Zoom Quick Reference Guide

To reduce the amount of people within court buildings and to ensure that social distancing protocols are maintained during the Coronavirus (COVID-19) Pandemic, the court has begun to implement remote hearings.

Zoom is being used in multiple courtrooms. Please follow this quick reference guide to familiarize yourself with the application

How to Open the Zoom Application:

How to Download:

1. In your web browser, follow/copy and paste the following link: https://zoom.us/download
2. Under **Zoom Client for Meetings**, select **Download**.

> **Note**
> Contact CTS if you do not have the proper permission to download Zoom Client for Meetings. However, most Zoom hearings can be accessed through your browser/email. See instructions below for how to join hearing through your email or browser.

How to Join a Hearing from your Device:

Joining through e-mail:

1. When joining via an e-mail sent to you, click on the link listed below "**Join Zoom Meeting."**

> Emily Morrison is inviting you to a scheduled Zoom meeting.
>
> Join Zoom Meeting
> https://us02web.zoom.us/j/88984997457?pwd=YXVtSUNtZ3ZM(
>
> Meeting ID: 889 8499 7457
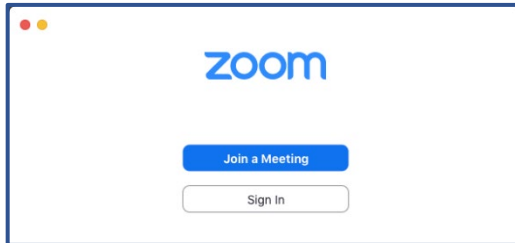> Passcode: 405191
> One tap mobile
> +16699006833,,88984997457#,,,,,,0#,,405191# US (San Jose)
> +13462487799,,88984997457#,,,,,,0#,,405191# US (Houston)

2. The link will automatically open the **Zoom** application installed on your Desktop or open the Zoom application through your browser.

Joining through Meeting ID:

1. Open the **Zoom** application on your Desktop
2. Select **Join a Meeting**

3. Enter the 11-digit **Meeting ID** number given to you by the host of the meeting. The screen name may also be modified; you may also toggle video/audio settings. Once configured, select **Join.**
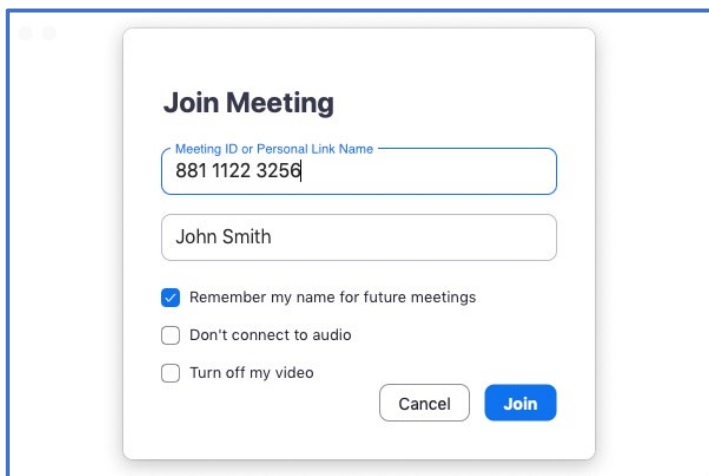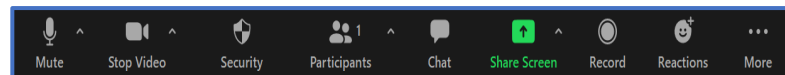

Zoom Interface

1. When entering the Zoom meeting through your device, a notification will pop up asking your preferred audio channel. Select Join with Computer Audio.
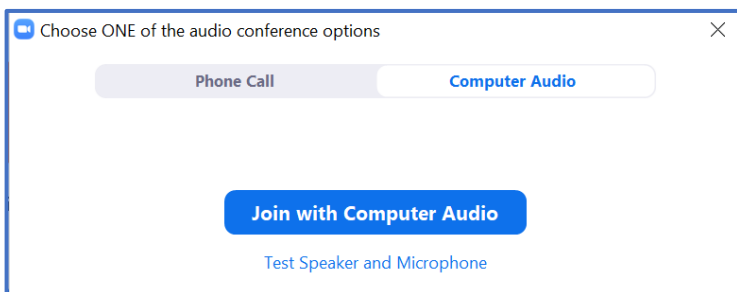

2. At the bottom of the screen, a wide array of buttons appears when the cursor is used to hover over the screen. The ability to **Mute** and **Stop Video** appear on the far left.
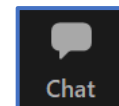

3. The Host of the meeting may select the **Security** button to *Lock Meetings* or *Enable Waiting Rooms.* You may also allow/disable the participants' ability to *Unmute/Mute* themselves, *Chat,* or *Share Screen.*
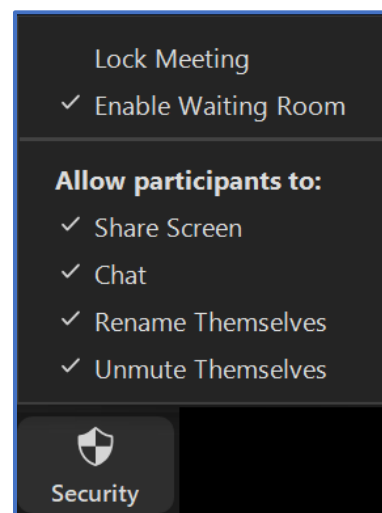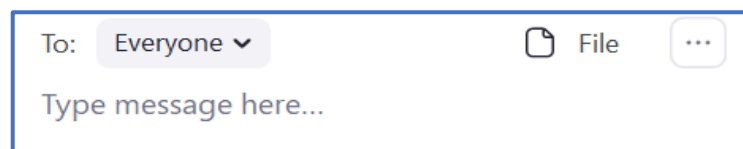

4. To see a list of participants within the hearing, select **Participants.**
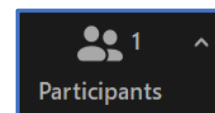
5. To start a chat with a participant in this meeting, click **Chat**

To send a message to a specific participant, select their name from the dropdown menu.

11. In order to share content with participants, select **Share Screen,** and select the appropriate application/screen.


11. To designate an alternate host for the hearing, select **More** next to the participant's name, and select **Make Host/Co-Host**. Hosts can control the hearing, mute/unmute individuals, rename individuals and place participants in a Waiting Room.
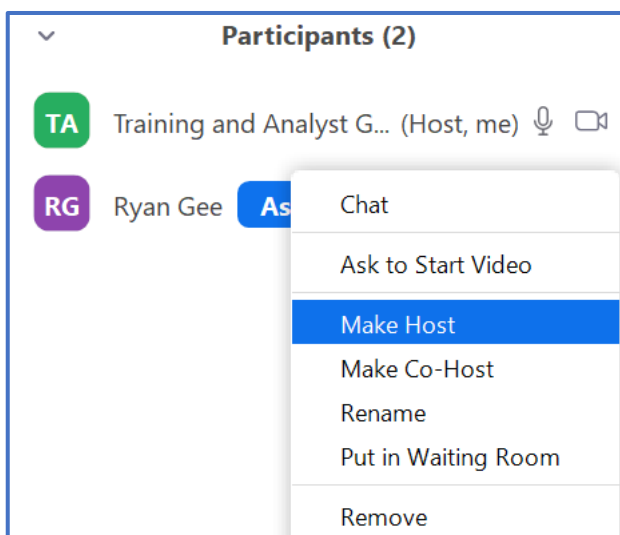

12. In order to admit participants into the hearing, under the **Participants** pane, select the **Waiting Room** dropdown. Select **Admit.** Note: The host may also broadcast a message to the participants in the waiting room. Select **Message** to send a message to everyone in the Waiting Room.
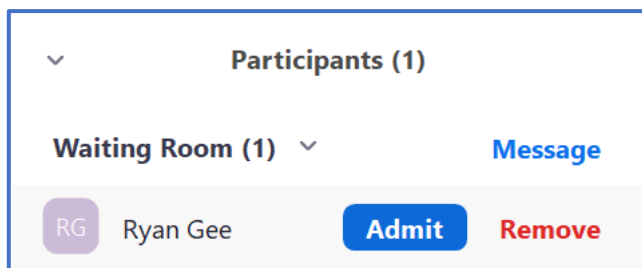

9. The host has multiple options to monitor the participants in the hearing. Under the **Participants** screen, select **Mute** to mute the participant's audio. The host may also select **Mute All** to mute the audio for all participants. Under **More**, the host can select **Stop Video** to disable a participant's video.
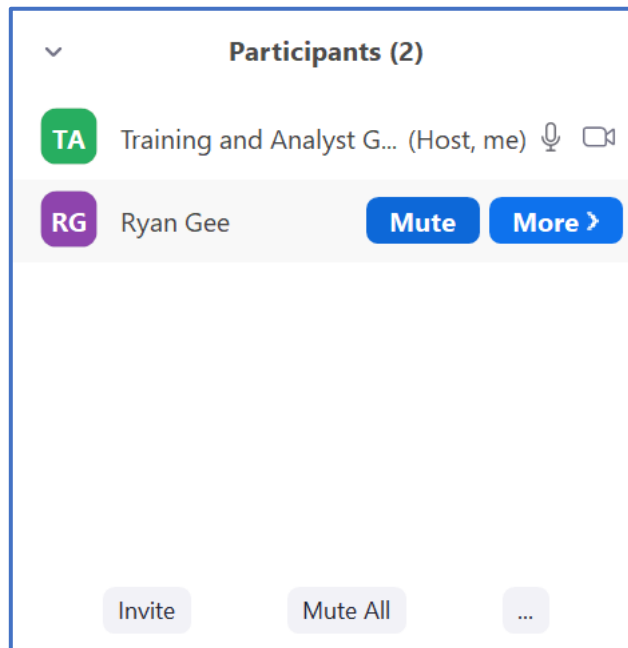
10. In order to invite individuals who may not have the meeting information, select the **Meeting Information** icon, on the upper left corner of the screen. Provide attendees with either the **Meeting ID/Passcode** or **Invite Link.**
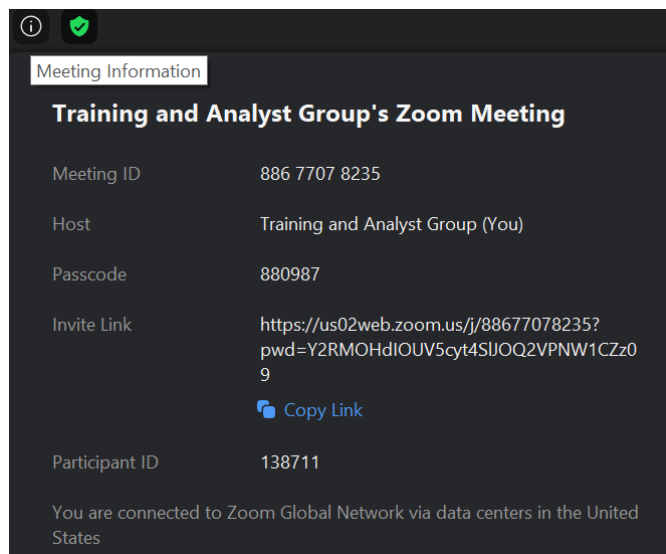
12. In order to leave the meeting, select **End,** and select **End Meeting for All** or Leave Meeting. **End Meeting for All** will end the Zoom meeting for all participants.
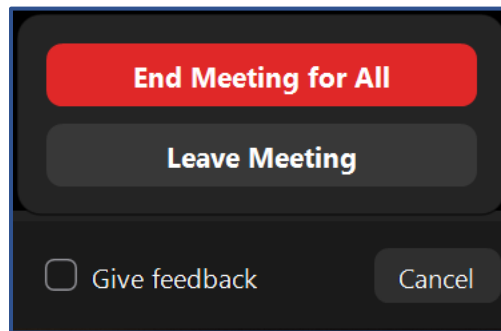
Important Things to Note:

- Using headphones with a microphone set is highly recommended. This will prevent echoing or background noises that cause distraction within the hearing.