JOHN BEL EDWARDS Governor



SHERYL M. RANATZA Board Chair

# State of Louisiana

BOARD OF PARDONS AND PAROLE

### NOTICE AND AGENDA

PARDON HEARING DOCKET: February 22, 2021

The Board of Pardons (Pardon Board) will meet and conduct pardon hearings on the day of Monday, February 22, 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: <a href="https://ladoc-adm.zoom.us/j/9863202809">https://ladoc-adm.zoom.us/j/9863202809</a>. 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.

Post Office Box 94304 • Baton Rouge, Louisiana 70804-9304 • www.doc.la.gov (225) 342-6622 • paroleboard@corrections.state.la.us An Equal Opportunity Employer



### NOTICE AND AGENDA LOUISIANA BOARD OF PARDONS REGULAR MEETING Monday, February 22, 2021 8:30 am

The Louisiana Board of Pardons will meet on Monday, February 22, 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, January 25, 2021 Regular Meeting
  - Consideration of applications for clemency (see docket at doc.la.gov)
  - Administrative review of clemency applications
  - Review and approval of Board Policy No. 15-1501-POL for promulgation in accordance with LA Legislature Act No. 203.
- 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: February 22, 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 #	<b>Request/Location</b>	JDC/Location	Offense	Vote
1.	LELAND SINGLETARY	560289	CTO RLCC	30 <sup>™</sup> JDC VERNON	ARMED ROBBERY USE OF A FIREARM	
2.	ESTHER PENNS	96556	CTO LCIW	ORLEANS	FIRST DEGREE MURDER	
3.	BRIAN SANDERS	634515	CTO DCI	19 <sup>™</sup> JDC EBR	ATTEMPTED SECOND DEGREE MURDER	
4.	MCKINLEY PHIPPS	445656	CTO Lafourche TWP	22 <sup>ND</sup> JDC ST. TAMMANY	MANSLAUGHTER	
5.	LONNIE JOHNSON	295286	CTO EHCC	ORLEANS	CRUELTY TO JUVENILES – 2 COUNTS; AGGRAVATED RAPE	
6.	JOHN CORLEY ATTY: KEITH NORDYKE	<del>131810</del>	<del>CTO</del> <del>LSP</del>	<del>11<sup>™</sup> JDC</del> <del>SABINE</del>	SECOND DEGREE MURDER	CONTINUED
7.	CAMERON EMANUEL- DUNN	462332	CTO LSP	19 <sup>™</sup> JDC EBR	SECOND DEGREE MURDER	
8.	RONALD PORTER	98752	CTO LSP	ORLEANS	FIRST DEGREE MURDER – 2 COUNTS	
9.	BOBBY R. HALL, SR.	92673	CTO LSP	1 <sup>st</sup> JDC CADDO	FIRST DEGREE MURDER	
10.	JAMES T. WILLIAMS	369067	CTO LSP	21 <sup>st</sup> JDC LIVINGSTON	SECOND DEGREE MURDER	

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



LOUISIANA	Number:
<b>BOARD OF PARDONS &amp; PAROLE</b>	Date:
	Page:

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<b>BOARD POLICY</b>	

SUBJECT:	SUSPENSION OF SUPERVISED PAROLE <u>&amp; INACTIVE</u>	Formatted: Indent: Left: 0.15", Hanging: 2"
PURPOSE:	To establish guidelines for review of cases that maybe recommended for suspension of supervised parole or <u>Inactive Parole Supervision</u> .	Formatted: Justified, Right: 0"
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<u>AUTHORITY:</u>	LAC Title XI, Title 22, Chapter 7; La. R.S. 15:574.2, La. R.S. <u>15:574.10, 15:574.7, Act 203 of 2020 Regular Legislative Session</u>	<b>Formatted:</b> Justified, Indent: Left: 0.15", Hanging: 2", Right: 0.2"
<b>REFERENCES:</b>	Board Policy 11-1101-POL, "Types of Violations"	Formatted: Font: 12 pt
POLICY:		Formatted: Font: Not Bold, No underline

The Board of Pardons and Committee on Parole (Board) supports the mission of the Department of Public Safety & Corrections and the Division of Probation & Parole. Supervision of offenders by P&P is done in a manner that safeguards the community and meets the programmatic needs of the offender. In order to make the most efficient use of P&P Officer time, cases that qualify for suspension of parole supervision may be placed in suspended status without impacting public safety. Placement of offenders in inactive status will allow for enhanced management of offenders in the greatest need of supervision.

#### **DEFINITION:**

Suspended Status: Parole cases that meet the necessary requirements to be placed in a nonreporting status, and who remain in such status until the period of supervision expires or a violation occurs. Once a violation occurs, all conditions of parole shall be reactivated.

Inactive Parole Supervision: Status for parole cases which relieves the offender of all conditions of parole stated in La. R.S. 15:574.4.2(A) (2) except the authority of the Board to revoke based on a new felony conviction as provided in La. R.S. 15:574.10. This action would include relief from supervision fees.

### **PROCEDURES:**

#### SUSPENDED PAROLE SUPERVISION

- A. After a minimum of eighteen months supervised parole and upon the recommendation of the Division of Probation and Parole, the Board may determine that a parolee merits unsupervised parole and may suspend a parolee's supervision.
  - 1) A Parole Officer may recommend that an offender be placed in suspended status if the offender meets the following criteria:
    - a. Completed a minimum of eighteen months supervision;

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### 15-1501-POL

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- b. Is a first or second felony offender;
- c. Scored "minimum" on the DOC approved Risk Needs Assessment Tool;
- d. Has completed all special conditions ordered by the sentencing judge and/orBoard;
- e. Has remained conviction free (excludes minor traffic and local municipal statutes)for the period of supervision and has no pending criminal matters;
- f. Is a non DWI case;
- g. Is free of any conviction, deferred adjudication withheld for a sex offense as defined in R.S. 15:541;
- h. Is a current non-violent offender (a prior violent offense does not rule out the recommendation for suspended status if the current case meets eligibility requirements).
- 1. Exceptions to A.1.h.:
  - (i) Parole case with a current violent offense that has been on supervision for at least five (5) years and has remained arrest free;
  - Parole case with a current violent offense with a medical or physical\_ condition and is no longer considered a threat to public safety;
  - (iii) Parole case with a current violent offense who has been displaced to another state due to emergency situation (i.e., hurricane or other natural disaster) and who do not have a residence plan in Louisiana.
- B. A parolee in suspended status may be subject to revocation for parole violations committed prior to the expiration of his full term discharge date. The parolee may be returned to maximum supervision any time prior to the expiration of his full term discharge date if the Division of Probation and Parole makes a report showing that such supervision is in the interest of either the public or the parolee.

#### **INACTIVE PAROLE SUPERVISION**

- A. During the onset of parole supervision and development of the Supervision Plan, an offender who is free from any conviction for a sex offense as defined in R.S. 15:541, shall be advised of the incentive to be compliant with conditions of supervision in order to be recommended for Inactive Parole Supervision.
- **B.** As determined by the District Manager or during the Annual Review, the officer shall review the offender's case based on the following eligibility requirements,
  - C.1) Offender's instant offense is not a crime of violence as defined by R.S. 14;2(B) and the offender has served a minimum of three years without a violation of the terms and conditions of parole.
  - 4)2) Offender's instant offense is a crime of violence as defined by R.S. 14:2(B) and the offender has served a minimum of seven years without a violation of the terms and conditions of parole.

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- C. Upon the offender becoming eligible, the officer may submit an Activity Report to the Parole Board recommending the offender be placed on Inactive Parole Supervision.
- D. Upon the Board's approval, the offender's supervision level will be changed to Administrative-Inactive Parole Supervision. At this effective date, the offender is no longer subject to the conditions of parole as defined in La. R.S.15:574.4.2(A)(2). Supervision fees will be inactivated in the DOC approved offender management system.
- E. Should the parolee have a new arrest, the supervising officer will notify the Parole Board and request the parolee to be returned to active parole supervision where the offender will be subject to the conditions of parole as defined in La. R.S.15:574.4.2(A)(2). Supervision fees will be reactivated in the DOC approved offender management system. The supervising officer will follow normal procedures for the violation process outlined in Board Policy 11-1101-POL, "Types of Violations".
- F. Offenders convicted of a new felony conviction while under supervision are subject to revocation under La. R.S. 15:574.10.
- G. If the pending charges against the offender are rejected or dismissed, an Activity Report will be submitted to return the offender to Inactive Parole Supervision.
- H. If the offender completes his period of supervision with no new arrests, the case will be closed at their earned compliance date or full term date as appropriate.

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#### SHERYL M. RANATZA, CHAIRMAN

\*signature on file

This Policy replaces and supersedes Board Policy 15-1501-POL, "Suspension of Supervised Parole" dated July 20, 2020 August 1, 2012. (Technical revisions only)

2020 Regular Session

HOUSE BILL NO. 643

### BY REPRESENTATIVE JONES

1	AN ACT
2	To amend and reenact R.S. 15:574.2(D)(1) and to enact R.S. 15:574.7(E), relative to the
3	committee on parole; to provide relative to the powers and duties of the committee
4	on parole; to provide relative to the time and conditions of release on parole; to
5	provide relative to the supervision and fees associated with the supervision of a
6	parolee; to provide relative to a parolee on inactive status; to provide relative to the
7	committee on parole's authority to revoke parole and reduce terms and conditions of
8	parole; and to provide for related matters.
9	Be it enacted by the Legislature of Louisiana:
10	Section 1. R.S. 15:574.2(D)(1) is hereby amended and reenacted and R.S.
11	15:574.7(E) is hereby enacted to read as follows:
12	§574.2. Committee on parole, Board of Pardons; membership; qualifications;
13	vacancies; compensation; domicile; venue; meetings; quorum; panels;
14	powers and duties; transfer of property to committee; representation of
15	applicants before the committee; prohibitions
16	* * *
17	D. In accordance with the provisions of this Part, the committee on parole
18	shall have the following powers and duties:
19	(1) Except as provided in Paragraph (C)(4) of this Section, to To determine
20	the time and conditions of release on parole of any offender who has been convicted
21	of a felony and sentenced to imprisonment, and confined in any penal or correctional
22	institution in this state in accordance with R.S. 15:574.7.
23	* * *

**ENROLLED** 

**ACT No. 203** 

### Page 1 of 2

CODING: Words in struck through type are deletions from existing law; words <u>underscored</u> are additions.

1	§574.7. Custody and supervision of parolees; modification or suspension of
2	supervision; violation of conditions of parole; sanctions; alternative
3	conditions; administrative sanctions
4	* * *
5	E.(1) Upon recommendation of the supervising parole officer and approval $E(x)$
6	of the committee on parole, the level of supervision and the fees associated with the
7	supervision of a parolee may be reduced after the parolee has served a minimum of
8	three years without a violation of the terms and conditions of parole for a crime that
9	is not a crime of violence as defined by R.S. 14:2(B) and a minimum of seven years
10	without a violation of the terms and conditions of parole for a crime that is a crime
11	of violence as defined by R.S. 14:2(B).
12	(2) A parolee who satisfies the conditions of $Paragraph(1)$ of this Subsection
13	may be placed on inactive status upon approval of the committee. A parolee on
14	inactive status shall not be subject to the terms and conditions of parole under R.S.
15	<u>15:574.4.2(A)(2).</u>
16	(3) The committee shall maintain the authority to revoke parole as provided
17	in this Section and R.S. 15:574.9.
18	(4) Nothing in this Subsection shall eliminate the committee's authority to
19	reduce terms and conditions of parole prior to a parolee satisfying the requirements
20	of Paragraph (1) of this Subsection.

## SPEAKER OF THE HOUSE OF REPRESENTATIVES

# PRESIDENT OF THE SENATE

### GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: \_\_\_\_\_

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CODING: Words in struck through type are deletions from existing law; words <u>underscored</u> are additions.

LAST	FIRST	DOC# R S DOB LOC OFC REQTYP R3DEC
ADDISON	LLOYD	00163846 W M 11/25/60 OAS/STATE POLIC 03 CTOJEFFERSON062416 ATTEM/MANSLAUGHTER0200000 NAJEFFERSON062416 HABIT/ATTEM MANSLAUGHTER0400000 NAST. JOHN-BAPTIS 15181/ILL-POSS STOLEN THIN 0030000 CCST. JOHN-BAPTIS 9910/POSS ECGONINE0030000 NA
BREAUX	DANIEL	00618188 W M 12/22/68 RELEASE         01 PWF         I_i_ii           LIVINGSTON         29398         /         SMPL-CRMNL DMG PROPE 0020000           TANGIPAHOA         1400502         /         POSS TESTOSTERONE         0050000
CASTER	HARRY	00250755 B M 08/29/51 RELEASE CADDO 163470 / AGGRAVATED BATTERY 0030000 NA CADDO 116992 ATTEM/ SIMPLE ARSON NA
CITIZEN	BRANDON	00338915 B M 09/06/75 ALLEN CORR CTR       02 CTO          CALCASIEU       1019999       / SECOND DEGREE KIDNAP 0350000 CS         CALCASIEU       1019999       / ILL-USE WEAPON OR DA 0020000 CS         CALCASIEU       1019999       / P-FIREARM-CCW-CNV CR 0100000 CS         CALCASIEU       1019999       / DIST ECGONINE       0050000 NA
DAVIS	COREY	00385676 B M 06/20/78 RAYMOND LABORDE 02 CTO       IIII         IBERIA       971445       / ARMED ROBBERY       0500000 NA         IBERIA       971100       / THEFT       0050000 NA
FRAZIER	GABRIEL	00701775 W M 05/30/86 RELEASE 01 PWF LAFAYETTE 149708 / SIMPLE BURGLARY NA
GUIDRY	KASEY	00494750 W M 05/02/80 RELEASE 01 PWF [] ST. MARTIN 04228933 / POSS METHAMPHETAMINE 0040000

### DPS&C CORRECTIONS SERVICES PARDON BOARD HEARING DOCKET

DATE: 02/02/21 TIME: 09:58 HEARING DATE 02/22/21

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JAGERS	BOBBY	00178028 BOSSIER BOSSIER BOSSIER BOSSIER BOSSIER CADDO	₩	M	09/03/67 66800 89358 89358 89358 84774 186662	/		SECOND AGGRAV ARMED ARMED UNAUTH		LIFE CC 0300000 NA 0200000 CS 0010800 NA
JONES	KENNETH	00582560 CADDO	W	м	10/28/69 284907		LAB		CTO EXUAL BATTERY	
LEDET	MARIO	00261591 LAFAYETTE CALCASIEU	В	М	07/25/68 79671 685152	/	LAB			 0400000 NA 0020000 NA
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RUBEN	DANNY	00542124 CADDO	В	M	03/30/75 256336	MADISON /	DET		CTO LE RAPE	0300000 NA
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SYKES	ELBERTINE	00466773 NATCHITOCI			LCW/JETSON /	CTO SECOND DEGREE MURDER	 LIFE NA
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DATE: 02/02/21	DPS&C CORRECTIONS SERVICES
TIME: 09:58	PARDON BOARD HEARING DOCKET
HEARING DATE 02/22/21	

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		ST. TAMMAN	Y	285571		1	POSS ECGONINE 005	50000 NA
		ST. TAMMAN	Y	289438		/	POSS ECGONINE 005	50000 CC
		ST. TAMMAN	Y	293158		1	POSS ECGONINE 005	50000 CC
		ST. TAMMAN	Y	289438		1	POSS HYDROCODONE 005	50000 CC
		ST. TAMMAN	Y	432880		1	POSS HYDROCODONE 005	50000 CC
		ST. TAMMAN	Y	289438		1	POSS VALIUM 005	50000 CC
		ST. TAMMAN	Y	405990		1	PWID HYDROCODONE 001	10000 NA
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		ST. TAMMAN	Y	[405990	)]	1	PWID METHADONE 010	00000 CC
		ST. TAMMAN	Y	405990		1	PWID ALPRAZOLAM/XANA 001	10000 CC
		ST. TAMMAN	Y	[405990	)]	/	PWID ALPRAZOLAM/XANA 010	00000 CC
WILLIAMS	DWAYNE	00397846 ORLEANS	вм	03/08/67 389825	ELAYN	HUNT /	CORR 01 CTO MANSLAUGHTER 040	 000000 AA

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### **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.

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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:

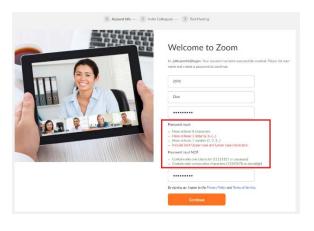
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When clicking on activate account, it should open up a profile creator in your web browser. Enter you First and Last name and password following the instructions outlined in red for your password.



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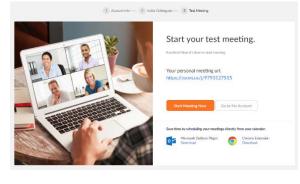
Click the check box below and then the "Skip this step" button:

1 Account info	2) Invite Colleagues (3) Test Meeting	
	Invite Your Colleagues Invite your colleagues to ceate their own free Zoon account today. Why helds	te?
Part of	name@domain.com	
	name@domain.com	
	im not a robot	
and and	Invite Skip this step	

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

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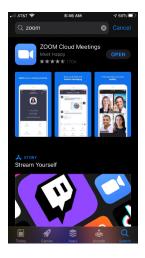
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(B) Zoom App

Download the Zoom App from the App Store:

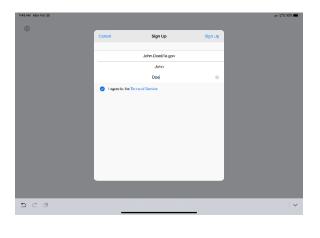
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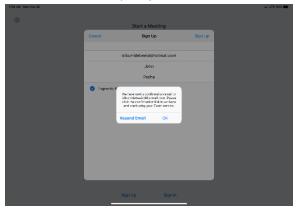
Click on Sign up to create a new profile or Sign in if you already have a profile associated with your @La.gov e-mail.

0	Start a Meeting Start organ a video meeting on the go	
	Join a Meeting	
	Sign Lp Sign In	

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

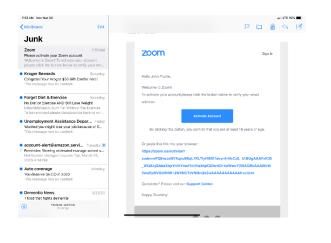


Check your e-mail before exiting this screen. If you did not receive the e-mail notice, click to resend the notice. Also, check your junk e-mail box as the notice may have been sent there.

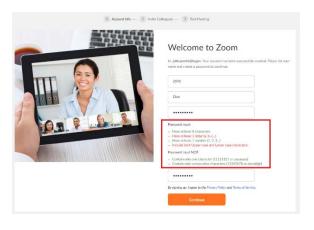


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Once you receive the email, click activate your account. This will open up your web browser to complete your profile.



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.



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

	· · · · ·	×
Save pass	word?	
Username	Poche	•
Password	•••••	• •
	Save	Never
	e saved in your Google Accou 1 on any device	unt so you

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

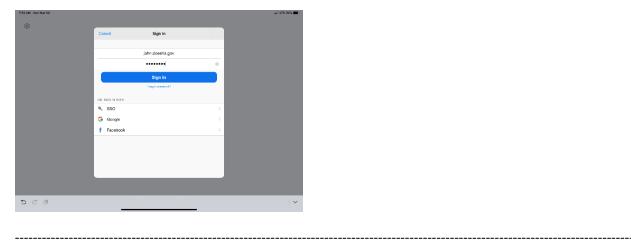
	2 Instite Colleagues (3) Test Meeting
	Invite Your Colleagues
D	Invite your colleagues to create their own free Zoon account today! Why Invite?
	name@domain.com
	name@domain.com
	Add another email
	I'm not a robot
	Invite Skip this step
	Prosition

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

Start your test meeting. Extend New York of Starts and Starts Your personal meeting un: https://zoom.uku//9793127515
State Medicing Nor Circ So My Account
Sine first by tabeling your meeting inforth from your calculate.

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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.

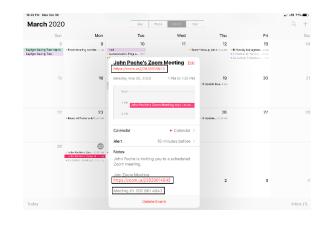


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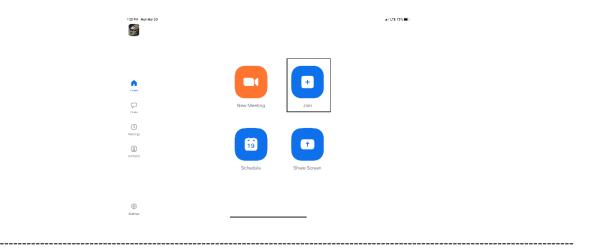
You are now setup for Zoom conference calls!!

	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:



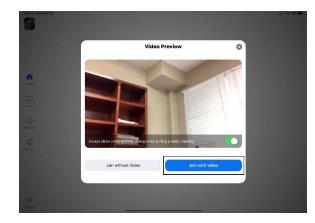
Enter your meeting ID and Name. The meeting ID number will be located on the invitation and a password may be required by the host:

-	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 2 8		

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:

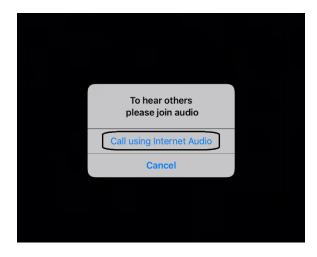
	Cancel	Join a Meeting		
		Join with a parsonal link name		
,		John Poche		
ÿs.	Clear History		Done	
	John Poche's Per	sonal Meeting Room	979 312 7515	
		sonal Meeting Room	282 861 4843	
	Board of Pardons	& Parolo's Personal Mooting R	788 459 8135 716 MT / MT	
		a anna 1949 ann Marcan	2 2 2 2 2 2 1 1 2 2 C	

Click on Join with Video to enter the room:



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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:

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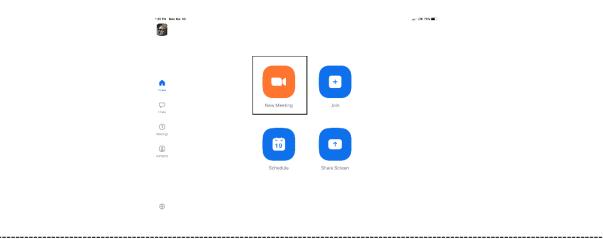


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Hosting a Meeting:

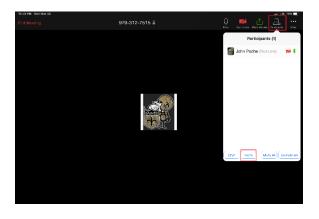
In the Zoom app click New Meeting:



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:

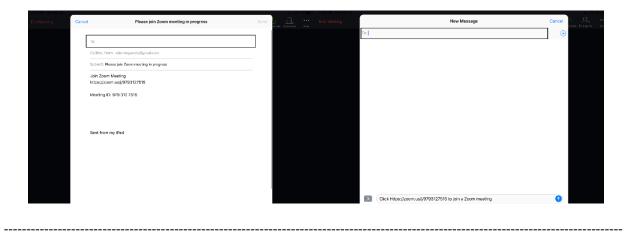


Click on Participants to see who is in the room and the Invite button to invite guest through e-mail or direct message:

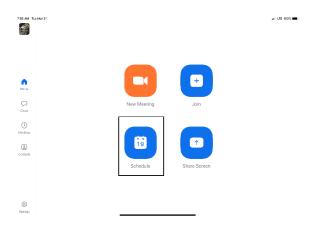


**Left Side:** Inviting by e-mail. You should have access to your e-mail contact list and be able to add the e-mail address to the "To" line and then hit send to invite them.

**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 Schedule Meeting	Done
	Repeat	Never >
Enter Meeting Room Name	Calendar	iCalendar 🗧
	Use personal meeting ID 979-512-7315	
Starts Today at 8:00.4M >	Home If this option is enabled, any macting options that you change here to all meetings that are your personal meeting ID	vil be applied
Duration 30 mins >	PASSWORD	
Time zone Central Time (US and Careda) >	Drets Required meeting password	$\odot$
Repeat Navar >	0 DEFTING OPTIONS	
2 Calendar iCalendar >	Matirgs S Host video on when starting	
S Use personal meeting ID 079-312-7515	6 Participant video on when joining	$\sim$
If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID	Carsasis Audio option Telephone and de	nice audio
PASEWURD		
4 Required meeting password	7 Allow join before host	$\odot$
HEETING OPTIONS	8 Record meeting automatically	$\odot$
Host video on when starting		
	9.00 MG	

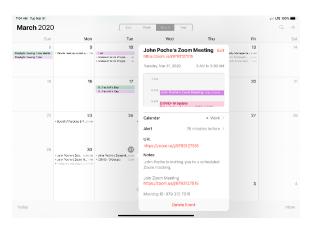
The next screen is a summary of your selections. You can click on the "Invitees" section to invite participants into the meeting:

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 <b>-</b>
Cancel	Add Invitees		Done
То:			Ð
500			· ~
-			

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



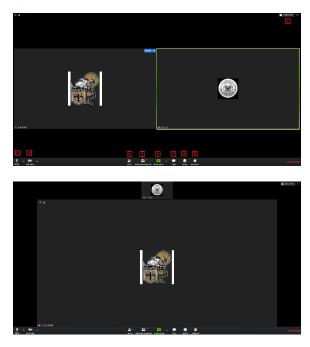
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Features:

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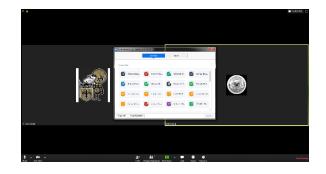
Main Screen:

- 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.

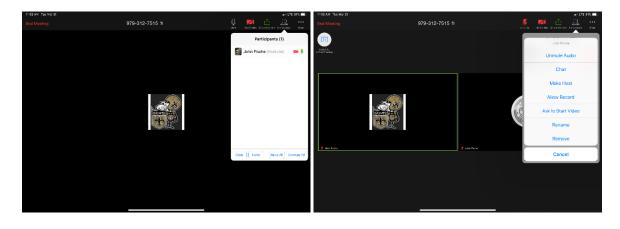


To invite participants, click on the Invite button and you will see the below options. You can invite through <u>e-mail</u> and <u>Direct Message</u>. You can also use the "Copy URL" or "Copy Invitation" buttons to send your own text or e-mail message.

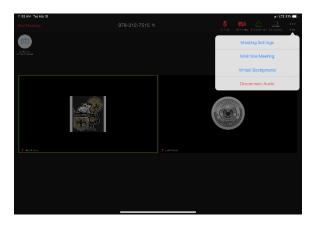




Participants Tab - You can click here to see all participants in the meeting. Clicking on a participant will give you the options to mute them, start a private chat, give them host, ask them to start their video feed, rename them and remove them from the meeting:



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	
Lock 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	g
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

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