
Be sure to join the Zoom call 10 minutes before the start time.

— **What will I need to attend my Admin Hearing using Zoom?**

You will need a desktop computer, laptop, or smartphone that are equipped with a camera and microphone and a stable internet connection. If you do not have access to those devices, see Call-In Options at the bottom of this document. The instructions for attending a remote hearing are as follows:

— **First Step: Install Zoom For Free**

For **smartphones** and **tablets**, install ZOOM from the Play Store or App Store.

For your **desktop computer**, **laptop** or notebook device with webcam and microphone, please visit www.zoom.us and follow the instructions to download the app.

— **Second Step: Create an Account**

Create a Zoom account by going to Zoom.us, and click, "sign up, it's free" and follow the prompts from there. You will need to use your email address and create a password. You only need to do this one time; this is the account you will use each time you enter a Zoom virtual hearing.

You should test audio and video at least 24 hours before the conference. This can be done in the "Preferences" or "Settings" window of the program. You will also want to test the program to be sure that you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. If you are unable to participate by video, see the section titled "Call-In Options".

— **Third Step: Join the Zoom Call**

To join, you will need to access the Zoom remote court session information, which includes the meeting ID and password provided to you.

1. Click on the link session for the date and time of your scheduled hearing.
2. Please take note of the Meeting ID and Password for that specific court session.
3. "Join Now" link to the hearing will be provided. Clicking on the Join Now link will open your Zoom app and ask you to enter the Zoom session's meeting ID and password.
4. After you enter the meeting ID and password, a screen should load showing your face, after you see this screen, click "**join with video**"
5. Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom Waiting Room. (When in the Waiting Room, you cannot hear or see the court proceedings.)
6. The name that you choose for yourself will be shown on the screen during the call. You **must** use your full name as it appears in your case as well as your case number so that you can be identified. If you fail to do so you may not be admitted into the proceeding from the Waiting Room.
7. **When the hearing is ready to hear your case, you will be allowed entry into the Zoom meeting from the Waiting Room.**
8. A message box will then appear asking you to "**join with computer audio**," or "**join with internet audio**." Selecting this will allow you to hear the meeting and speak through your device.