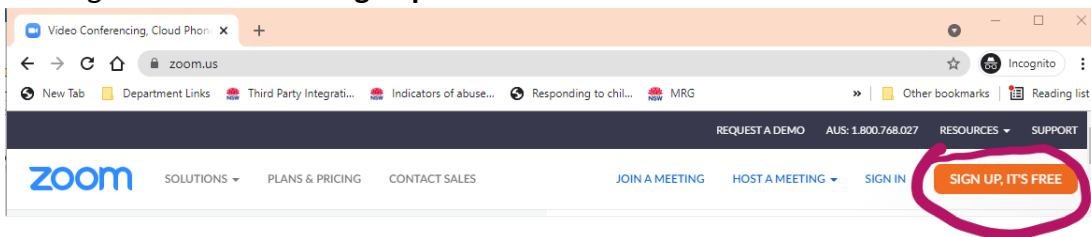


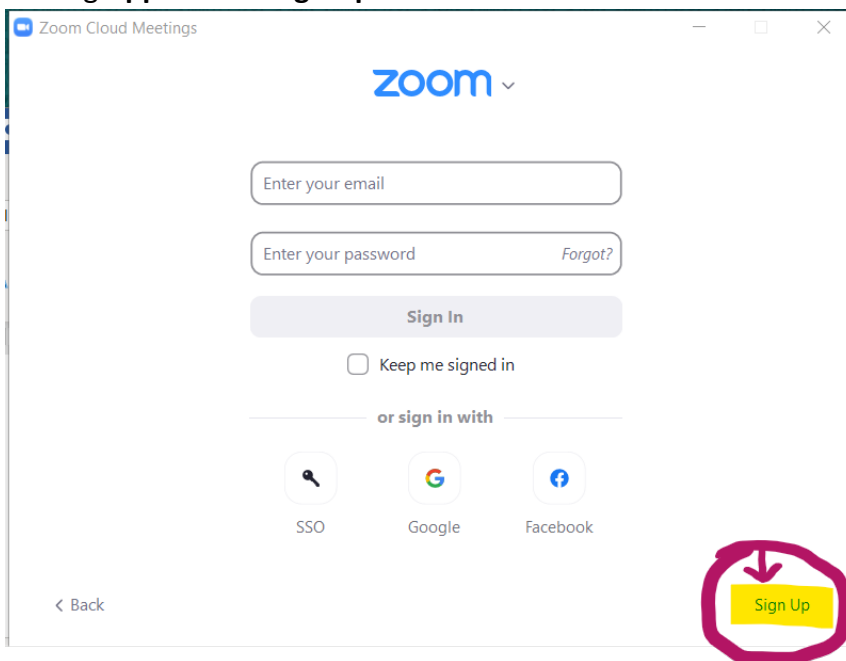
## Prior to the meeting on that day

- Download Zoom App if you don't have an App already installed.
- **Have you got a Zoom account?** If not sign up for an account.

### If Using **Browser** click on **Sign up**



### If using **App** click on **Sign Up**



- Make sure you have a copy of the interview schedule with Meeting ID and passcode.
- Sign in to Zoom
- Check whether the device has enough charge if not connect to the charger.
- Check for Wi-Fi strength.
- Audio working? If external microphone, speaker (if no in-built audio) or headphone connected make sure the Zoom audio and video options are selected accordingly.
- Video Working? Make sure to select correct camera option



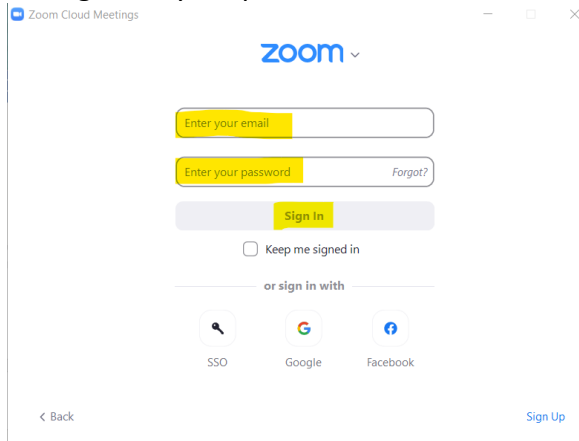
# Parent Teacher Interview

## Zoom guide for Parents

### Joining the meeting

#### Option 1 – From App

1. Sign into your personal Zoom account

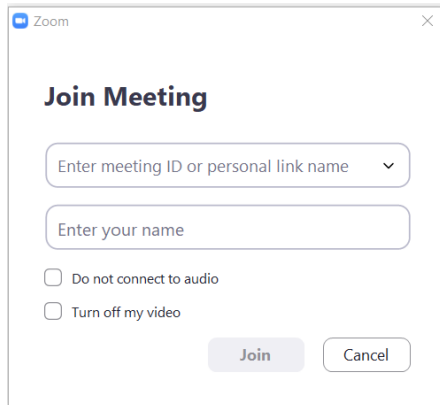


2. Click on **Join** to join the meeting



Join

3. Enter **Meeting ID** (provided in the email)

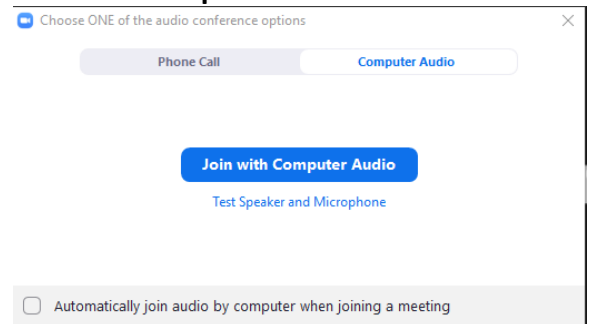


4. Enter **Student Name in front of your name** so that the teacher can identify you and the student. Then Click **Join**.

Eg: Nathan Tran – Cynthia Tran

5. Enter the Passcode **JamesRAHS**

6. If the below message shows up, click on **Join with Computer Audio**




7. **You will be waiting in a waiting room.**

Once you enter the waiting room the teacher will be able to see that you are waiting and when they are ready, they will let you in.

**Please note you could be in the waiting room for up to 5 minutes.**

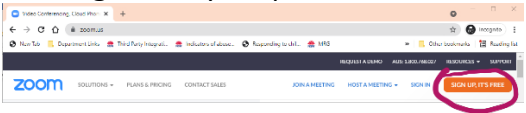

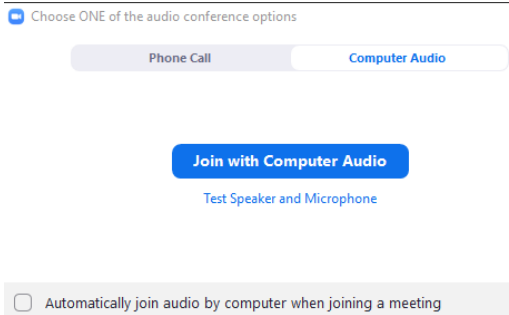
8. **Leave the meeting once the meeting is over and join the next meeting (5 minutes before the meeting starts)**



# Parent Teacher Interview

## Zoom guide for Parents

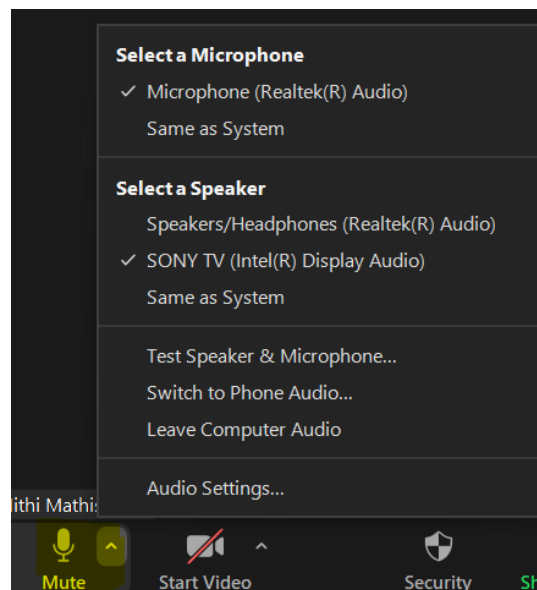
### Option 2 – From browser

<ol style="list-style-type: none"> <li>1. Go to <a href="https://zoom.us/">https://zoom.us/</a></li> <li>2. Click <b>Sign in</b> on your personal Zoom account  </li> <li>3. Click on <b>Join Meeting</b> to join the meeting  </li> <li>4. Enter <b>Meeting ID</b> (provided in the email)  <div style="text-align: center;"> <h3>Join Meeting</h3> <p>Meeting ID or Personal Link Name</p> <input style="width: 100%;" type="text" value="Enter Meeting ID or Personal Link Name"/> <input style="width: 100%; margin-top: 10px;" type="button" value="Join"/> </div> </li> <li>5. Enter <b>Student Name</b> in front of <b>your name</b> so that the teacher can identify you and the student. Then Click <b>Join</b>.              Eg: Nathan Tran – Cynthia Tran</li> </ol>	<ol style="list-style-type: none"> <li>6. Enter the Passcode <b>JamesRAHS</b></li> <li>7. If the below message shows up, <b>click on Join with Computer Audio</b>   </li> <li>8. <b>You will be waiting in a waiting room.</b> Once you enter the waiting room the teacher will be able to see that you are waiting and when they are ready, they will let you in.</li> <li>9. <b>Leave the meeting once the meeting is over and join the next meeting</b> (5 minutes before the meeting starts)</li> </ol>
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## Audio Setting

Click on the **up arrow next to Mute** and select the correct audio options for both Microphone and speaker.

If you want to change audio settings, click on **Audio Settings....**





# Parent Teacher Interview

## Zoom guide for Parents

### Video Settings

Click on the **up arrow next to Start Video** and select the correct camera

If you want to change video settings, click on **Video Settings....**

