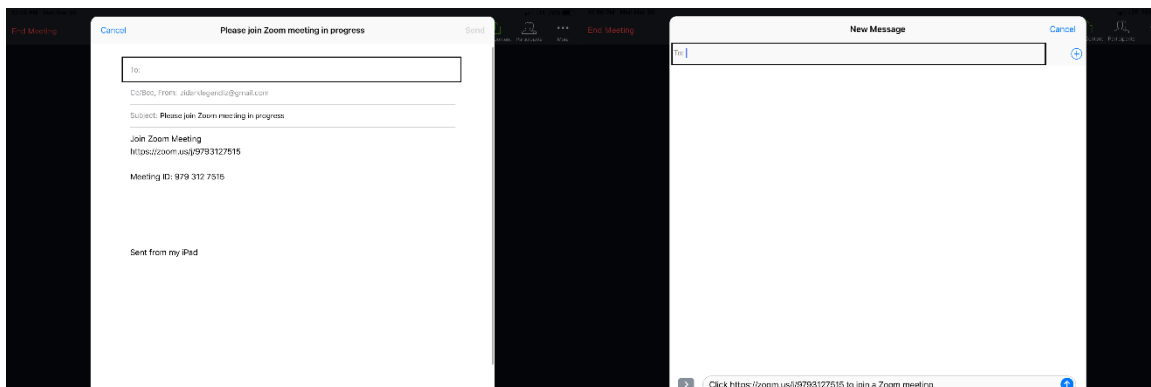


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:



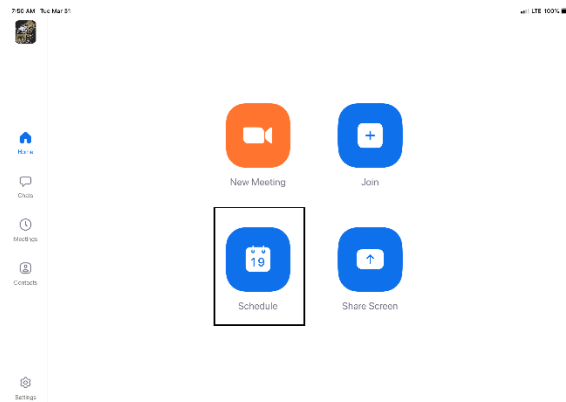
Left Side: Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the “To” line and then hit send to invite them.

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



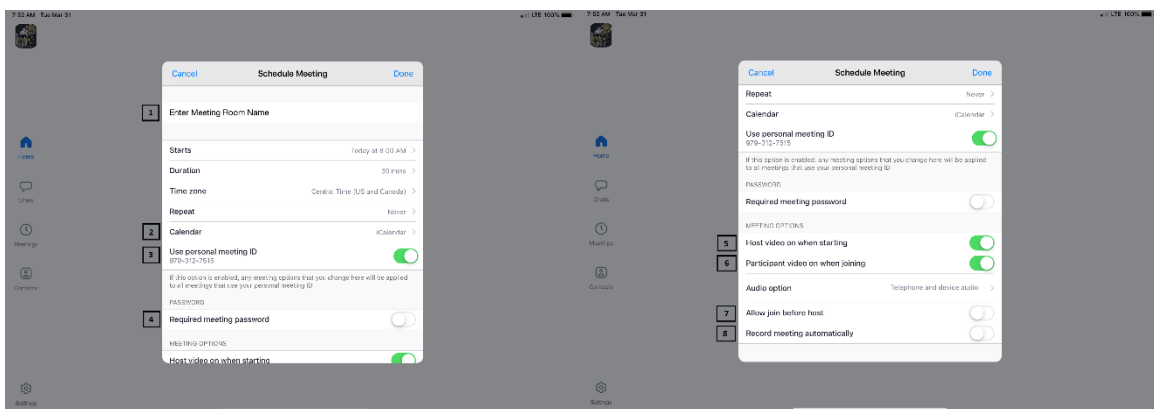
Scheduling a Meeting:

In the Zoom App click on Schedule:

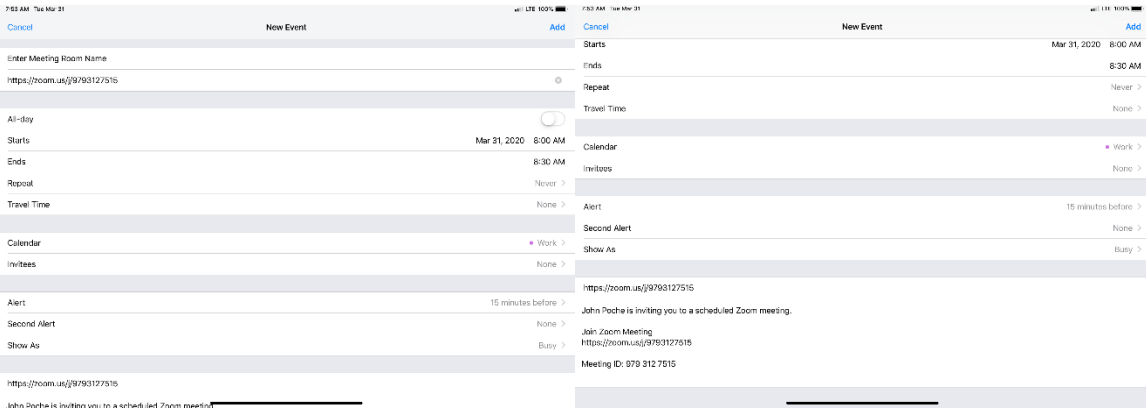


The next screen will set the criteria for your meeting:

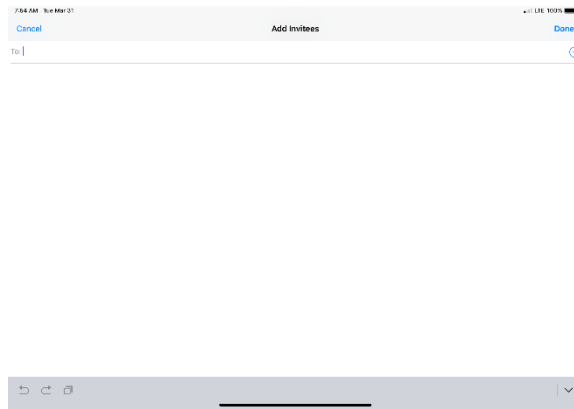
1. The room name will default to your user ID name (Example: Jon Doe's Meeting Room). You can change this room name to your liking.
2. Chose what calendar you want to use
3. If you chose yes, you will use your personal ID number as the meeting room ID. Otherwise, it will generate a random meeting room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



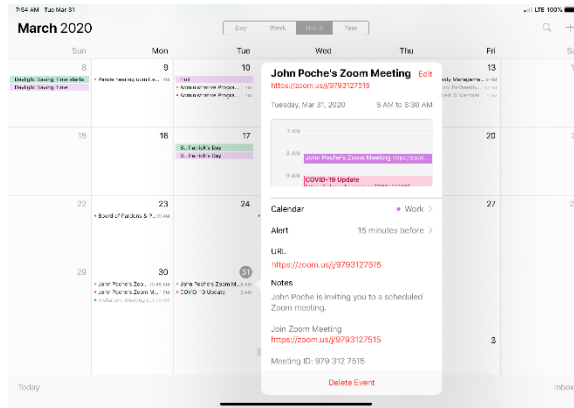
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:



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:



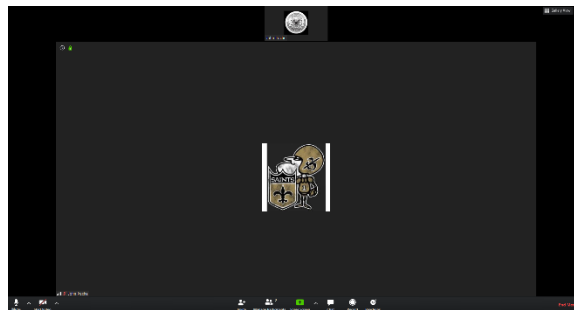
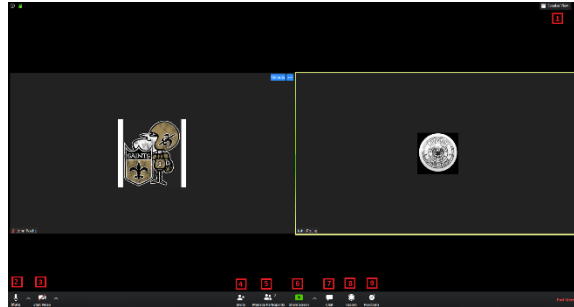
Your meeting is now scheduled and you can go to your calendar and see the event logged:



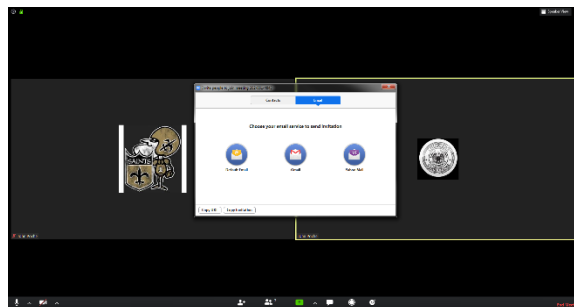
Features:

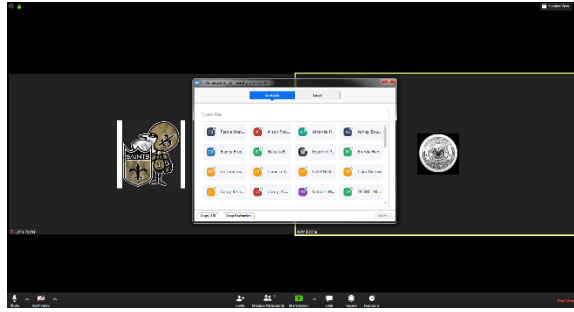
Main Screen:

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.

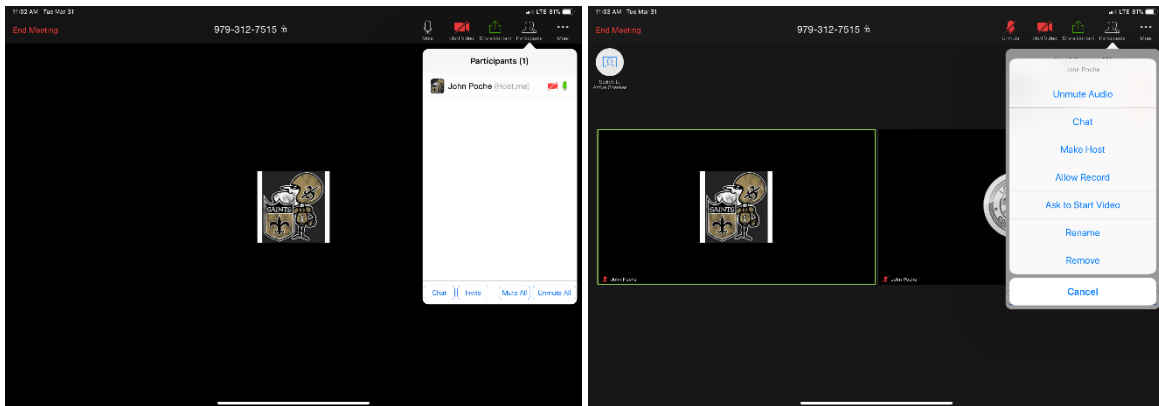


To invite participants, click on the Invite button and you will see the below options. You can invite through [e-mail](#) and [Direct Message](#). You can also use the “Copy URL” or “Copy Invitation” buttons to send your own text or e-mail message.

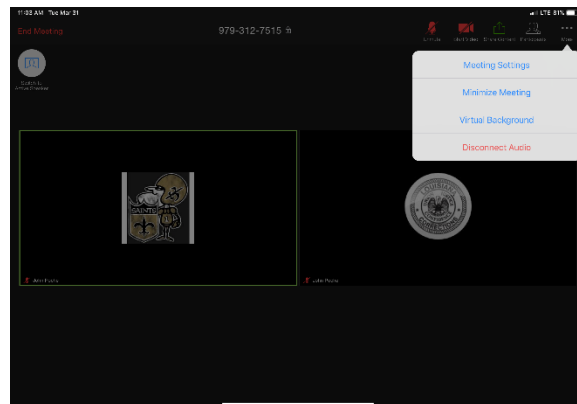




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



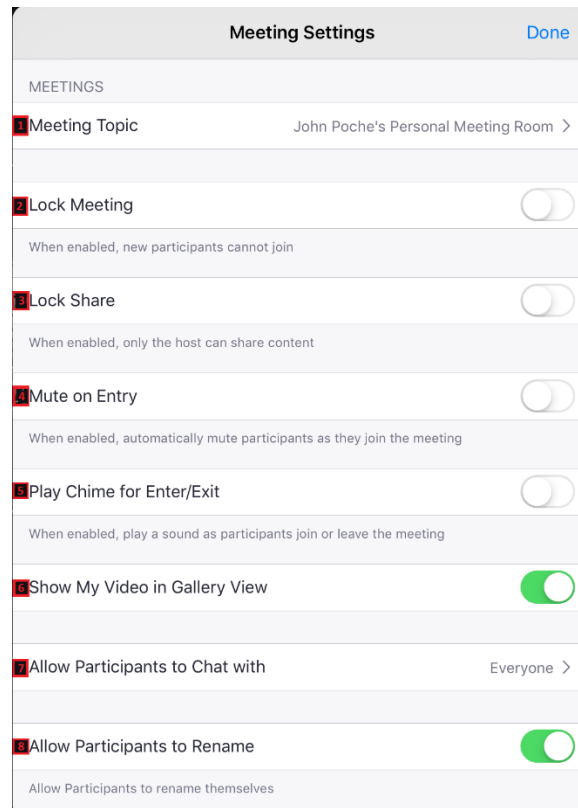
The “More” tab will give you the options to Minimize the window, add a Virtual Background and enter the [meeting settings](#):



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
