

## ZOOM GUIDE FOR PARTICIPANTS

1. Participants must provide an **email address** to the Court at the email address or the telephone number listed on their Notice of Hearing.
2. Participation by **Mobile Device** (tablet, phone) will require you to have the Zoom App. See the corresponding “App Store” on your device to download the official app. The logo looks like this:



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>

3. If you are using a **computer**, it will need both video and audio capabilities. This means you will need a webcam and a microphone – if they are not integrated with your computer. If your computer is missing either, please consider using a mobile device to connect.
4. The Court will email participants with a **Zoom Invitation**. It will look something like this:

Join Zoom Meeting  
<https://zoom.us/j/831010559?pwd=cEh4Qk1hVIRyNVk5T2Uxa2ZBdU9SZz09>

Meeting ID: 797 0310 0010  
Passcode: 4JEz2b

One tap mobile  
+525568269800

Dial by your location  
US Toll

Meeting ID: 797 0310 0010  
Passcode: 4JEz2b  
Find your local number: <https://us04web.zoom.us/j/79703100010>

5. Just prior to the start of your hearing, go to your email and click the link after “**Join Zoom Meeting,**” as illustrated above.
6. 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.

7. Once installed, you will see a brief prompt asking you to choose a name or – if you have a Zoom account – sign in. Use your first and last name that is on file with the Court.
8. 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.
9. You will have now connected to the call. Once you are connected, you will be in the “Waiting Room” until you are admitted into the hearing by the Judge or Magistrate.
10. Test your camera, speaker, and microphone in advance at <https://zoom.us/test>
11. Click on <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>, for more helpful instructions on how to use Zoom.