

State of Louisiana

BOARD OF PARDONS AND PAROLE

NOTICE AND AGENDA

PARDON HEARING DOCKET: December 14, 2020

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, December 14, 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 participation registration room will open at 7:15 AM. If participating, you should join the registration meeting as early as 7:15 AM, but prior to 8:30 AM. If you are unable to participate in 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
- 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, December 14, 2020 8:30 am

The Louisiana Board of Pardons will meet on Monday, December 14, 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, November 23, 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 <u>DOC.LA.GOV</u> for Board contact information. Contact person: John Poche at 225-342-5421



LOUISIANA BOARD OF PARDONS

HEARING DOCKET: December 14, 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.	MARLONE, CHRISTOPHER Attorney: Emily Posner	558725	CTO RCC	ORLEANS	Attempted Second Degree Murder	
2.	JENNINGS, KATHLEEN	468423	CTO LCIW	4 TH JDC MOREHOUSE	Second Degree Murder	
3.	MOSELY, ANITA	108353	CTO LCIW	1 ST JDC CADDO	Second Degree Murder	
4.	JONES, MITCHELL	411175	CTO RLCC	ORLEANS	Attempted Manslaughter, Manslaughter	REMOVED
5.	KENNEDY, HERBERT	122624	CTO RLCC	19 [™] JDC EBR	Armed Robbery	
6.	HEBERT, KYLE M.	256437	CTO LSP	34 [™] JDC ST. BERNARD	Attempted First Degree Murder	
7.	TEZENO, FLOYD	113848	CTO LSP	13 [™] JDC EVANGELINE	Second Degree Murder	
8.	WILLIAMS, SHELTON	116721	CTO LSP	19 [™] JDC EBR	Second Degree Murder	
9.	JONES, KEVIN Attorney: Joseph Kutch	351844	CTO EHCC	9 TH JDC RAPIDES	Second Degree Murder	
10.	LOSTON, FREDDY	302567	CTO EHCC	16 [™] JDC ST. MARY	Manslaughter-Habitual Offender	

DPS&C CORRECTIONS SERVICES
PARDON BOARD HEARING DOCKET

PAGE: 1

LAST	FIRST	DOC# R S DO	B LOC	OFC REQTYP	R3DEC
ANDERSON	THERON	00430602 B M 06 ST. CHARLES	/25/83 RELEASE 000372 /	01 PWF SIMPLE BURGLARY	0020000 NA
ARCHILLE		E. BATON ROUGE E. BATON ROUGE	1110568 ATTEM/ 1110568 ATTEM/	INST 01 CTO FIRST DEGREE MURDER FIRST DEGREE MURDER	0100000 NA
BEARDEN		00376865 W M 02 UNION UNION	/03/76 RELEASE 34802 / 38161 3RD O/	02 PWF SECOND DEGREE BATTER OPER-VEHICLE-INTOXIC OPER-VEHICLE-INTOXIC	0020600 _ _ 0000030 NA
BROWN	ALBERT	VERNON VERNON	42675 /	ORDE 01 CTO MANSLAUGHTER OPER-VEHICLE-INTOXIC OPER-VEHICLE-INTOXIC	0010000 NA
BROWN	ARTHUR	CADDO	123619 /	OLIC 02 CTO FIRST DEGREE MURDER ARMED ROBBERY	
BUCKLEY	RONALD	ORLEANS ORLEANS TANGIPAHOA E. BATON ROUGE TANGIPAHOA	470258 / 470258 HABIT/ 58946 / 09050253ATTEM/ 58945 / 377507 HABIT/	AGGRAVATED BATTERY SIMPLE BURGLARY SIMPLE ROBBERY THEFT	0050000 NA 0200000 NA 0100000 NA 0000300 NA 0000030 NA 0050000 NA

DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

PAGE: 2

LAST	FIRST	DOC# R S DOE	B LOC	OFC REQTYP	R3DEC
BUSKEY	NATHANIEL)12903A /	SECOND DEGREE KIDNAP ARMED ROBBERY FIRST DEGREE ROBBERY	0250000 CC 0250000 CC 0070000 CS
BUTLER	COREY	JEFFERSON 0			
CAMPBELL	ASHTON		/08/82 RAYMOND LABOR 060698 /	RDE 01 CTO MANSLAUGHTER	0220000 NA
COLEMAN	LEE	LAFOURCHE 3	709/60 ELAYN HUNT CC 800687 / 183315 / 291741 /	SECOND DEGREE MURDER	0010326 NA
COLLINS	JOHNNY	BOSSIER 5 BOSSIER 4	/31/52 LA STATE PEN 54685 / 54685 / 16475 /		LIFE NA NA CS
CRUZ	LOUIS	JEFFERSON 8 ORLEANS 2	313523 /		_ _ _ LIFE NA 0020000 NA CS

DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

PAGE: 3

LAST	FIRST	DOC# R	S	DOB	LOC	OFC REQTYP	R3DEC
DROBISH	CARL	00287204 W LAFAYETTE LAFAYETTE	М	02/11/65 99TR289 51671	RELEASE 552ND O/	01 PWF OPER-VEHICLE-INTOXIC 0 POSSDULE II: OPIUM/O 0	_ _ 0000000 AN 0000100
EZELL	WYMAN	RICHLAND		F201312	20 /	DISTRI 01 PWF AGG ASSLT WITH FIREA 0 FORGERY 0	050000 CC
FANT	DELWIN	00524396 B JEFFERSON		05/23/73 066153	RELEASE /	01 PWF ILL-USE WEAPON OR DA 0	$\frac{ R }{NA} \frac{ N }{NA$
FRENCH	JERROME	00357307 B ORLEANS ORLEANS ORLEANS	M	376724 378561 440494 440494	/ / HABIT/	NT CORR 02 CTO AGGRAVATED BATTERY 0 AGGRAVATED BATTERY 0 SECOND DEGREE BATTER 0 SECOND DEGREE BATTER 1 SECOND DEGREE BATTER L	000600 AG 050000 NA 100000 NA
GARNER	DARRELL	E. BATON RO	UGI UGI	091005° 296103	72ATTEM/ /	LABORDE 02 CTO SECOND DEGREE MURDER 0 AGGRAVATED BATTERY 0 SIMPLE BATTERY	300000 NA 0040000 NA
GAUDET	DALE	00325242 W LAFOURCHE	М	09/23/57 240633	OAS/STAT	E POLIC 01 CTO SECOND DEGREE MURDER L	LIFE NAII
GLEASON	JAMES	FRANKLIN		2000F3	10 /	DE CORR 01 CTO ARMED ROBBERY 0 ARMED ROBBERY 0	300000 NA

DPS&C CORRECTIONS SERVICES
PARDON BOARD HEARING DOCKET

PAGE: 4

LAST	FIRST	DOC# R S D	OOB	LOC	OFC REQTYP	R3DEC
		00072486 B M 0				_ _ _
GUIDRY	KASEY	00494750 W M 0	5/02/80 042289:	RELEASE 33 /	01 PWF POSS METHAMPHETAMINE	0040000 R T N
					01 PWF POSS HYDROCODONE	
HARDY	PAULETTE	00161084 B F 0 E. BATON ROUGE E. BATON ROUGE E. BATON ROUGE	2/08/56 695282 107738 090313	RELEASE 5 / 8 / 4 /	03 PWF ILL-POSS STOLEN THIN POSSDULE II: STIMULA POSS ECGONINE	0050000 NA NA 0030000 NA
HARRIS	JAMES	00319178 B M 1 CADDO	2/21/61 158334	LA STATE PEN	01 CTO AGGRAVATED RAPE	LIFE CC
HARRISON	ARCHIE				01 CTO SECOND DEGREE MURDER	
HAYES	CALVIN	00088316 B M 1 E. BATON ROUGE	2/09/48 477116	/	01 PWF MANSLAUGHTER	
HULS	LARRY	00341495 W M 0 TANGIPAHOA		LA STATE PEN		_
JOHNSON		00509945 B M 1 NATCHITOCHES			01 PWF PWID ECGONINE	

DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

PAGE: 5

		DOC# F			LOC				R3DEC
JONES					DIXON CORR II				
JONES	FRANKLIN				LA STATE PEN / 42 /		E MURDER BATTERY		
JONES	KEVIN	00400130 E ORLEANS	вм	09/26/79 398627	LA STATE PEN	01 CTO	EE MURDER	LIFE	$\frac{CC}{ R } \frac{1}{N} \frac{N}{N}$
KING	MARLON	ORLEANS JEFFERSON JEFFERSON JEFFERSON		348623 986474 986474 961961	LA STATE PEN	04 CTO NEGLIGENT H ARMED ROBBE ARMED ROBBE ILL-POSS ST	OMICIDE RY RY OLEN THIN	0001003 0490600 0490600 0000603	NA NA NA
KNOCKUM	RENE	ORLEANS ORLEANS ORLEANS		504527 487369 487369 516272 516272 516272 516272 474273	ATTEM/HABIT / / HABIT/ CRIM / /	AGG FLIGHT SECOND DEGR P-FIREARM-C RACKETEERIN CRIMINAL GA DIST HEROIN	FR OFFICE EE MURDER CW-CNV CR G NG ACTIVI NE NE NE NE	0020000 0250000 0150000 0200000 0050000 0150000 0020317 0050000	NA CC CC CS CC CC AG

DPS&C CORRECTIONS SERVICES
PARDON BOARD HEARING DOCKET

PAGE: 6

LAST	FIRST	DOC#	R	s	DOB	LOC	OFC	REQTYP		R3DEC
LEE	REGINALD	00557567 OUACHITA	В	М	02/13/75 07F168			. CTO LUGHTER		_ _ NA
LEWIS	MICHAEL	00447690 JEFFERSON JEFFERSON JEFFERSON JEFFERSON			014509 033138 035864	2ND O/ 2ND O/ /	UNAUTH POSS M POSS M	PWF ENTRY-INHAB D MARIJUANA MARIJUANA CGONINE CGONINE	0050000 0050000	CC NA NA
LIVELY	DONALD	00563107 IBERIA IBERIA IBERIA IBERIA IBERIA IBERIA IBERIA	В		10210 09CR00 09CR00 091730	17 / 18 /	AGGRAV ARMED ARMED ARMED	CTO VATED BATTERY ROBBERY ROBBERY ROBBERY USE OF ROBBERY USE OF ROBBERY USE OF	0100000 0100000	NA NA
LONG	ЈОНИ	00294513 ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS			384701 341367 345967	1 / / HABIT/	DIST M DIST E DIST E DIST E POSS E	PWF MARIJUANA CCGONINE CCGONINE CCGONINE CCGONINE CCGONINE	0200000 0000001 0010710 LIFE 0000710 0200000	NA NA NA NA
LORMAND	JASON	00418071 LAFAYETTE			02/29/72 77011			CTO DEGREE MURDER	LIFE	_ _ _ _

DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

PAGE: 7

HEARING DATE 12/14/20

LAST FIRST DOC# R S DOB LOC OFC REOTYP R3DEC 00602406 B M 10/13/61 DAVID WADE CORR 01 CTO MARTIN BRYAN OUACHITA 06F1484 / MANSLAUGHTER 0200000 NA ______ 00553703 B M 05/31/87 RAYBURN CORR CE 01 CTO MARTIN CHARLES TANGIPAHOA 701318 / MANSLAUGHTER 0400000 NA TANGIPAHOA 701544 / AGGRAVATED BURGLARY 0200000 NA 00469375 B M 10/03/85 LA STATE PEN 02 CTO | | | MARTIN SHAWN
 JEFFERSON
 082003
 /
 ARMED ROBBERY
 0400000
 NA

 JEFFERSON
 082003
 HABIT/
 ARMED ROBBERY
 0550000
 NA

 ORLEANS
 436985
 ATTEM/
 POSS CDS -NON SPECIF
 0030000
 NA
 00370950 W M 11/14/78 LA STATE PEN 02 CTO MICHEL LEONARD ORLEANS 396040 / SECOND DEGREE KIDNAP 0400000 CC JEFFERSON 9603171 / SIMPLE BURGLARY 0010326 AG
JEFFERSON 9603170 / SMPL-BURGLARY-INHAB 0010326 AG
ORLEANS 3960401 / ARMED ROBBERY 0750000 NA
ORLEANS 3960401 / ARMED ROBBERY 0750000 NA
ORLEANS 396040 / P-FIREARM-CCW-CNV CR 0100000 CC 00713102 B F 08/15/90 RELEASE 01 PWF | RITIN MILLER HOPE TANGIPAHOA 1502915 / PWID MARIJUANA 0030000 NA

 00448843 W M 05/09/73 RELEASE
 01 PWF
 | ___|

 CALCASIEU
 883201 3RD O/
 OPER-VEHICLE-INTOXIC 0000030 CC

 CALCASIEU
 [883201] 3RD O/
 OPER-VEHICLE-INTOXIC 0010000 NA

 MUSGROVE SCOTT NICHOLAS LEONARD 00100868 W M 11/12/54 RELEASE 02 PWF

DPS&C CORRECTIONS SERVICES
PARDON BOARD HEARING DOCKET

HEARING DATE 12/14/20

LAST	FIRST	DOC# R S	DOB	LOC	OFC REQTYP	R3DEC
		ORLEANS	279419 279419 279419	/	SECOND DEGREE MURDER MANSLAUGHTER AGG CRIME AGAINST NA	0210000 CC
PALMER	KEITH	E. BATON ROUGE	198602 12903	ATTEM/	02 CTO FIRST DEGREE MURDER ILL-USE WEAPON OR DA P-FIREARM-CCW-CNV CR	0010000 NA
PERRIER	GERALD		363205 350469	/	02 PWF ARMED ROBBERY POSS ECGONINE POSS ECGONINE	0050000 NA NA 0050000 NA
PITTS	DAVID	00619216 B M TANGIPAHOA TANGIPAHOA	07/20/78 110128 120104	RELEASE 7 3RD O/ 1 4TH O/	01 PWF OPER-VEHICLE-INTOXIC OPER-VEHICLE-INTOXIC	0050000 NA 0070000 NA
PORCHE	MICHEL	ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS	290853 318856 418022 418022 418022 418022 392764 [39276 418022	I / // 1 // 1 HABIT/ HABIT/ 4]HABIT/ 1 /	AGG-ORAL SEXUAL BATT SECOND DEGREE KIDNAP SIMPLE KIDNAPPING SIMPLE KIDNAPPING	0200000 CC 0150000 CS 0200000 CC 0200000 NA 0010300 NA 0030000 NA 0500000 CS

PAGE: 8

DATE: 11/24/20 DPS&C CORRECTIONS SERVICES TIME: 15:37 PARDON BOARD HEARING DOCKET PARDON BOARD HEARING DOCKET

PAGE: 9

LAST	FIRST	DOC#	R	S	DOB	LOC	OFC	REQTYP		R3DEC
		ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS ORLEANS			418022 418022 418022 418022	1 /	FIRST FIRST FIRST FIRST	ROBBERY DEGREE ROBBERY DEGREE ROBBERY DEGREE ROBBERY DEGREE ROBBERY DEGREE ROBBERY	040000 040000 040000	CS CS CS NA
REED	RAYMOND	00337791 OUACHITA	В	М		RELEASE 2 A & C/	PWID	PWF ECGONINE	0050000	 NA
SEGURA	SHAWN	00431568 LAFAYETTE LAFAYETTE LAFAYETTE LAFAYETTE			06/28/74 78420 83387 78420 80656	OAS/STATE / ACCES/ / /	ARMED SIMPL	ROBBERY E ROBBERY H USE OF MOTOR	0050000	NA NA
SINGLETON	MELANIE	00584308 LAFAYETTE VERNON		F	12/20/89 146743 80706	RELEASE / /	SIMPL	2 PWF E ROBBERY ITY THEFT	0 050000 0030000	
SMITH	ROSALINE	00629874 LAFAYETTE LAFAYETTE		F	06/03/81 144357 139062	RELEASE / /	POSS	1 PWF METHAMPHETAMINE ALPRAZOLAM/XANA		_ _ NA NA
STEPHENSON	CHARLES	00107374 SABINE SABINE	W	М	12/21/62 32450 32450	RELEASE / ATTEM/	SIMPL	2 PWF E BURGLARY E BURGLARY		_ _ NA CS

HEARING DATE 12/14/20

DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

LAST	FIRST	DOC#	R S	DOB	LOC	OFC REQTYP	R3DEC
STEWART	ELDRIDGE	ORLEANS AVOYELLES ORLEANS		414533 77284B 343774 353496	/ / HABIT/	FIRST DEGREE MURDER AGGRAVATED BATTERY AGGRAVATED BATTERY	_ _ _ _ LIFE NA 0010000 NA 0020000 NA 0050000 NA 0050000 NA
SVAN	DARREN	BOSSIER		67012	•	SCHEDULE II: STIMULA	
TAYLOR	HENRY		3 M	11/23/54 279726	LA STATE PEN / /	AGGRAVATED RAPE FORCIBLE RAPE FORCIBLE RAPE	
THOMAS	CLARENCE	00491266 NASHINGTON WASHINGTON WASHINGTON WASHINGTON WASHINGTON WASHINGTON		07CR09 02CR68 02CR68 04CR69	62 / 43 / 47 /	R C 02 CTO FORCIBLE RAPE THEFT OF GOODS ILL-POSS STOLEN THIN FORGERY MOLESTATION OF A JUV	0000600 CC 0020000 CC 0040000 CC
THOMAS	GERALD	JEFFERSON JEFFERSON		986315 [98631 055669 064468	5] / / / /		0040000 NA 0020811 AG 0020811 AG

PAGE: 10

DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

HEARING DATE 12/14/20

LAST	FIRST	DOC# R S	DOB	LOC	OFC REQTYP	R3DEC
		JEFFERSON	090274	HABIT/	PWID ECGONINE	0200000 NA
THOMPSON	ELDERICH		98CR94	1 ATTEM/	CORR 02 CTO MANSLAUGHTER ARMED ROBBERY POSS ECGONINE	0200000 NA 0500000 CS 0001800 NA
TYLER	GILBERT	00572061 B M OUACHITA OUACHITA	08F077	DAVID WADE (1 ATTEM/ 1 ATTEM/	FIRST DEGREE MURDER	
WALLER	REGINALD	00304475 B M E. BATON ROUGE	GE 303193 GE 303193 GE 303193 GE 069665 GE 990960 GE 303193	ATTEM/ / / 6 / /		0100000 CC 0020000 CC 0030615 NA 0010520 NA 0500000 CC
WILLIAMS	MICHAEL	00276496 W M LAFAYETTE LAFAYETTE	1 05/22/52 68442 34705	RELEASE / /	02 PWF SEXUAL BATTERY POSSDULE I: HALLUCIN	

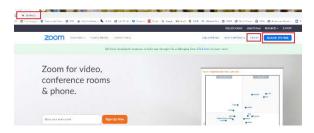
-16 47 total PAGE: 11

Zoom Account Creation

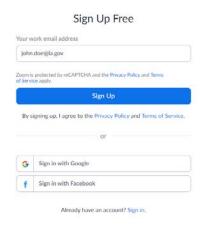
Go to zoom.us in your Web Browser(A) or open the Zoom app(B) on your ios device.

(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.



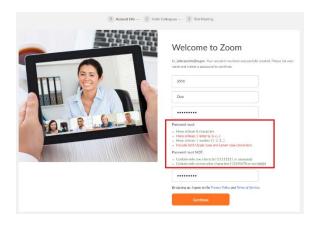
Enter your @la.gov e-mail address and click Sign Up:



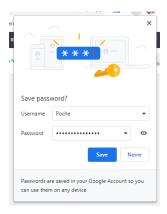
You will receive an e-mail to confirm and activate your account:



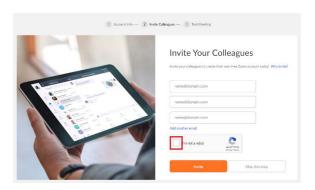
When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



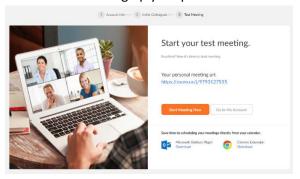
If prompted, allow your web browser to save the username and password



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

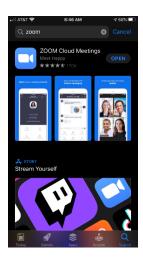


You are done setting up your profile. You can now click on "Go to my Account" to change your settings.

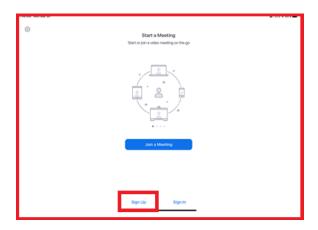


(B) Zoom App

Download the Zoom App from the App Store:



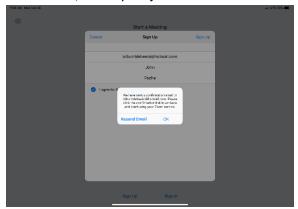
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.



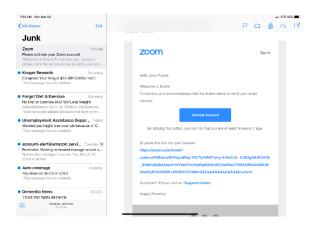
Fill in the information below using your @La.gov address:



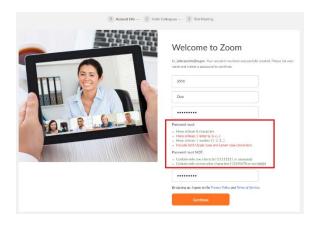
Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.



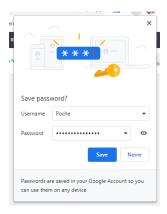
Once you receive the email, click activate your account. This will open up your web browser to complete your profile.



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.



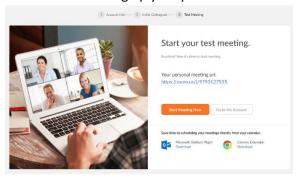
If prompted, allow your web browser to save the username and password



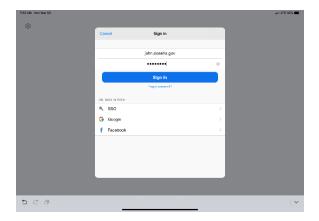
Click the "check box" below and then the "Skip this step" button:



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.



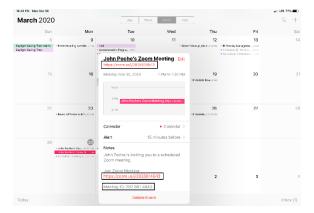
Click OK to allow Zoom to access your camera and Microphone.



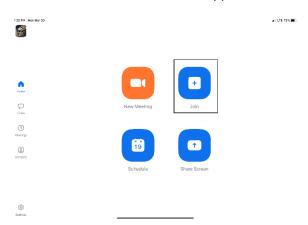
You are now setup for Zoom conference calls!!

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:

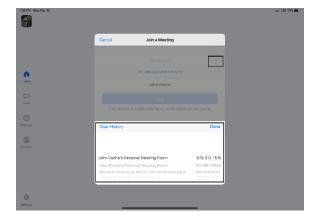


Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:

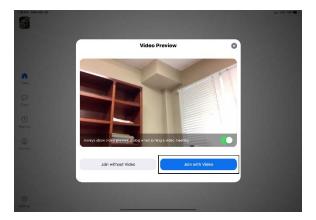


The drandown arrow payt to Meeting ID will show your provings rooms you have joined. This may help

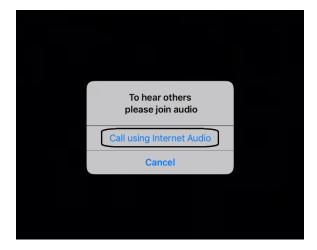
The dropdown arrow next to Meeting ID will show your previous rooms you have joined. This may help if you are continually joining the same room ID numbers:



Click on Join with Video to enter the room:



Click on Call using Internet Audio:

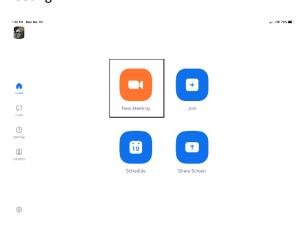


You may also see the screen below indicating that you are waiting for the host to allow you into the room:

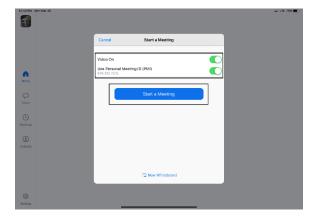


Hosting a Meeting:

In the Zoom app click New Meeting:

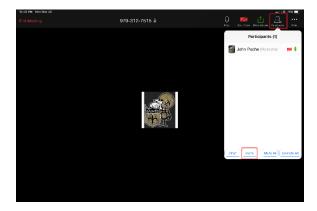


Turn Video and PMI slider to on. The PMI is your personal meeting ID and will be the room ID if turned on. If you chose not to turn on the PMI, Zoom will create a random meeting ID number:



Click on Participants to see who is in the room and the Invite hutten to invite guest through a mail or

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



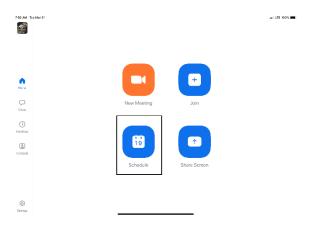
Left Side: Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the "To" line and then hit send to invite them.

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



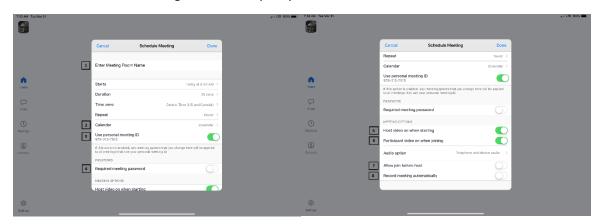
.....

In the Zoom App click on Schedule:

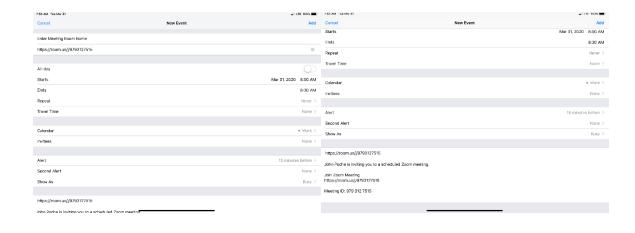


The next screen will set the criteria for your meeting:

- 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.



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

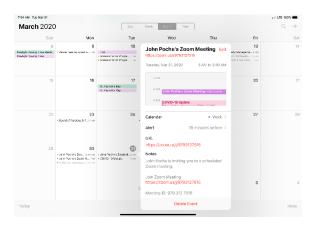


You can see the screen below if the invite button is selected. You can invite through text or e-mail.

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:



_			_					
c	_	1	٠	u	r	0	c	٠
г	ᆫ	а	L	u		C	э	

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.



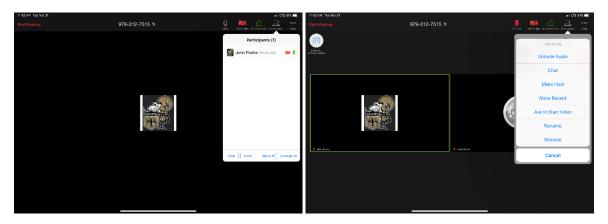


To invite participants, click on the Invite button and you will see the below options. You can invite through <u>e-mail</u> and <u>Direct Message</u>. You can also use the "Copy URL" or "Copy Invitation" buttons to send your own text or e-mail message.

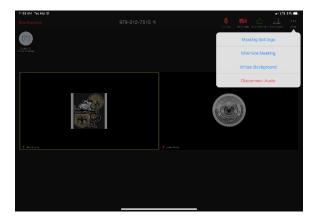




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



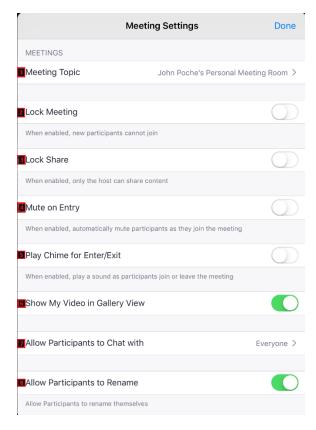
The "More" tab will give you the options to Minimize the window, add a Virtual Background and enter the <u>meeting settings</u>:



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



The END
