ZOOM MEETING INSTRUCTIONS FOR PARTICIPANTS

Michigan law requires that boards of education meet once a month to conduct business. Due to coronavirus shelter-in-place orders, the Dexter Board of Education will need to meet virtually starting in April 2020 and continuing until the shelter-in-place orders are lifted or relaxed.

Zoom is a free video conferencing service that we will be using to run virtual board meetings. It will allow anyone who's interested to observe the meeting in progress and participate at the appropriate times, just as with a physical board meeting. We recommend that community members who are not familiar with Zoom take time prior to the meeting to learn about it and have compiled these resources to facilitate that.

If you do not have wi-fi service at home, please visit **this page** of our website to find a free wi-fi location that is convenient for you: <u>dexterschools.org/wi-fi</u>. Please review the <u>virtual public</u> <u>participation guidelines</u> posted at <u>dexterschools.org/packets</u> prior to the meeting.

JOIN ZOOM

- Desktop: Go to zoom.us on any desktop device.
- Mobile: Download the Zoom app from Apple or Google Play.

Click on the "sign up, it's free" button at the top of the screen.



HOW TO JOIN A MEETING

• <u>Video Tutorial and written instructions for joining a meeting via web-enabled device or phone</u>

ZOOM PHONE

• Video tutorial and written instructions specifically for using Zoom on a phone

SYSTEM REQUIREMENTS FOR ZOOM

- Desktop Device System Requirements
- Mobile Device System Requirements

SOUND/VIDEO CHECK

• Testing your device's audio and video when you join a meeting

DO A FREE TRAINING

• Participate in a Sample Meeting Ahead of the Real Meeting (daily opportunities)