Zoom Quick Reference Guide

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:

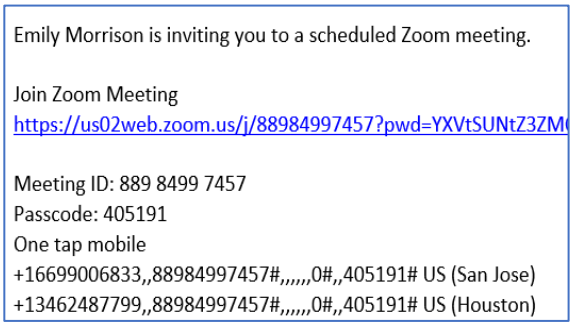
1. In your web browser, follow/copy and paste the following link: https://zoom.us/download
2. Under **Zoom Client for Meetings**, select **Download**.

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.

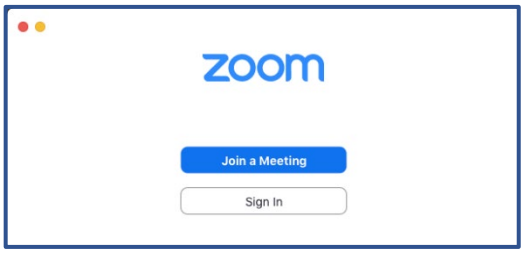
Join Zoom Meeting
https://us02web.zoom.us/j/88984997457?pwd=YXVtSUNtZ3ZM

Meeting ID: 889 8499 7457
Passcode: 405191
One tap mobile
+16699006833,,88984997457#,,,,,,0#,,405191# US (San Jose)
+13462487799,,88984997457#,,,,,,0#,,405191# US (Houston)

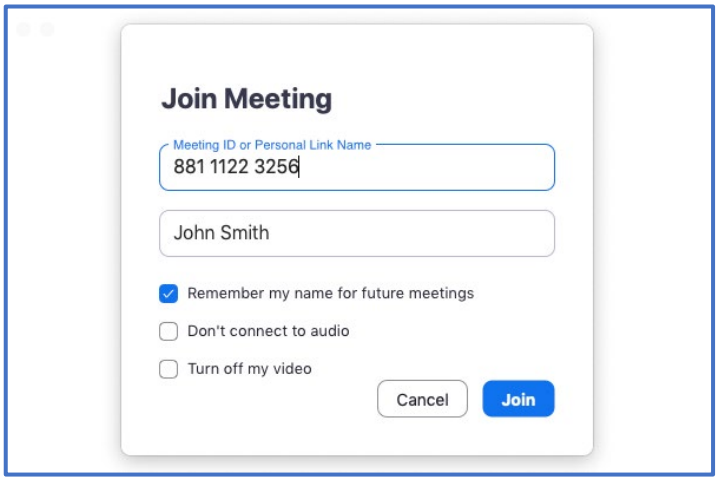
2. The link will automatically open the **Zoom** application installed on your Desktop or open the Zoom application through your browser.

Joining through Meeting ID:

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

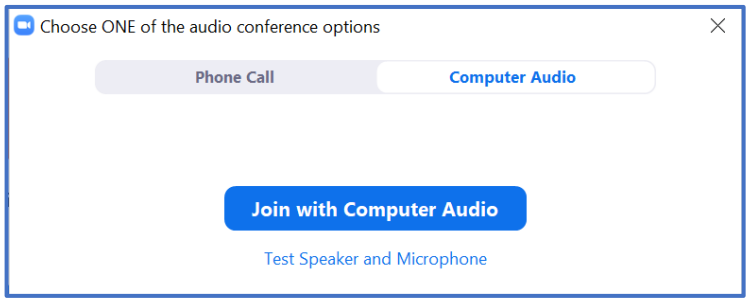


3. Enter the 11-digit **Meeting ID** number given to you by the host of the meeting. The screen name may also be modified; you may also toggle video/audio settings. Once configured, select **Join.**

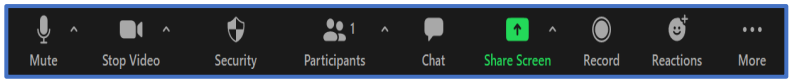


Zoom Interface

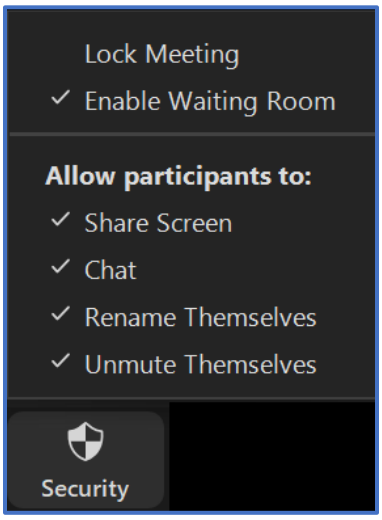
1. When entering the Zoom meeting through your device, a notification will pop up asking your preferred audio channel. Select Join with Computer Audio.



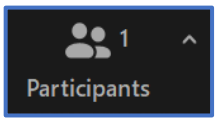
2. At the bottom of the screen, a wide array of buttons appears when the cursor is used to hover over the screen. The ability to **Mute** and **Stop Video** appear on the far left.



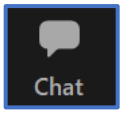
3. The Host of the meeting may select the **Security** button to *Lock Meetings* or *Enable Waiting Rooms.* You may also allow/disable the participants' ability to *Unmute/Mute* themselves, *Chat,* or *Share Screen.*



4. To see a list of participants within the hearing, select **Participants.**

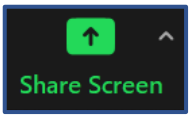


5. To start a chat with a participant in this meeting, click **Chat**

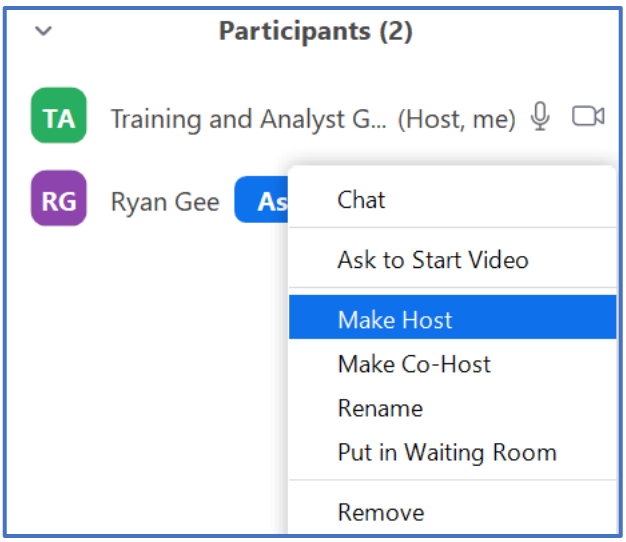


To send a message to a specific participant, select their name from the dropdown menu.

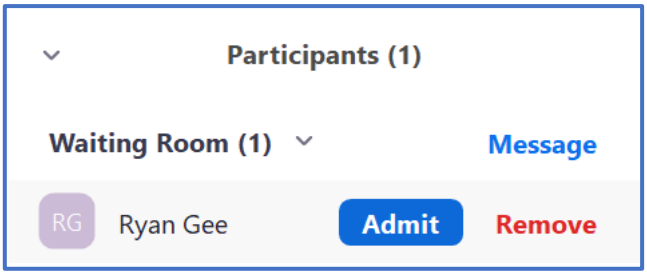
11. In order to share content with participants, select **Share Screen,** and select the appropriate application/screen.



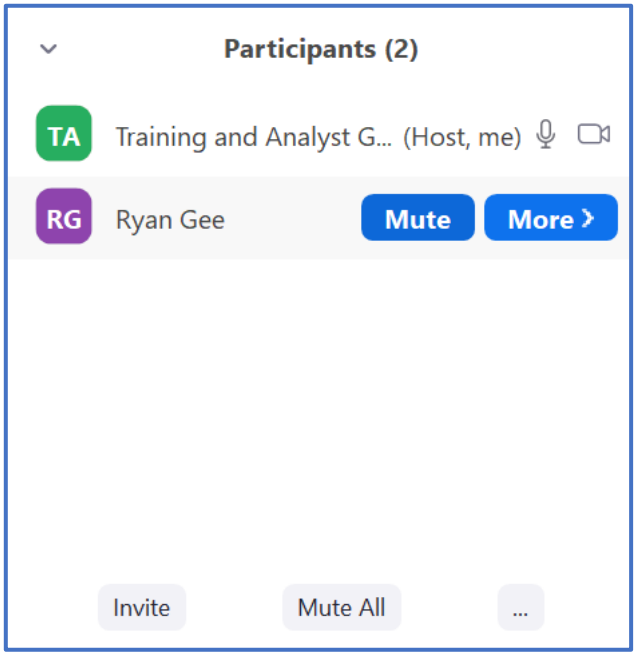
11. To designate an alternate host for the hearing, select **More** next to the participant's name, and select **Make Host/Co-Host**. Hosts can control the hearing, mute/unmute individuals, rename individuals and place participants in a Waiting Room.



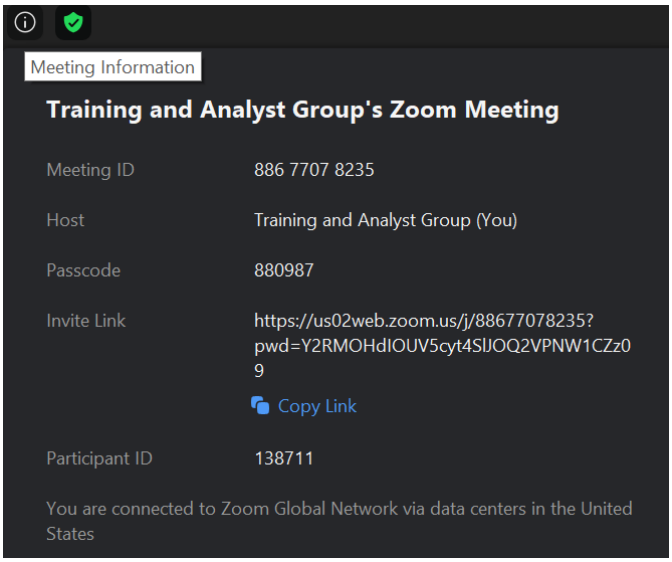
12. In order to admit participants into the hearing, under the **Participants** pane, select the **Waiting Room** dropdown. Select **Admit.** Note: The host may also broadcast a message to the participants in the waiting room. Select **Message** to send a message to everyone in the Waiting Room.



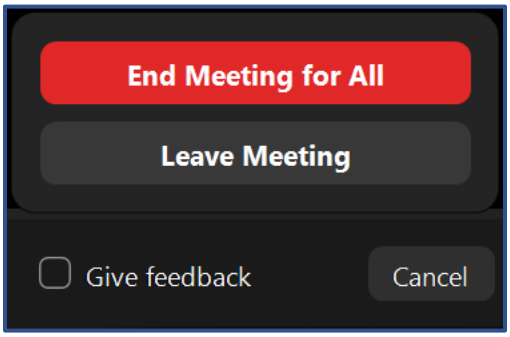
9. The host has multiple options to monitor the participants in the hearing. Under the **Participants** screen, select **Mute** to mute the participant's audio. The host may also select **Mute All** to mute the audio for all participants. Under **More**, the host can select **Stop Video** to disable 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.