JOHN BEL EDWARDS Governor



SHERYL M. RANATZA Board Chair

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 <u>Youtube</u>. You can also visit our website <u>here</u> 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 keep 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 <u>ParoleBoard@La.gov</u> 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. The meeting ID #
- 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 <u>Board of Pardon/Committee on Parole</u> for specific docket information.

If special accommodations are needed, please email <u>ParoleBoard@La.gov</u> 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 <u>DOC.LA.GOV</u> for Board contact information. Contact person: John Poche at 225-342-5421



LOUISIANA BOARD OF PARDONS

HEARING DOCKET: <u>August 16, 2021 – 8:30 AM</u>

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 ATTORNEY: J.RANSDELL KEENE	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 [™] JDC RAPIDES	Manslaughter	
4.	GIBBS, EDDIE ATTORNEY: JULIE TIZZAED	411108	CTO RLCC	19[™]-JDC EBR	Attempted Second Degree Murder, Armed Robbery	REMOVED/WITHDREW
5.	HILL, SAMMY	54985 4	CTO RLCC	16[™]-JDC IBERIA	Manslaughter	REMOVED
6.	SMITH, TYRONE J.	488370	CTO RLCC	16 [™] JDC IBERIA	Simple Burglary; Attempted Second Degree Murder-Habitual	
7.	EDWARDS, ANDREW V.	100133	CTO LSP	19 [™] JDC EBR	Second Degree Murder	
8.	GLENN, JOSEPH IV ATTORNEY: MARTIN REGAN JR.	467334	CTO LSP	24 [™] JDC JEFFERSON	Second Degree Murder	
9.	HALL, WILLIAM	129456	CTO LSP	19 [™] 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 - PWOF=Pardon without Restoration of Firearms - Released=Not incarcerated

DATE: 08/03/2 TIME: 12:27 REPORT FR 06/	2021 16/21 то 0	7/15/21	DI PAI H	PS&C CORREC ROON BOARD HEARING DAT	CTIONS SERVI HEARING DOC NE 08/16/202	ICES CKET 21	PAGE: 1 CPBHEAR
						OFC REQTYP	
ALBERT B	BRIAN	00435541 ST. JOHN-B	B M APTI	11/06/1981 S 2000257	RELEASE	01 PWF DIST MARIJUANA	0050000 NA
ALEXANDER J * *	ARRED	00584849 ST. TAMMAN ST. TAMMAN	BM Y Y	01/16/1992 489952 489953	? FRANKLIN H	PARISH 01 CTO ARMED ROBBERY MANU MARIJUANA	_ 0300000 NA 0100000 NA
ALLEN B *	BARBARA	00481877 TERREBONNE TERREBONNE	B F	04/07/1951 411202 411202	LCW/HUNT ATTEM ATTEM	01 CTO FIRST DEGREE MURDER SECOND DEGREE MURDER	1 <u>R1</u> 1 <u>N</u> 1 0300000 NA 0100000 CC
AUSTIN N * * * * * * *	IOEL	00305854 JEFFERSON JEFFERSON JEFFERSON JEFFERSON JEFFERSON JEFFERSON JEFFERSON JEFFERSON	ВМ	04/01/1973 036329 036329 941798 036329 036329 036329 913324 036329 036329 036329	LA STATE E ATTEM ATTEM ATTEM HABIT/ATTEN	PEN 03 CTO FIRST DEGREE MURDER FIRST DEGREE MURDER FIRST DEGREE MURDER AGGRAVATED BATTERY AGGRAVATED BATTERY DIST ECGONINE PWID ECGONINE PWID ECGONINE	I I I 0500000 CC 0500000 CC 0080000 CC LIFE NA 0100000 CC 0050000 NA 0300000 CC 0300000 CC
BARNES P * * *	HILLIP	00099858 ORLEANS ORLEANS ORLEANS	ВM	08/11/1958 287450 254719 273612	LA STATE E	PEN 03 CTO SECOND DEGREE MURDER SIMPLE BURGLARY P-FIREARM-CCW-CNV CR	<u><u>R</u> <u>T</u> <u>N</u> LIFE NA 0060000 NA 0030000 NA</u>
BOHTE S *	HAWN	00631418 ORLEANS	W M	08/29/1970 522281) RELEASE	01 PWF CONT DEL JUV SEX ACT	1 <u>R1</u> T1 <u>N</u> 1 0020000 NA
BRYANT J	IECOREY	00578791 CADDO CADDO	ВМ	02/12/1987 266911 293487	OAS/STATE	POLIC 01 CTO MANSLAUGHTER MANSLAUGHTER	_ 1 0300000 NA 0150000 NA

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CAYTON * * * *	ROBERT	00389306 RAPIDES RAPIDES RAPIDES RAPIDES RAPIDES	В	м	01/16/1978 248745 259576 245927 248357 259576	FRANKLIN P	ARISH 02 CTO SIMPLE BURGLARY ARMED ROBBERY FIRST DEGREE ROBBERY THEFT P-FIREARM-CCW-CNV CR	 0030227 AG 0360000 NA 0030227 AG 0030227 AG 0150000 CC
CLEMENT *	EMILY	00509727 CALCASIEU	W	F (07/02/1956 401704	RELEASE	01 PWF SOLICITATION FOR MUR	1 <u><u>R</u>1<u>T</u>1<u>N</u>1 0100000 NA</u>
COUSIN * * *	WILLIE	00550110 TERREBONNE TERREBONNE	B	M 1	1/05/1985 504642 504642	DIXON CORR	INST 01 CTO ARMED ROBBERY ARMED ROBBERY USE OF ARMED ROBBERY USE OF	_ _ _ _ 0200000 NA 0050000 CS
CURTIS * * *	KENYATA	00438339 ORLEANS ORLEANS ORLEANS	B	м (08/28/1976 414426 414426 414426 414426		DET 01 CTO SECOND DEGREE BATTER FIRST DEGREE ROBBERY SIMPLE ROBBERY	_ _ _ 0050000 NA 0350000 CC 0050000 CS
DARENSBOURG	JORDAN	00472798 ORLEANS	B	мс)7/29/1983 441883		01 PWF MANU MARIJUANA	0030000 NA
DUGAS * *			В	MC)2/28/1973 65807 46323	RAYMOND LAN	BORDE 02 CTO MANSLAUGHTER AGGRAVATED BATTERY	_ _ _ 0360000 NA 0020000 NA
DYKSTRA	MERRITT	00109766	W	мQ	03/14/1965	LA STATE PI	EN 01 CTO SECOND DEGREE MURDER	
EDWARDS * *	TYRONE	00302178 ORLEANS ORLEANS	B	м ()5/04/1959 344736 344737	LA STATE PI	EN 01 CTO AGGRAVATED RAPE MOLESTATION OF A JUV	_ _ _ LIFE NA 0020000 NA

*		FRANKLIN	2009161F	MOLESTATION OF A	
ENTERKIN	STEVEN	00563664 W N	1 07/15/1985 DAVID W.	ADE CORR 01 CTO	

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FLOYD	TOMMY	00326105 IBERVILLE IBERIA		/29/1974 159894 50232	LA STATE	SECON SIMPI	02 CTO ND DEGREE MURDER LE BURGLARY	LIFE NA 0010000 CC	I
FOY							01 СТО		1
HARPER	SHAWN	00294322 CALCASIEU	W M 02	/02/1972 364891	RELEASE	SIMPI	01 PWF LE BURGLARY	1 NA	1
HARRIS	JUANE	00536066 LAFAYETTE	B M 04	/03/1987 114939	FRANKLIN	PARISH FORCI	01 CTO IBLE RAPE	1 RITI 0250000 NA	<u>N</u>
HOSFORD	JOHN	00126928 E. BATON F	W M 05 OUGE	/12/1946 189447	LA STATE	PEN SECON	01 CTO ND DEGREE MURDER	I! LIFE NA	I
HOWARD	GERARD	00108096 JEFFERSON JEFFERSON ST. CHARLE JEFFERSON JEFFERSON	в м 10 s	/05/1966 077279 961005 840259 99707 961005	RAYBURN	CORR CE MANSI SMPL- ARMEI POSS POSS	03 CTO LAUGHTER -CRMNL DMG PROPE D ROBBERY /MARIJUANA 3RD O MARIJUANA	_ 0350000 NA 0000600 CC 0050000 NA 0010000 NA 0000600 CC	1
JOHNSON	KENDRICK	00313832 E. BATON F E. BATON F E. BATON F E. BATON F E. BATON F E. BATON F	B M 09 OUGE OUGE OUGE OUGE OUGE	/21/1969 798973 / 798973 1191636 990233 129112 (6911300	DIXON CO ATTEM CRIM	RR INST SECON ARMEI SIMPI SIMPI PURSI POSS	03 CTO ND DEGREE MURDER D ROBBERY LE ROBBERY LE ROBBERY C SNATCHING ECGONINE	_ 0500000 CC 0600000 NA 0041116 AG 0041116 AG 0041116 AG	I
KENNEDY	КЕІТН	00489062 OUACHITA	W M 09	/05/1956 04F0393	RAYMOND	LABORDE FORCI	01 CTO IBLE RAPE	_ 0400000 NA	
							01 PWF	 _	l

*	LAFAYETTE	81729	POSS VALIUM	0030000 NA

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LEDET * *	DONALD	00605312 ST. MARTIN ST. MARTIN	WM	02/04/1982 11239832 11239832	RAYMOND LA	BORDE 01 CTO FORCIBLE RAPE INDEC-BEHAVIOR-JUVEN	_ _1 0300000 NA 0250000 CC
LEDET *	LOUIS	00495942 ASSUMPTION	WM	12/17/1952 03CR0001	OAS/STATE	POLIC 01 CTO SECOND DEGREE MURDER	LIFE NA
MCCOLLISTER * * *	AARON	00504753 CADDO CADDO CADDO CADDO	W M	02/14/1984 247266 255565 255565	RELEASE 3RD O	02 PWF UNAUTH USE-ACCESS CA POSS MARIJUANA PWID ECGONINE	$ \begin{array}{c} R T N \\ 0010000 \text{ NA}\\ 0050000 \text{ CC}\\ 0050000 \text{ CC} \end{array} $
*	HENRI	ST. LANDRY	БМ	981324C	DA SIAIL P	SECOND DEGREE MURDER	LIFE NA
MITCHELL *	ALEXIS	00551546 ST. TAMMAN	B F Y	08/02/1985 425782	RELEASE	01 PWF ILL-POSS STOLEN THIN	$ \frac{R}{NA} \frac{T}{NA} N $
MORRIS *	CLARETHA	00523302 CADDO	B F	08/28/1988 253679	RELEASE	01 PWF ILL-POSS STOLEN THIN 01 PWF SECOND DEGREE BATTER	0020000 <u>R</u> <u>T</u> <u>N</u>
NELSON	DAVID	00595951 CALCASIEU	W M	06/26/1983 3488409	RIVER BEND	DET 01 CTO MANSLAUGHTER	_ _ _ 0300000 NA
OXLEY *	ERIC	00427823 SABINE	W M	07/15/1979 52196	DAVID WADE	CORR 01 CTO FIRST DEGREE MURDER	_ LIFE NA
PILINSKI * * * * *	TOUN	00262702	67 M	12/16/1072		BORDE 08 CTO AGG FLIGHT FR OFFICE SECOND DEGREE BATTER SIMPLE BURGLARY SIMPLE BURGLARY SMPL-BURGLARY-INHAB UNAUTH USE-ACCESS CA	

*	CADDO	249161	ILL-POSS STOLEN THIN	N 0000600 NA
*	CADDO	237473	POSS ECGONINE	0000600 NA

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REYNOLDS BETTY	00615234 B F 06/10/1975 L	CW/HUNT 01 CTO	_ _
*	CLAIBORNE 28480	MANSLAUGHTER	0200000 NA
ROUSSELL CALVIN	00487845 W M 08/21/1986 E	LAYN HUNT CORR 03 CTO	iiii
*	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 R	ELEASE 01 PWF	1 <u><u>R</u>1<u>T</u>1<u>N</u>1</u>
*	ORLEANS 484092	POSS MARIJUANA	
*	ORLEANS 515454 2N	D O POSS MARIJUANA	
	00480558 W M 04/02/1975 O	AS/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 L JEFFERSON 954770 JEFFERSON 006313 JEFFERSON 006313 JEFFERSON 0063131 JEFFERSON 0063132 JEFFERSON 0063132 JEFFERSON 0063132 JEFFERSON 0063131 JEFFERSON 0063132 JEFFERSON 0063131 JEFFERSON 0063131 HAL JEFFERSON 956651 HAL	A STATE PEN 04 CTO AGGRAVATED BATTERY ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY BIT ARMED ROBBERY DIST ECGONINE	0050000 NA 0990000 NA 0990000 CC 0990000 CC 0990000 CC 0990000 CC 1100000 NA
SMITH JEREMY	00618648 W M 11/22/1976 R	ELEASE 01 PWF	_ _ _
*	FRANKLIN 2013379F2N	D O POSS MARIJUANA	0030000 CC
*	FRANKLIN 2017453F	PWID ECGONINE	0100000
*	FRANKLIN 2017453F	PWID METHAMPHETAMINE	0100000
TARVER JAMES	00522543 B M 08/28/1981 R E. BATON ROUGE 407184	ELEASE 01 PWF POSS ECSTASY / MDMA	$ \underline{R} \underline{T} \underline{N} $

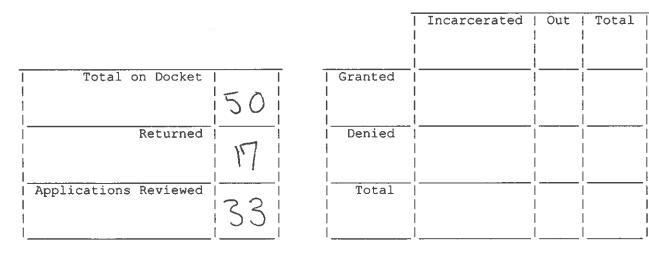
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THORNTON * * *		LINCOLN LINCOLN		45031 39979 39599	ΑͲͲΕΜ	PEN 03 CTO SECOND DEGREE MURDER SIMPLE BURGLARY SIMPLE BURGLARY ILL-POSS STOLEN THIN	LIFE NA 0020827 AG 0020827 AG
WALKER *	LAKESHA	00741079 E. BATON R	B F DUGE	11/09/1991 216787	RELEASE	01 PWF INCITING A FELONY	I <u>RIT</u> I <u>N</u> I
WATTERSON * *	GERALD	00417685 WASHINGTON WASHINGTON	ВМ	08/05/1971 75664 75664	RELEASE	01 PWF SEXUAL BATTERY INDEC-BEHAVIOR-JUVEN	0050000 CC 0050000 NA
WELLS *	BELINDA	00551272 ST. CHARLE	B F S	09/24/1983 080066	PLAQUEMIN	IES PAR 01 CTO MANSLAUGHTER	1 <u><u><u>R</u>1<u>T</u>1<u>N</u>1 0300000 NA</u></u>
WILLIAMS	LEON	00313530	вм	08/07/1957 26907	LA STATE	PEN 01 CTO SECOND DEGREE MURDER	
WILLIAMS * *	LESTER	00493591 IBERIA IBERIA	вм	04/17/1952 06651 042009	LA STATE	PEN 02 CTO SECOND DEGREE MURDER SECOND DEGREE BATTER	_ _ _ LIFE NA 0050000 NA
WILLIAMS	FREDERICK	00371650 WEBSTER CADDO WEBSTER OUACHITA OUACHITA	ВМ	03/12/1978 70003 185646 67950 02F2326 02F2368	FRANKLIN 2ND O	PARISH 03 CTO S-ESCAPE TYPE I ARMED ROBBERY ARMED ROBBERY ARMED ROBBERY USE OF THEFT POSS ECGONINE	$ \underline{K} \underline{1} \underline{N} $ 0040000 NA 0020006 NA 0250000 0300000 CC 0100000 NA
WILLIAMS *						01 PWF AGGRAVATED BATTERY	

WILLIS *	LASABARAS	00390547 B OUACHITA	M 02/21/1973 RELE 97F0516	ASE 01 PWF SIMPLE BURGLARY	$\frac{R}{10030000} T_1 N_1$

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DATE: 08/03/2021	DPS&C CORRECTIONS SERVICES
TIME: 12:27	PARDON BOARD HEARING DOCKET
REPORT FR 06/16/21 TO 07/15/21	HEARING DATE 08/16/2021

PAROLE BOARD HEARING ADMIN RESULTS



Zoom Account Creation

Go to zoom.us in your <u>Web Browser(A)</u> or open the <u>Zoom app(B)</u> 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:

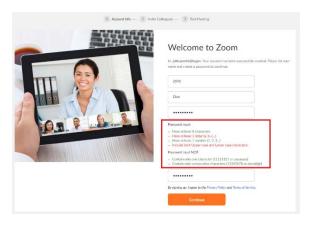
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You will receive an e-mail to confirm and activate your account:

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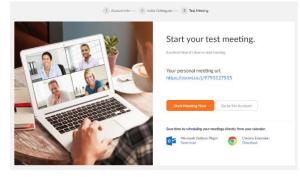
If prompted, allow your web browser to save the username and password

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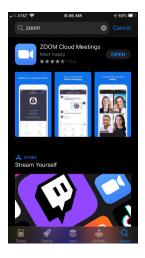
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(B) Zoom App

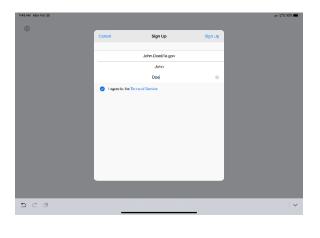
Download the Zoom App from the App Store:



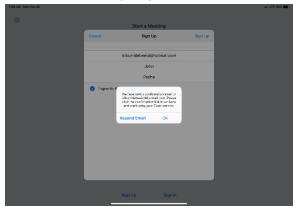
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.

0	Start a Meeting Start organ a video meeting on the go	
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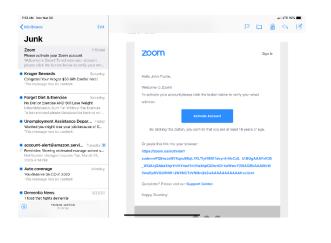
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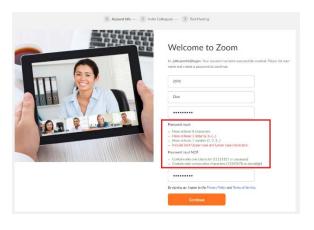
Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.



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

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

	2 Instite Colleagues (3) Test Meeting
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Start your test meeting. Extend New York of Starts and Starts Your personal meeting un: https://zoom.uku//9793127515
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Once you have filled out your profile you can now reopen your zoom app and sign in with your e-mail address and password.



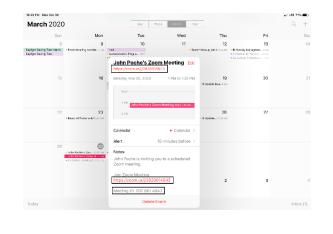
Click OK to allow Zoom to access your camera and Microphone.



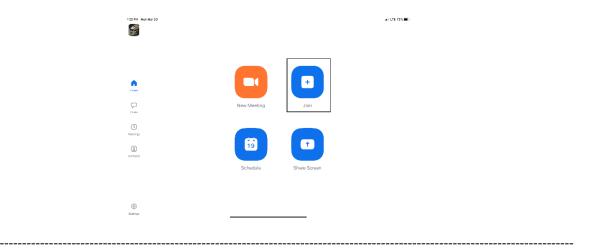
You are now setup for Zoom conference calls!!

	Joining a Meeting	Hosting a Meeting	Scheduling a Meeting	<u>Features</u>
Joining a I	Veeting:			

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:



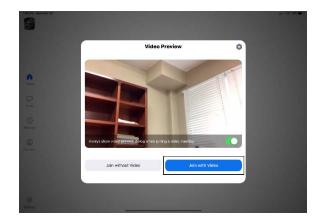
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:

-	Cancel Join a Meeting	
	Meeting ID 💿	
	Join with a personal link name	
	John Poche	
n.	Join	
	If you received an invitation link, tap on the link again to join the meeting	
Cruits		
~	JOIN OFTIONS	
	Don't Connect To Audio	
	Turn Off My Video	
8		
5 0 0		

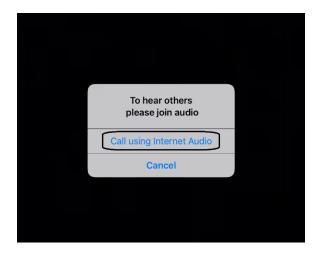
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:

	Cancel	Join a Meeting		
		Join with a parsonal link name		
,		John Poche		
ÿs.	Clear History		Done	
	John Poche's Per	sonal Meeting Room	979 312 7515	
		sonal Meeting Room	282 861 4843	
	Board of Pardons	& Parolo's Personal Mooting R	788 469 8136 716 MT / MT	
		a anna 1949 ann Marcan	2 2 2 2 2 2 1 1 2 2 C	

Click on Join with Video to enter the room:



Click on Call using Internet Audio:

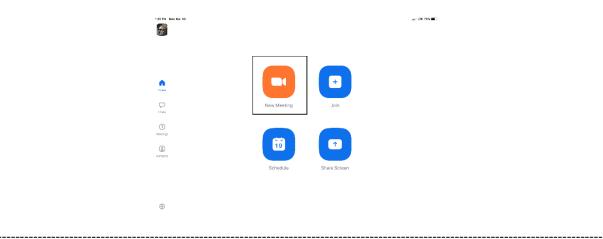


You may also see the screen below indicating that you are waiting for the host to allow you into the room:



Hosting a Meeting:

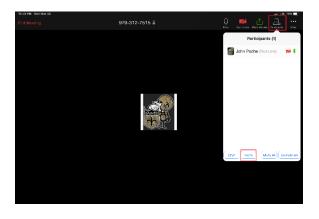
In the Zoom app click New Meeting:



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:

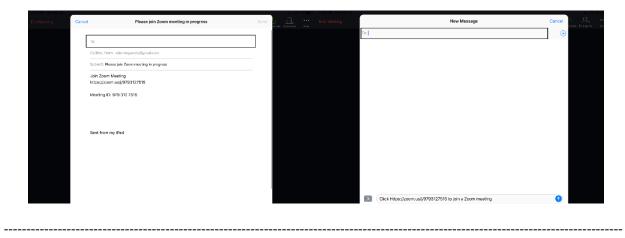


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:

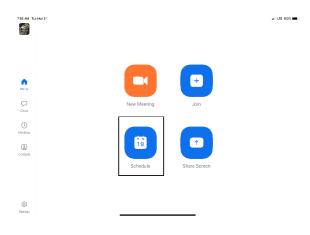


Left Side: Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the "To" line and then hit send to invite them.

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



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.

Cancel Schedule Meeting Done	Cancel Sche	dule Meeting Done
	Repeat	Never >
Enter Meeting Room Name	Calendar	iCalendar >
	Use personal meeting ID 979-312-7315	
Starts Today at 8.00 AM >	Home If this sprice is enabled, any mosting to all meetings that use your persons	eptions that you change here will be applied
Duration 30 mins >	PASSWORD	100000000
Time zone Central Time (US and Canada) >	Orato Required meeting pasaword	\bigcirc
Repeat Nover >	() MEETING DOTIONS	
2 Calendar iCalendar >	Matirgs Host video on when starting	
S Use personal meeting ID 979-312-7515	Participant video on when join	ing 🟹
If this option is enabled, any meeting options that you change here will be appled to all meetings that use your personal meeting ID	Carvants Audio option	Teisphone and device audio
PASSWORD		comprising and deprecentation of p
4 Required meeting password	7 Allow jein before hest	\bigcirc
HEETING OPTIONS	8 Record meeting automatically	\bigcirc
Host video on when starting		
	8:01q;	

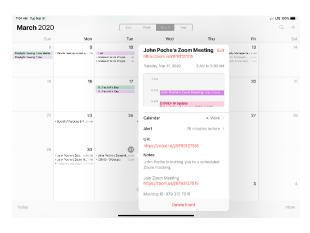
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:

7.53 AM Tax Mar 31		ani LTE 100% 🛲	7.52 AM Tue Mar 31		ail UII 100% 💻 -
Cancel	New Event	Add	Cancel	New Event	Add
			Starts		Mar 31, 2020 8:00 AM
Enter Meeting Room Name			Ends		8:30 AM
https://zoom.us///9793127515		0	Repeat		Never >
			Travel Time		None >
All-day		\bigcirc			
Starts		Mar 31, 2020 8:00 AM	Calendar		• Work >
Ends		8:30 AM	Invitoes		None >
Repeat		Never >			
Travel Time		None >	Alert		15 minutes before >
			Second Alert		None >
Calendar		• Work >	Show As		Busy >
Invitees		None >			
			https://zoom.us/j/9793127515		
Alert		15 minutes before >	John Poche is inviting you to a scheduled Zoo	m meeting.	
Second Alert		None >	Jain Zoom Meeting		
Show As		Busy >	https://zoom.us/j/9793127515		
			Meeting ID: 979 312 7515		
https://zoom.us/j/9793127515					
John Poche is inviting you to a scheduled Zoo	on 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:

7.54 AM Tue Mar 31		and LTE 1	075 -
Cancel	Add Invitees		Done
То:			Ð
500			· ~
-			

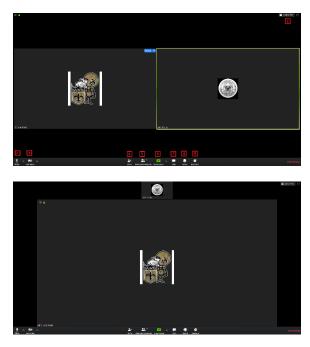
Your meeting is now scheduled and you can go to your calendar and see the event logged:



Features:

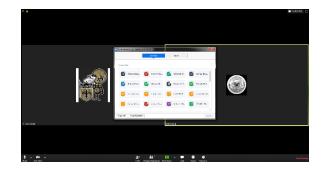
Main Screen:

- 1. The View can be changed from <u>Speaker View</u> to <u>Gallery View</u>. 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.

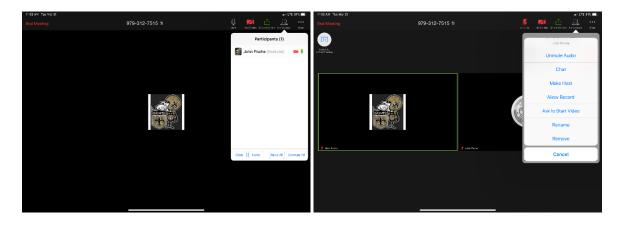


To invite participants, click on the Invite button and you will see the below options. You can invite through <u>e-mail</u> and <u>Direct Message</u>. You can also use the "Copy URL" or "Copy Invitation" buttons to send your own text or e-mail message.

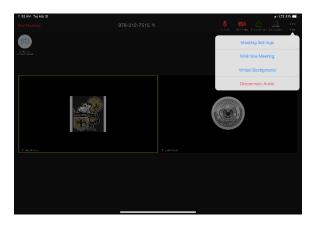




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



The "More" tab will give you the options to Minimize the window, add a Virtual Background and enter the <u>meeting settings</u>:



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

	Meeting Settings	Done
MEETINGS		
Meeting Topic	John Poche's Person	al Meeting Room >
Z Lock Meeting		\bigcirc
When enabled, new participar	its cannot join	
JLock Share		\bigcirc
When enabled, only the host of	can share content	
Mute on Entry		\bigcirc
When enabled, automatically	mute participants as they join the mee	eting
Play Chime for Enter/Ex	it	\bigcirc
When enabled, play a sound a	s participants join or leave the meetin	ß
Show My Video in Galle	ry View	
Allow Participants to Ch	nat with	Everyone >
Allow Participants to Re	name	
Allow Participants to rename t	hemselves	

The END
