

## INSTRUCTIONS FOR MUNICIPAL COURT VIDEO CONFERENCING VIA ZOOM

Activate court Zoom link by clicking: <https://us06web.zoom.us/j/82985457966>, OR you can download the Zoom app.

**\*\*\*\*If your full name is showing when you log in, that will speed up your wait-time. We cannot check you in if we do not know who you are.**

### If joining from the web:

- Go to [www.Zoom.us](http://www.Zoom.us)
- Click "Join Meeting"
- Enter Meeting ID: 829 8549 7966
- Change display to reflect your first and last name
- Click "Join with internet audio" button

### If clicking the link to join:

- There will be a prompt for "open link." Click to open the link.
- Click on the "Join with internet audio" button
- If you see a Ø through the microphone symbol in the bottom left corner, click on the symbol to be heard
- If you see a Ø through the video camera in the bottom left corner, click on the symbol to be seen

### If joining through the App:

- Click "Join"
- Enter Meeting ID: 829 8545 7966
- Change the name to reflect your first and last name
- Click on the "Join with internet audio" button
- If you see a Ø through the microphone symbol in the bottom left corner, click on the symbol to be heard
- If you see a Ø through the video camera in the bottom left corner, click on the symbol to be seen

### To join a breakout room:

- Once you receive a pop-up notification to join a breakout room, you must click the blue "join" button.
- Once you are ready to leave the breakout room, hit the blue "leave" button.
- If you choose the option to "leave meeting" you will be disconnected from the call.
- If you choose the option to "leave breakout room" you will be placed back into the main room with the Court Clerk or Judge.
- To rejoin a 2<sup>nd</sup> time, click the "breakout room" option and rejoin.