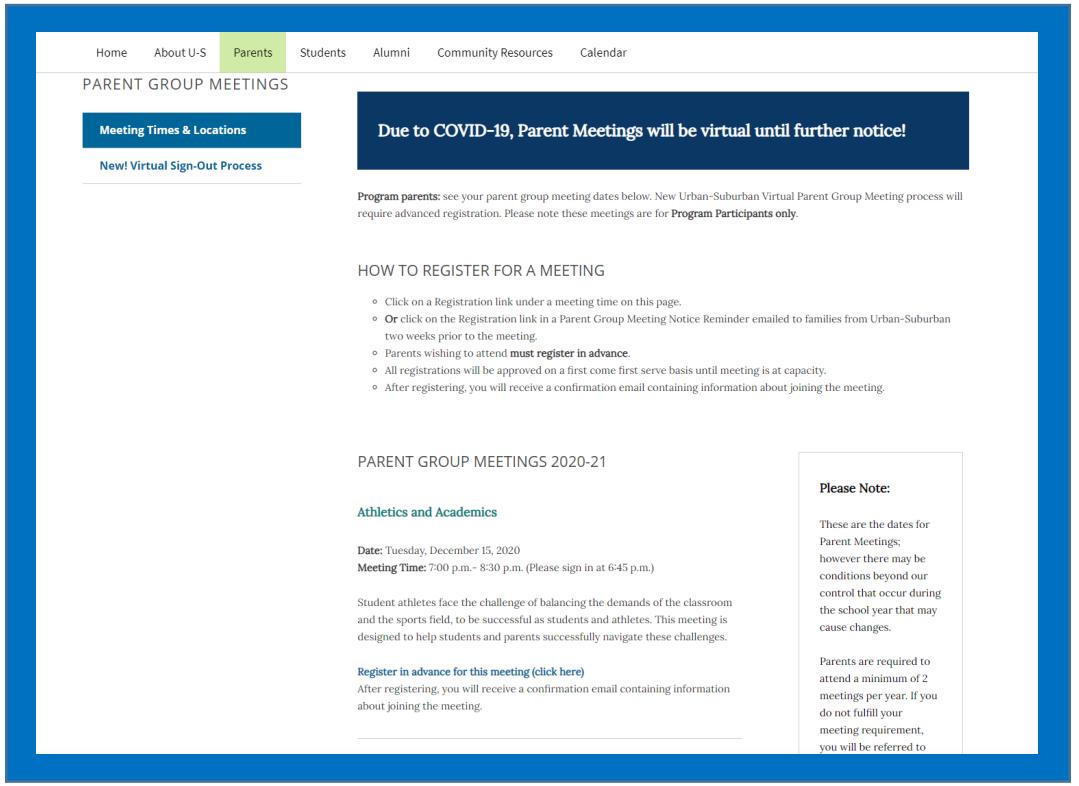
Virtual Parent Group Meetings

Where Can I Find Zoom Registration Link?

1. Registration link Opens on website 30 days prior to meeting date: Monroe.edu/us
   a) Parents → Parent Group Meeting → Meeting Times & Locations

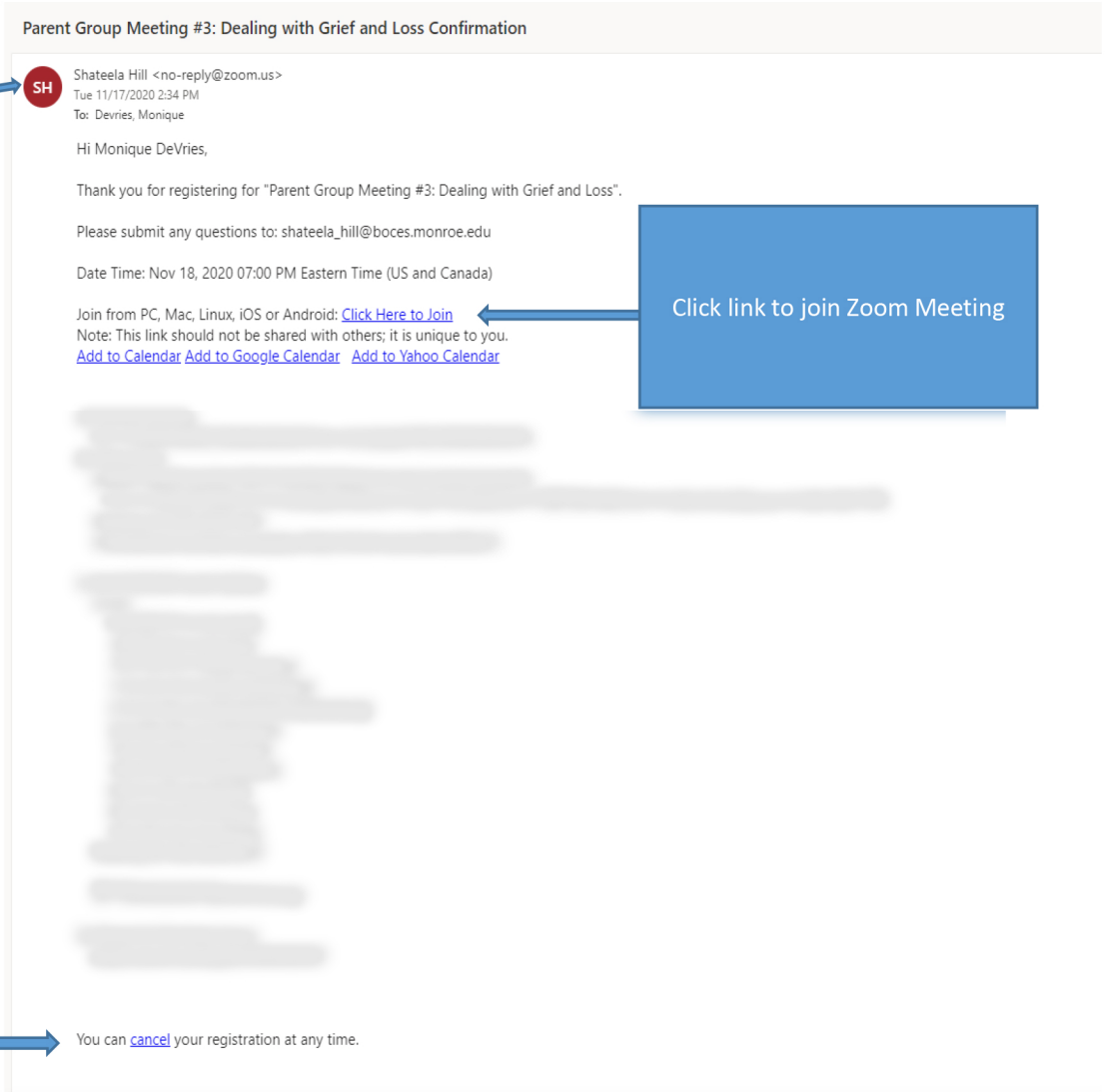


2. Registration Link **emailed** to families 2 weeks prior to meeting date

Where Can I Find Zoom Meeting Link?

1. Once your registration is approved, you will receive an email from U-S.

Email will come from Urban Suburban



Click link to join Zoom Meeting

Click here to cancel meeting registration

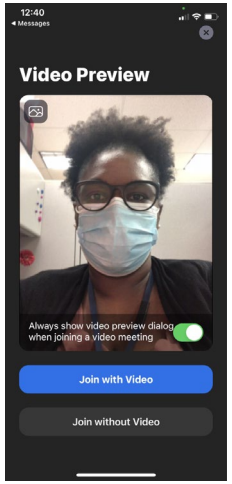
How do I Join A Meeting?

- Must Click Link in Email and allow Zoom to automatically open from email
  - Do not enter Meeting ID #
- If **joining from a PC**, Zoom will automatically open once link is clicked
- If joining from an Android, Zoom will open automatically

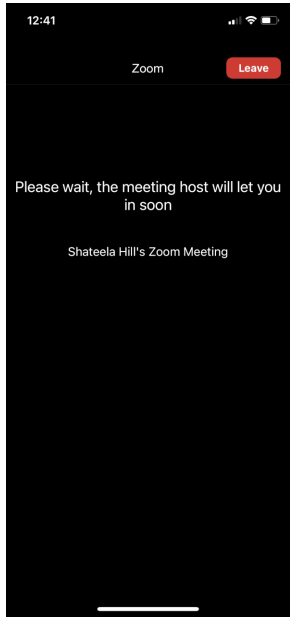
How do I Join Zoom Meeting from a Smart Phone?

1. **BEFORE** meeting download Zoom app from Apple Store/Google Play Store
2. Click "Click Here to Join" in approval email sent from U-S staff
3. Once link is clicked, Zoom will automatically open

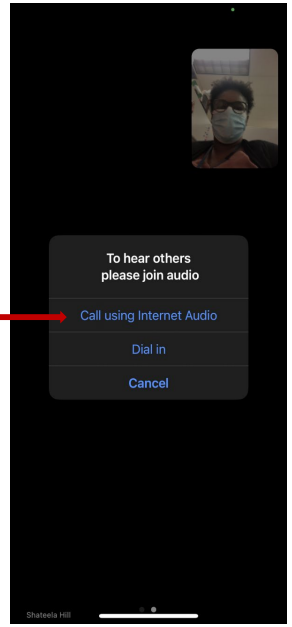
4. Click **"Join with Video"**



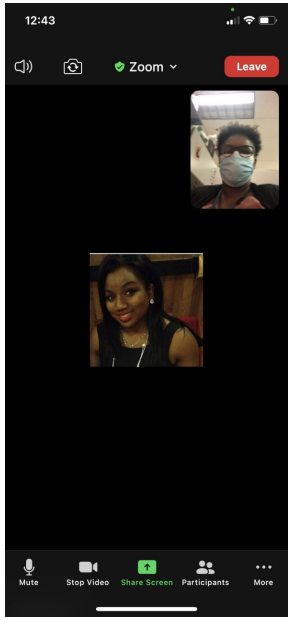
5. Please wait until meeting hosts lets you in meeting



6. Click **"Call using Internet Audio"** to hear Zoom audio



7. Once you see other participants, you have entered the meeting!



Parent Meeting Sign Out Process

Same Process

Sign Out Form Link

https://forms.office.com/Pages/ResponsePage.aspx?id=dwWp3iUHtkabQym2nNKn-rpsGHLQ8Y9Pmms3yuQawHNUNFBIV1BXQk5UNzZFVTRNUDNUSkpJSjZSRy4u

U-S Families will complete a Sign Out form to obtain meeting credit. The form can be found at link above and accessed only during end of meeting. Please see next slides for steps on where to find link and retrieve form during meeting.

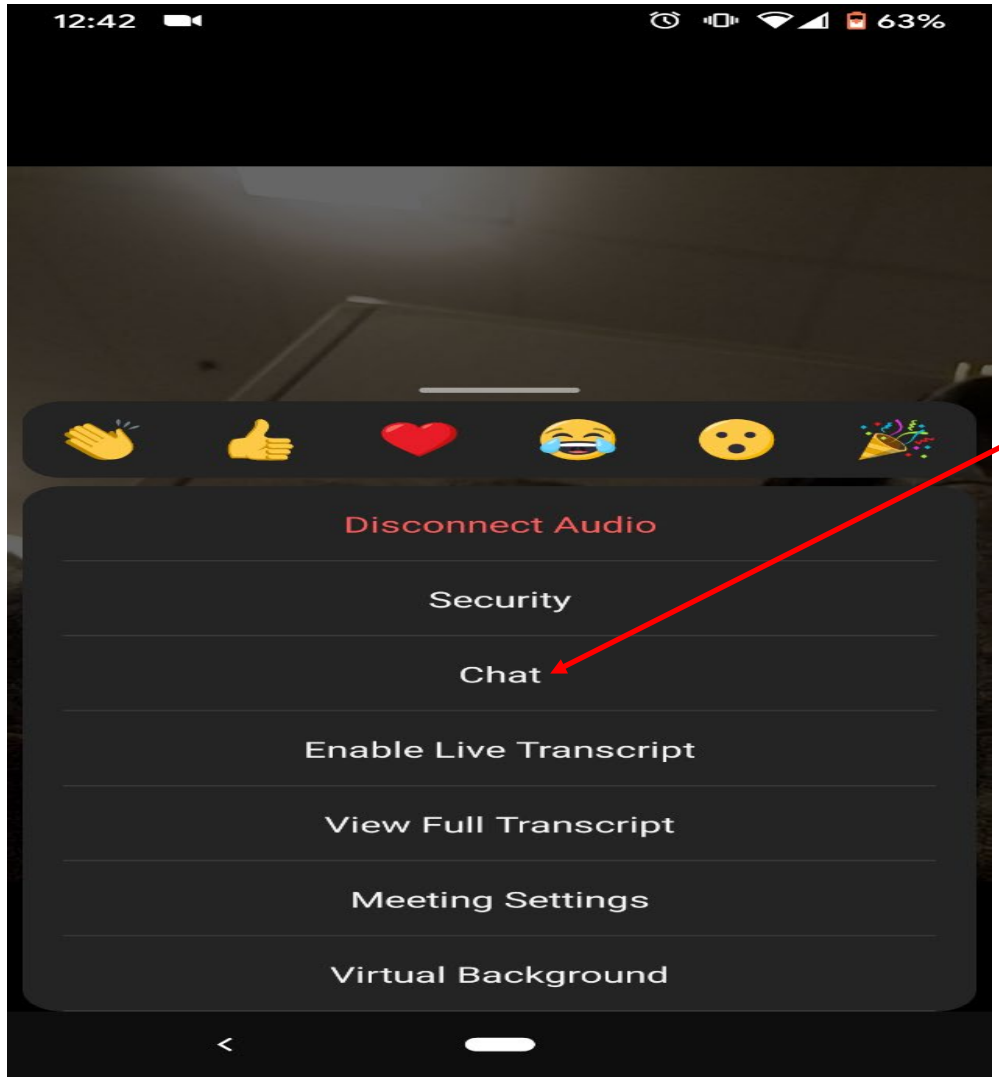
Signing out from Android, iPhone & PC

From a Smart Phone

Click "more" to access the chat

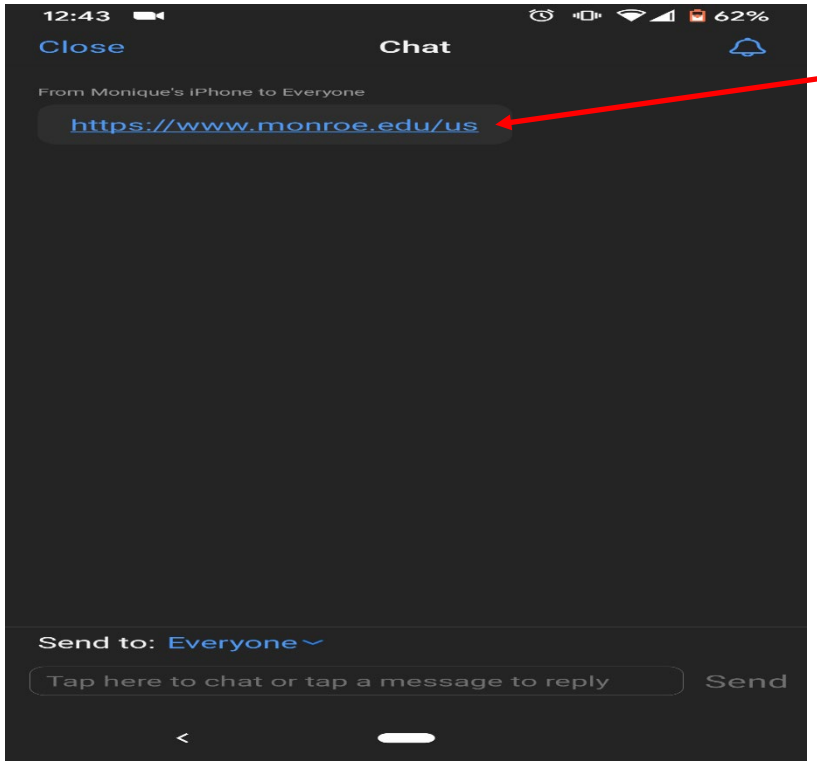
To access chat from a PC, click "Chat" on bottom right of Zoom window on your PC

How to access Chat from cellular devices



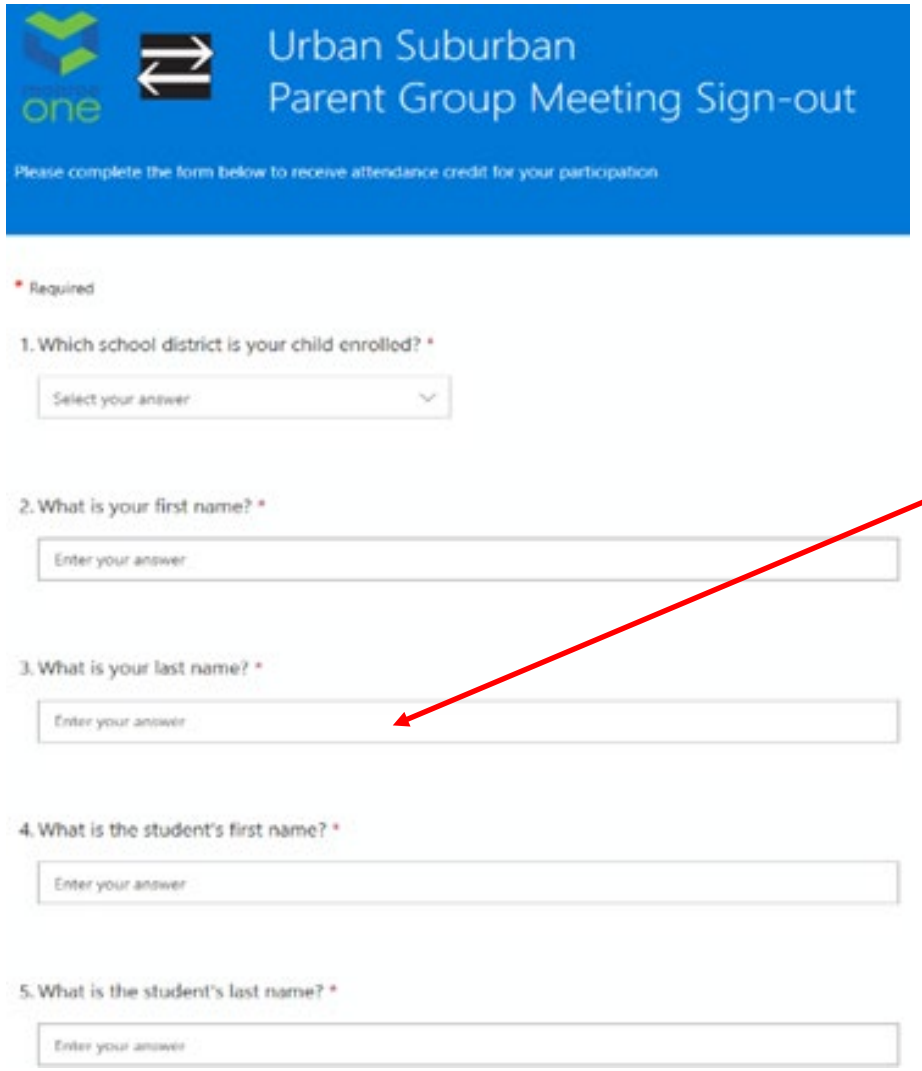
Click "chat" to open chat

Follow the sign-out link placed in chat to access sign-out form



Click link placed in chat to get to sign out form

Complete Sign out form for meeting credit!



When asked, enter the "Parent Group Number" on **question #8** to complete sign-out form. Then submit form for meeting credit.