The tool that we will be using is ZOOM. There are two ways to join in the meetings:
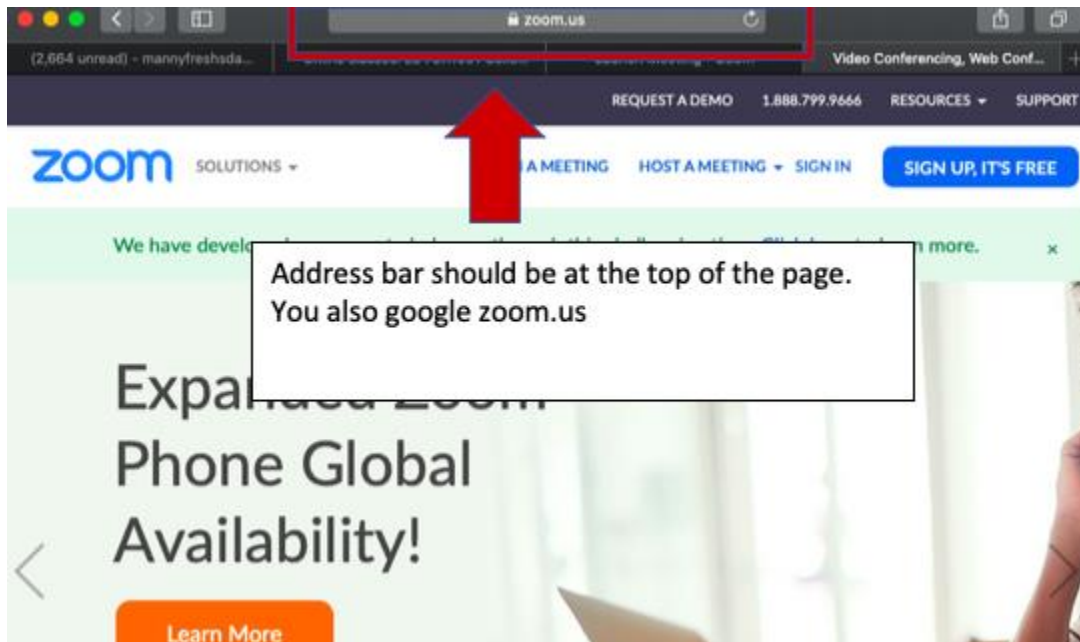
1. You can call the phone number and enter a passcode,
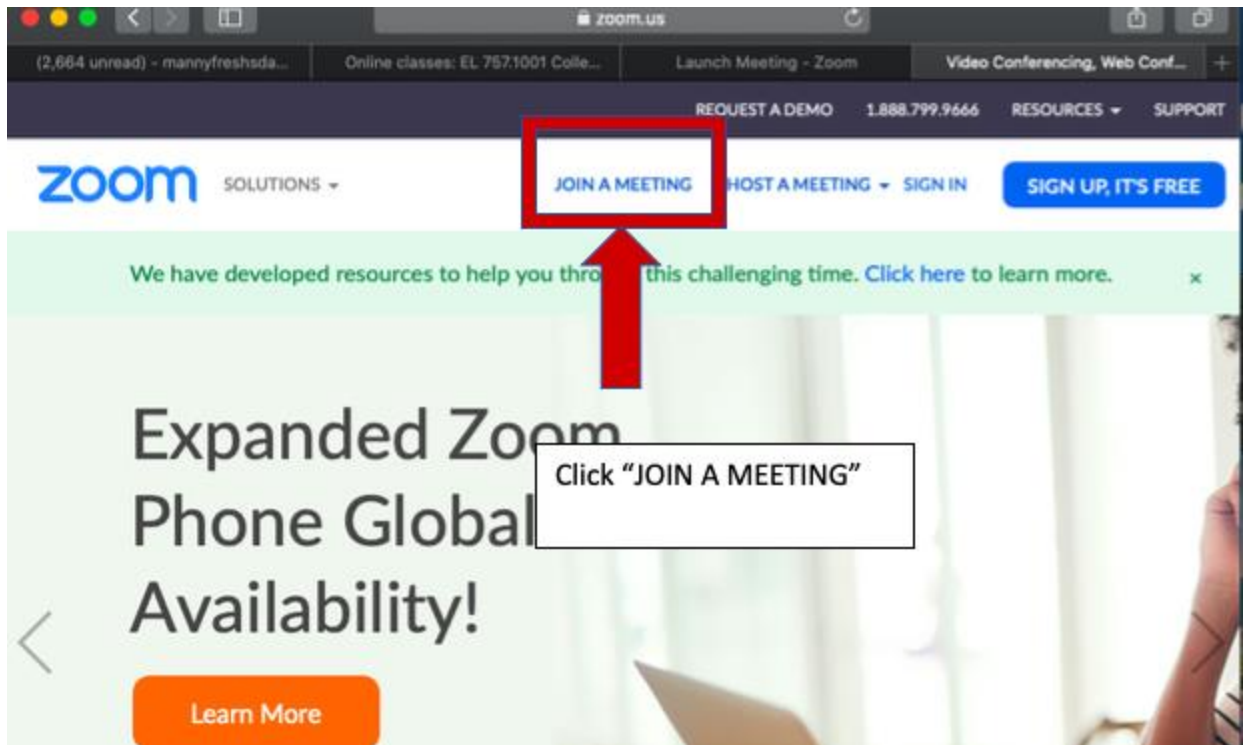2. You can also use your laptop.

To Phone-in
1. Dial +1 253 215 8782
2. Enter the meeting ID: 960912557#
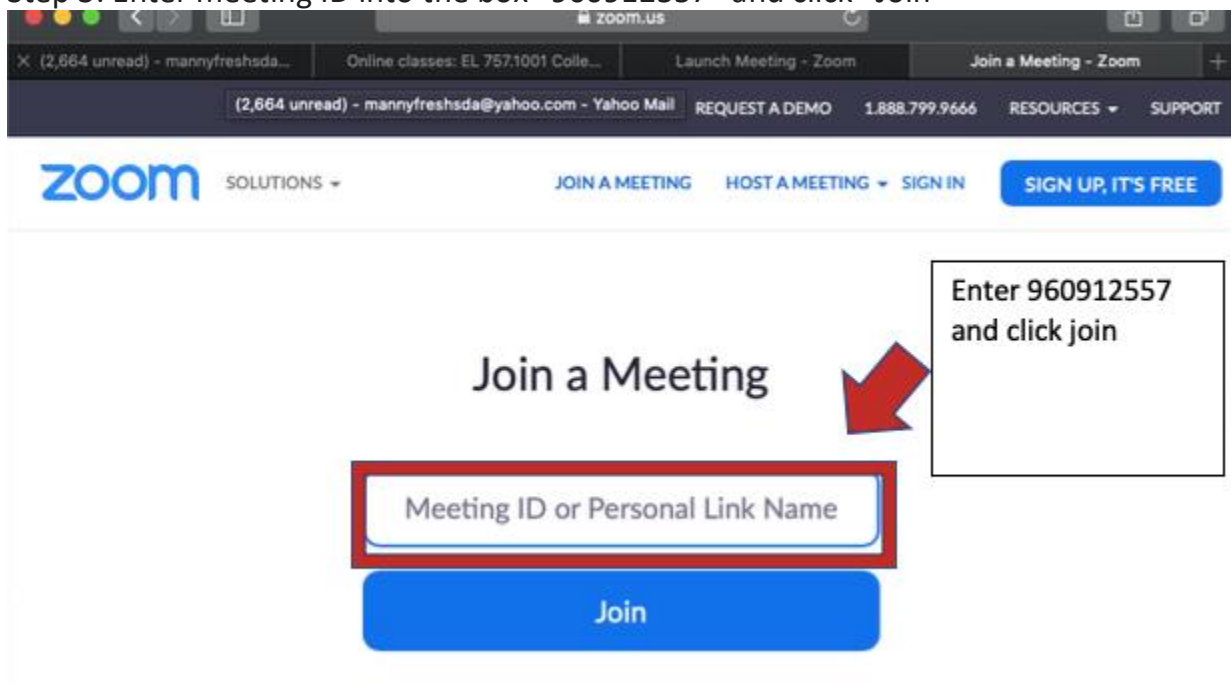
To use your laptop or computer:

Step 1: type in www.zoom.us into the address bar

Step 2: Click on "JOIN A MEETING" at the top right of the page

Step 3: Enter meeting ID into the box "960912557" and click "Join"

Step 4: You will be asked whether you want to join with audio and video.