



Zoom How-To Guide

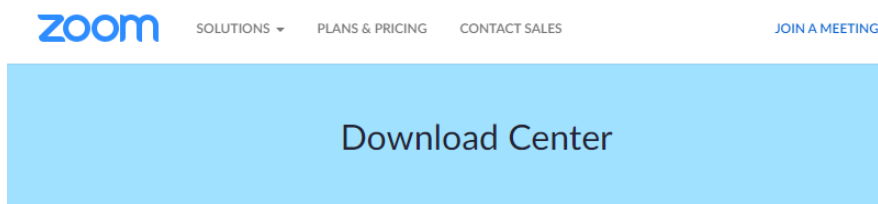
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Downloading Zoom

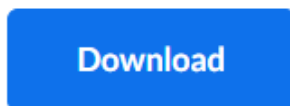
If your court is using Zoom, set it up before your hearing. You can use Zoom on a computer or mobile device.

Desktop

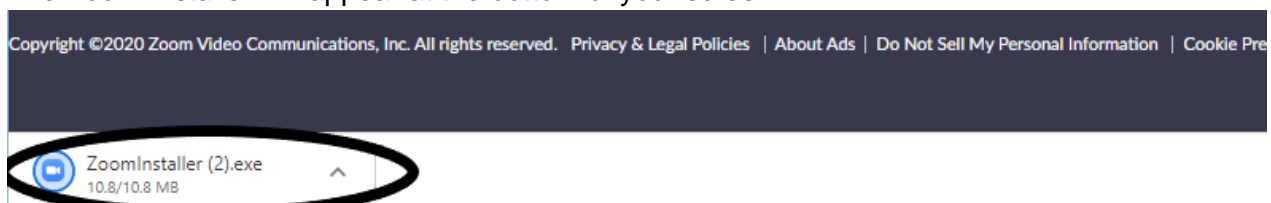
1. Go to [Zoom.us/download](https://zoom.us/download). This is Zoom's download center.



2. Find the right download for your device. The Zoom desktop app is available for Mac and Windows.
3. Click **Download**.



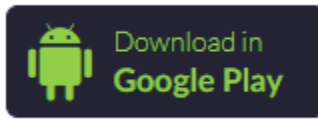
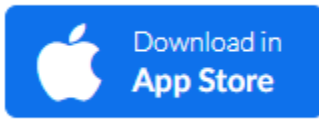
4. The Zoom Installer will appear at the bottom of your screen.



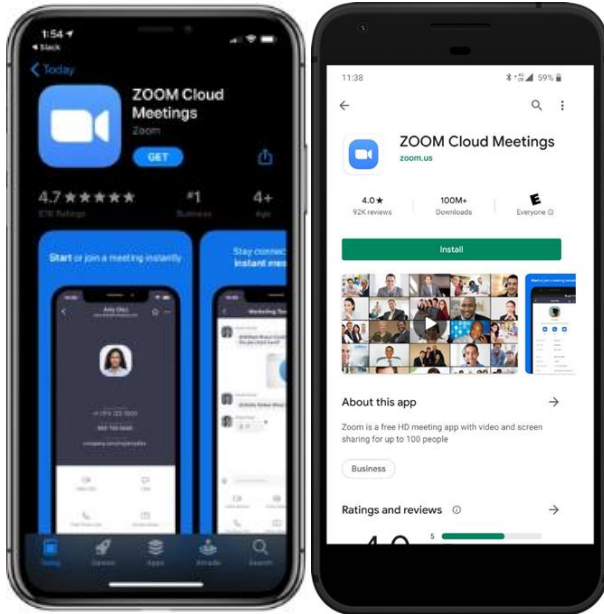
5. When the app is done installing, it will be ready for use.

Mobile Device

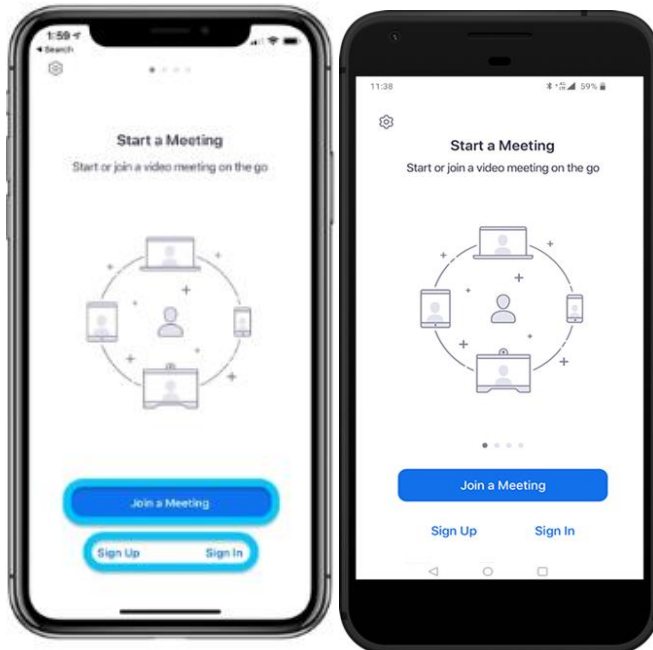
1. Go to your app store.



2. Search for the Zoom Cloud Meetings app.
3. Click "Install" or "Get" to download the app.



4. When the app is done installing, it will be ready for use.



Signing Up

You do not have to create a Zoom account to join a virtual hearing with Zoom. If you want to do a test with Zoom, you will have to make an account. Signing up for an account is free but you do need an e-mail address.

Signing Up with Email

1. Go to Zoom.us/signup.
2. Enter your birthdate and click **Continue**.

For verification, please confirm your date of birth.

Month ▼ Day ▼ Year ▼ **Continue**

This data will not be stored

3. Enter your email address and click **Sign Up**. Be sure to use an email that you have access to and check regularly.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

4. You will be required to complete a Captcha. A Captcha is a simple test to make sure a human is making the account. To complete the captcha, select the images that it tells you to.

Select all images with
bicycles

🔄 🎧 ⓘ **VERIFY**

5. Once you complete the captcha, a confirmation email will be sent to you.



We've sent an email to *******@gmail.com**.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

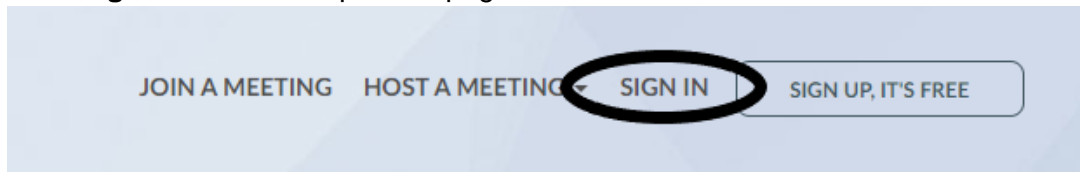
[Resend another email](#)

6. You will need to activate your account before it is ready to use. See "[Activating Your Zoom Account](#)."

Signing Up with Google

You can use an existing Google account to create a Zoom account.

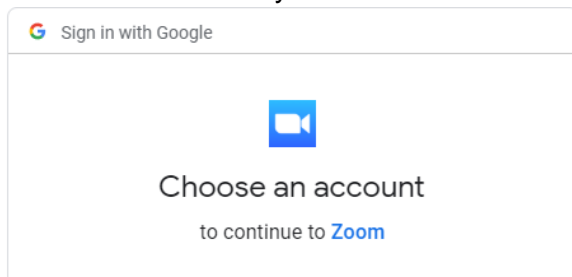
1. Go to Zoom.us
2. Click **Sign In** at the top of the page



3. Click **Sign in with Google**



4. You will be prompted to choose an account to sign in with. Your Google accounts will be listed for you. Click on the account you would like to use.



5. Enter your birthdate and click **Continue**.

For verification, please confirm your date of birth.

Month ▼ Day ▼ Year ▼ Continue

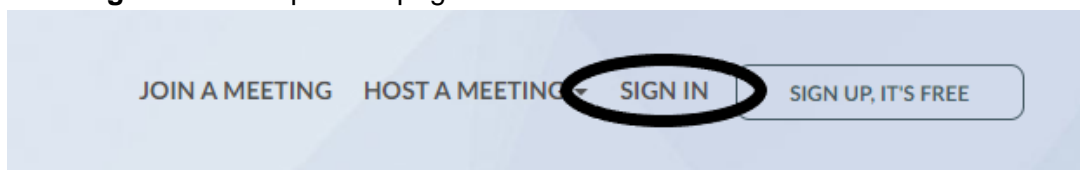
This data will not be stored

6. Click **Create Account**
7. Your Zoom account is now active and ready for use.

Signing Up with Facebook

You can use an existing Facebook account to create a Zoom account.

1. Go to Zoom.us
2. Click **Sign In** at the top of the page



3. Click **Sign in with Facebook**



- Click **Continue as** _____. By doing this Zoom will have access to your name, profile picture, and email address.




zoom.us will receive:
your name and profile picture and email address.

 [Edit This](#)

Continue as

Cancel

 This doesn't let the app post to Facebook

zoom.us's [Privacy Policy](#) and [Terms](#)

- Enter your birthdate and click **Continue**.

For verification, please confirm your date of birth.

This data will not be stored

- Click **Create Account**
- Your Zoom account is now active and ready for use.

Activating Your Zoom Account

Once you make a Zoom account, you must activate your account.

1. Go to your email and open the email from Zoom (no-reply@zoom.us).
2. Click the **Activate Account** button.
3. You may be asked if you are signing up on behalf of a school. Select **No** and **Continue**.

Are you signing up on behalf of a school?

☐ Yes ☐ No

Continue

4. Fill in the required information on the Welcome page and click **Continue**.



Welcome to Zoom

Hi, [redacted]@gmail.com. Your account has been successfully created.
Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

5. You will be prompted to "Invite Your Colleagues." You can click **Skip this step**.



Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

☐ I'm not a robot



reCAPTCHA
[Privacy](#) · [Terms](#)

Invite

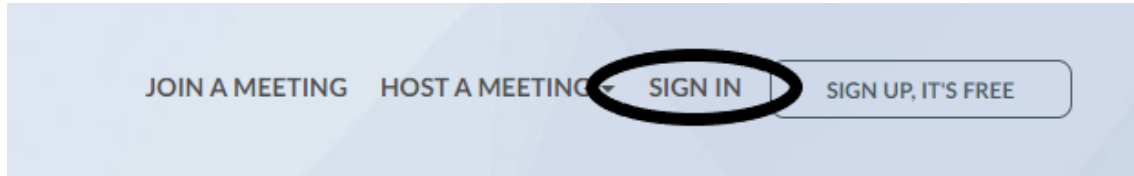
Skip this step

6. Your Account is now active and ready for use.

Signing In to Your Zoom Account

You can log in to your Zoom account at any time.

1. Go to [Zoom.us](https://zoom.us)
2. Click **Sign In** at the top of the page



3. Enter your email address and password.

Sign In

Email Address

Please enter your email address

Password

[Forgot password?](#)

4. Click **Sign In**.

Password

[Forgot password?](#)

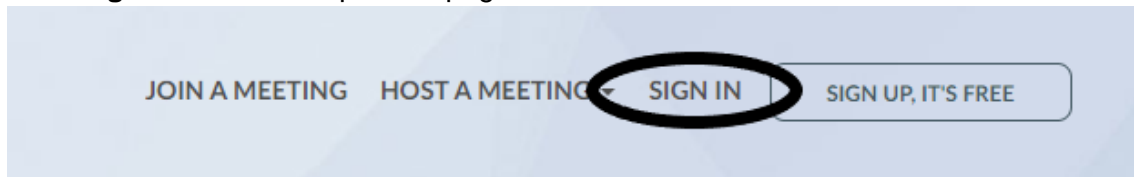
☐ Stay signed in

New to Zoom? [Sign Up Free](#)

Sign In with Google

Signing in with Google requires you to create an account.

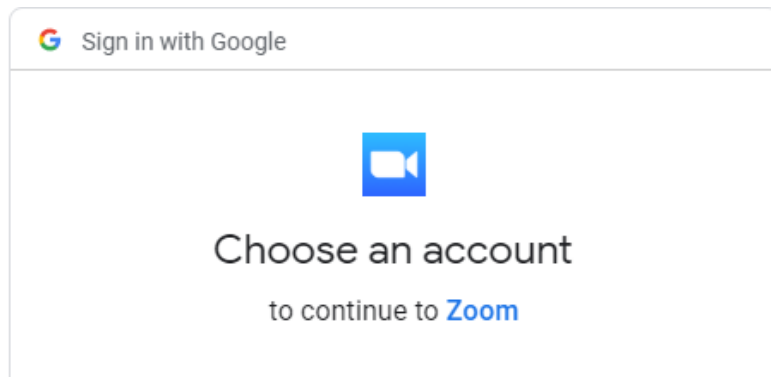
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2. Click **Sign In** at the top of the page



3. Click **Sign in with Google**



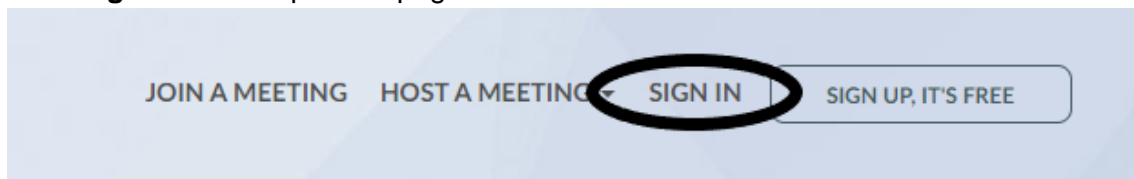
4. You will be prompted to choose an account to sign in with. Your Google accounts will be listed for you. Click on the account you would like to use.



Sign In with Facebook

Signing in with Facebook requires you to create an account.

1. Go to [Zoom.us](https://zoom.us)
2. Click **Sign In** at the top of the page



- 3.
4. Click **Sign in with Facebook**



Joining a Zoom Meeting

Before your hearing, the court will send you instructions on how to access your virtual hearing. These instructions will include a link, a telephone number, and Meeting ID that you need to join the hearing. Some instructions may also include a password.

Do not share this information with anyone. The Meeting ID and password are only for the people involved in the hearing. To join a meeting, you can use the join link or dial the phone number the court sent you.

Join by Link

1. Go to the instructions the court sent you. These instructions will include a link, a telephone number, and Meeting ID that you need to join the hearing.
2. Click the link.
3. You have joined the meeting.
4. If the meeting has not already started, you will enter the “waiting room” until the host starts the meeting.

Join by Meeting ID and Password

1. Go to the instructions the court sent you. These instructions will include a link, a telephone number, and Meeting ID that you need to join the hearing.
2. Enter the Meeting ID and click **Join**.

Join a Meeting

Join

3. If a password is required, enter the password.
4. You have joined the meeting.
5. If the meeting has not already started, you will enter the “waiting room” until the host starts the meeting.

Join by Phone Only

You can use a landline or a cell phone to call in to a meeting.

1. Go to the instructions the court sent you. These instructions will include a link, a telephone number, and Meeting ID that you need to join the hearing.
2. Dial the phone number.
3. Enter the Meeting ID followed by the # key.
4. If a password is required, enter the password.
5. You have joined the meeting.
6. If the meeting has not already started, enter # to wait as a participant.