

## ZOOM MEETING PLATFORM INSTRUCTIONS

From the district website: [www.goldenrams.com](http://www.goldenrams.com)

Go to the School Board tab and choose the Board Docs option from the drop down items.

Click on the underlined section stating access to Board Docs.

Click on the Meeting and then click on the “View the Agenda” icon.

The agenda now opens for you. To join the Zoom meeting, click on the **blue** link. If once you click on the blue link, it asks you to download Zoom, please do this to install it.

Click on Open Zoom. You might then see a screen which tells you that the host has not started the meeting yet. You are in the right place and will be part of the meeting once the host starts the meeting.

You will also be asked through screen prompts if you will be joining the meeting with or without video. Click on the option you are using. Please make sure you will show as a participant with your full name.

You will also have two ways to use audio.

1. If you plan on using the computer mic/speaker, you need to click **Join Audio Conference by Computer** button in the pop up window presented to you.
2. If you want to join via telephone, click **Phone Call** tab and use your phone to dial in. It will also ask you the meeting ID number. Both the phone numbers and meeting ID are found on the Board Docs Meeting Agenda.

You are now part of the Zoom meeting. The host will guide the group from this point. When you are ready to leave the meeting, click on the **red** “Leave Meeting” in the bottom right section of the Zoom screen.

This is also where you can change your name. Click on the participants tab at the bottom. When you see your name, hover over it and it will give you the option to “Rename”.