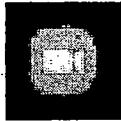


## Zoom How-To for Participants

1. Participants need an email address, and that email address must be provided to the Court in advance of the hearing.
2. If you are participating by mobile device (tablet, phone), you may also need the Zoom app. See the corresponding “App Store” for your mobile device to find the official app. It should have this logo:



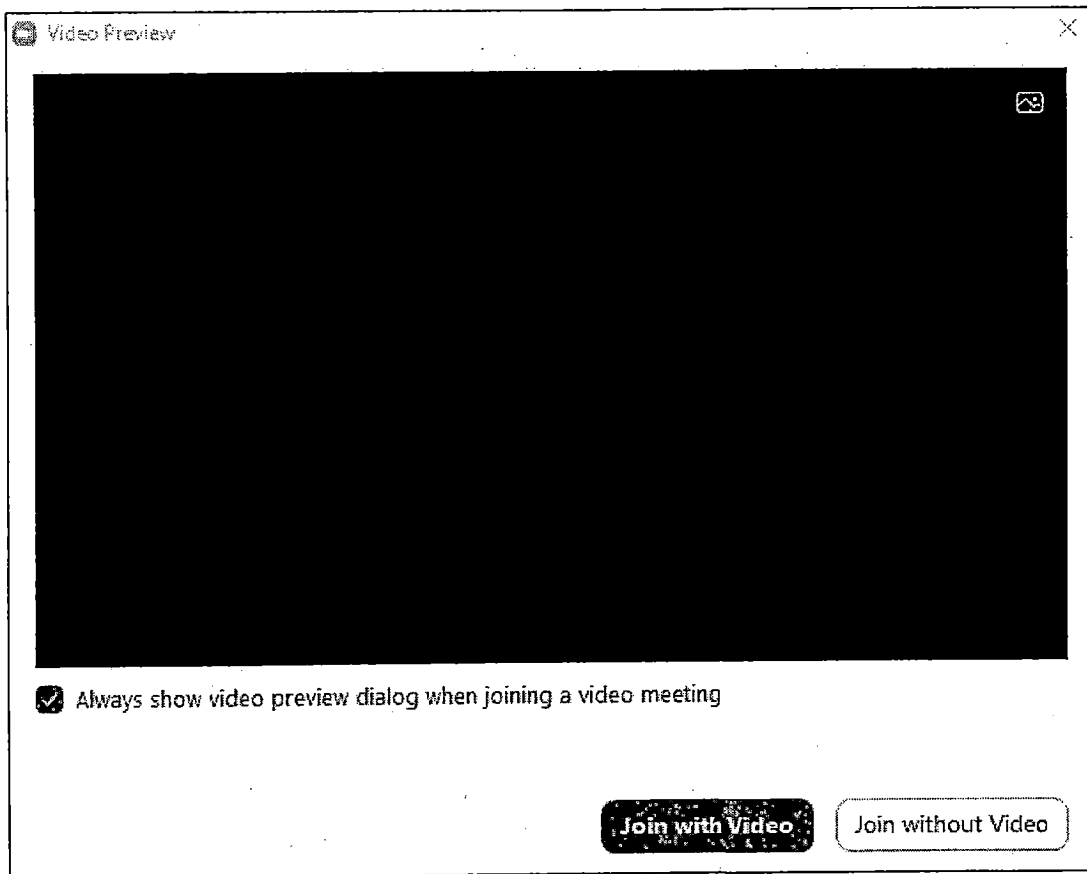
If you are using the app, you will also need to create a free Zoom account using your email address. You can create a free Zoom account here: <https://zoom.us/signup>

If you are not using a mobile device, your computer will need **both** video and audio capabilities. This typically means you will need a webcam and a microphone – if they are not already integrated within your computer. If your computer is missing either, please consider using a mobile device to connect.

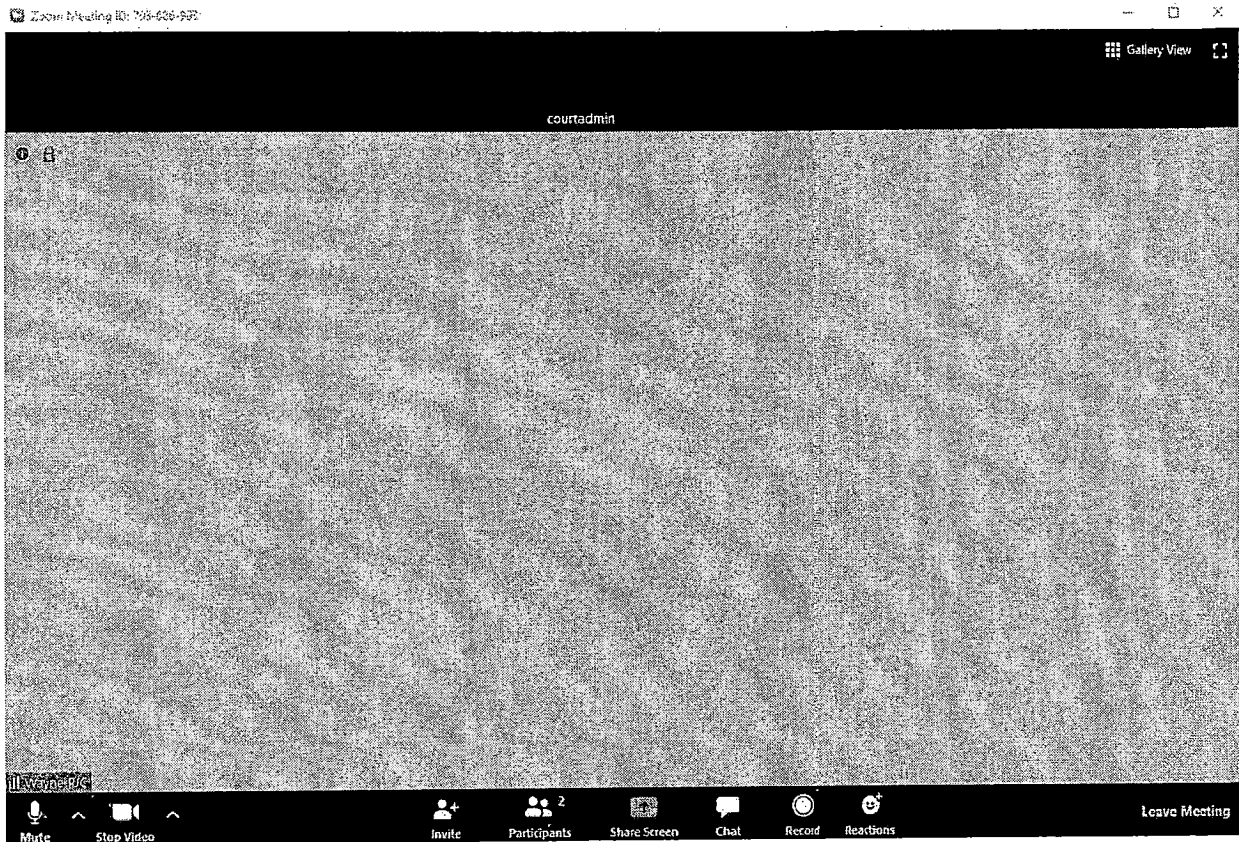
3. The Court will email call/hearing participants information pertaining to the call. It will look something like this:

Test 1
Join Zoom Meeting
<a href="https://zoom.us/j/831015550?pwd=cEh4Qk1hVlRyNVk5T2Uxa2ZBdU9SZz09">https://zoom.us/j/831015550?pwd=cEh4Qk1hVlRyNVk5T2Uxa2ZBdU9SZz09</a>
Meeting ID: 831 015 550
Password: 245235
One tap mobile
,,831015550# US Toll
Dial by your location
US Toll
Meeting ID: 831 015 550
Find your local number: <a href="https://zoom.us/u/atsbNMLta">https://zoom.us/u/atsbNMLta</a>

4. Just prior to the start of the call, go to your email and click the link after “Join Zoom Meeting”, as illustrated above.
5. If you have not installed Zoom previously, this will install Zoom on your device. Again, if you are on a mobile device, this will prompt you to install the app.
6. Once installed, you will see a brief prompt asking you to choose a name or – if you have a Zoom account – sign in.
7. Next – unless you turn it off in your account settings – you will be prompted with a preview of your video. Click “Join With Video” to proceed.



8. You will have now connected to the call. What follows is a screenshot of the interface and what various options do.



The main part of the screen is the host's video. You will also see smaller videos of other participants, including yourself.

In the bottom left, "Mute" and "Stop Video" allow you to toggle your own microphone and video off and on.

"Participants" toggles a list of all call participants on the right hand side. From there, you can mute specific participants if you would like. However, this will only affect *your* side of the interface.

"Share screen" allows you to share your device's screen with the participants – rather than the video camera. This could be handy for presentation of evidence or sharing documents at that moment.

"Chat" opens up a *written* log that can be used to communicate in writing between the participants.

“Record” allows you to record the call on your own device. For hearings, the Court will record the hearing on its end as an official record – much like hearings in the courtroom.

Pressing “Leave Meeting” in the bottom right prompts you with the option to leave the call. If the call is still going on, you can rejoin by clicking the link in your email.