April 1, 2020

**INSTRUCTIONS FOR JOINING SELECTION BOARD TELECONFERENCES**

**Telephone Access**: Call 877-848-7030 and enter the Conference Code: 436048

**Web Access**: To join from PC, Mac, Linux, iOS or Android go to

<https://zoom.us/j/5414643508?pwd=UkxOUWMyTFJDd3RlN3ZLemFrM3BYUT09>

Password: 493468

*If Accessing via Web*:

1. After selecting the link, if you do not already have Zoom on your computer, an automatic download of the Zoom software will begin.
2. After the download is complete you will be prompted to enter your name, this is the name that will present to the other members of the meeting.
3. You will be prompted to choose to join with video or without video. *NOTE*: If you chose to join with video, your computer camera will be activated and all members accessing the video via web will be able to see your image.
4. You will be prompted to choose to use computer audio or phone call-in audio.
5. Once the meeting begins all non-board members will be muted by the host; however, it is encouraged to mute your microphone upon entry into the meeting.
6. To leave the meeting, click “Leave Meeting” at the bottom right corner of your screen.

**Public Comment**: There are two options to provide public comment for the Selection Board Meetings:

1. *If Accessing Via Telephone*: Upon request from the Chairperson for public comment during the meeting, if you would like to provide comment press \*9 on your phone keypad. This will notify the meeting moderator to unmute you and allow for your comment.
2. *If Accessing Via Zoom Software*: Upon request from the Chairperson for public comment during the meeting, if you would like to provide comment select the “Chat” icon at the bottom of your screen, type “request comment” and hit enter. This will notify the meeting moderator to unmute you and allow for your comment.

If there are any questions regarding the above instructions, please contact the Selection Board Secretary, Daina Kroll, at [daina.kroll@la.gov](mailto:daina.kroll@la.gov) or 225-342-0817. It is encouraged to test your device prior to the meeting time to ensure connectivity.