ELP
COFFEE MORNING

Dear ELP Parents and Carers

We would like to invite you to a virtual coffee morning on **Tuesday 20th October 2020 at 9.30am**.

Topic: Support in the local community.

We will be using Zoom to host the coffee morning.

Meeting ID: 962 0080 4076

Passcode: qg63fq

(Please see a guide to using Zoom attached)

We look forward to e-seeing you all.

Pammy Bhambra (Parent Support Worker)

and

Mrs Steadford

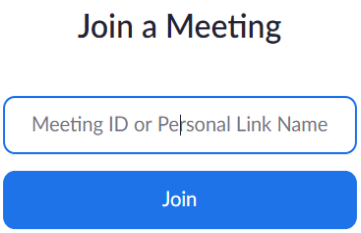
Zoom Instructions for Participants

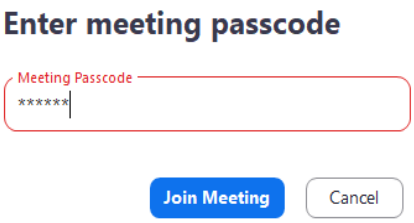
Before your video-conference:

1. You will need a computer, tablet, or smartphone with speaker or headphones.
2. Internet access.
3. Your Meeting ID.

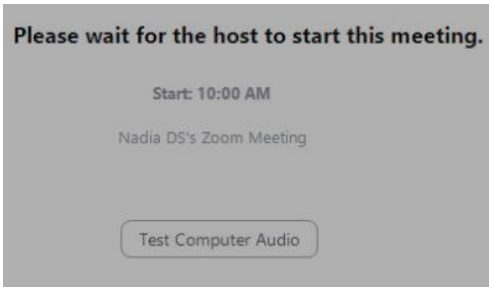
To join the videoconference:

1. At the start time of your meeting, click on the invitation link by going to join.zoom.us on any browser. Enter the Meeting ID provided and enter the passcode.

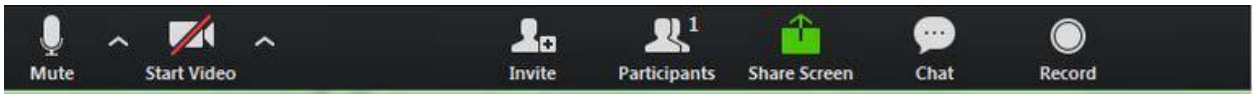




2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio."



Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, ensure that you:

- Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")

You can also:

- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Share your screen
- Toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.