

## Instructions on how to install the Zoom Application

### PLEASE READ CAREFULLY

#### For iPhone and Android users:

1. Go to the AppStore app on your phone.
2. Press the Search icon in the bottom right corner.
3. Click the search bar at the top of the screen and type "Zoom".
4. Click the first search reference (either "zoom" or "the zoom app") and press enter.
5. Scroll on the search engine and click "download" on the app that says: "ZOOM Cloud Meetings".
6. After the app is finished downloading, click "Open".
7. When the app opens click "Join a Meeting". You should NOT need to sign up or sign in to join the meeting, however, if you chose to do so or already have, do not worry, this will not effect you being in the Court meeting. (If you chose to sign up before joining the Court Meeting please make sure to give yourself enough time ( $\pm 8$  min) so you do not join late. You will not be given instructions for this because it is not needed).
8. Click on Meeting ID and type in the Court Zoom ID: ***contact the court for the zoom meeting id# 48 hours prior to the hearing.*** Then press "Done" or "Enter".
9. Right underneath the Meeting ID line, click on "Screen Name" and please type in your full first and last name so the Judge may identify you upon entry. Some phones automatically put the phone type (ex: iPhone 6s), please change this to your full first and last name.
10. Click "enter" or "Join Meeting".
11. When joining, be sure to "Join with Internet Audio" and to "Join with Video". In Addition, if the phone prompts you to 'not allow' or 'allow' video and audio for the app, please press "allow".
12. When joining the meeting, you will be automatically placed in the waiting room, please read the notice on the screen. You will be admitted on or within the minutes following your appointed meeting time.

#### IMPORTANT:

While on the call, at the bottom of your screen near the left, there is a microphone icon , clicking this  icon will mute/ unmute yourself during the call. BE FAMILIAR WITH THIS: Judge will ask you to unmute yourself for Docket Call and during the meeting. Unless asked or spoken to, please keep yourself on mute at all other times.

While on the call, at the bottom of your screen near the left, there is also a video icon , clicking this ic  will turn on/ off the video coming from your phone. Please keep the video turned on at all times.

For best sound quality, wear headphones with a microphone attached. If you do not have any or do not want to, do not worry, this will not affect your Court Hearing.

### For Laptop or PC users:

1. Go to either Google Chrome or the Internet Explorer Browser.
2. Type in “zoom.us/join” in the search bar at the top of the page.
3. In the middle of the page click “Meeting ID or Personal Link Name” and type in the Court Zoom Meeting ID: ***contact the court for the zoom meeting id# 48 hours prior to the hearing.*** Right underneath the Meeting ID line, click on “Screen Name” and please type in your full first and last name so the Judge may identify you upon entry.
4. Then click “Join Meeting” or press ENTER.
5. You should be automatically redirected to the zoom app. If you need to, download, run, or update the application if prompted.
6. When asked, please click on “Join with Computer Audio”, and “Join with Video”.
7. When joining the meeting, you will be automatically placed in the waiting room, please read the notice on the screen. You will be admitted on or within the minutes following your appointed meeting time.

### IMPORTANT:

While on the call, at the bottom of your screen near the left, there is a microphone icon  , clicking this icon  mute/ unmute yourself during the call. **BE FAMILIAR WITH THIS:** Judge will ask you to unmute yourself for Docket Call and during the meeting. Unless asked or spoken to, please keep yourself on mute at all other times.

While on the call, at the bottom of your screen near the left, there is also a video icon  , clicking this icon  will turn on/ off the video coming from your phone. Please keep the video turned on at all times.

For best sound quality, test your computer video and audio setting before entering the meeting (you can do this through the settings or during Step 8 where it should ask if you want to). You may also want wear headphones with a microphone attached. If you do not have any or do not want to, do not worry, this will not affect your Court Hearing.