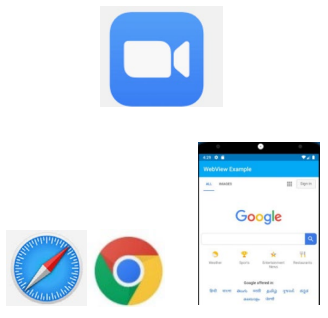# Zoom Guide VAWB
(external users)

1. Download Zoom Cloud Meetings App – **Apple, Android**
2. Supported OS:
  • iOS 7.0 or later:
    • Send and receive video using front or rear camera
    • iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation, iPhone 3GS (no front facing camera)
  • iPadOS 13 or later
  • Android 4.0x or later
  • Kindle Fire HD
3. Supported browsers:
  • iOS/iPadOS: Safari5+, Chrome
  • Android: Webkit (default), Chrome
4. Join Meeting
  (see **Join meeting** section)	

OR

1. Open web browser(s) - **PC, MAC, Surface Pro**
2. Supported OS:
  • macOS X with macOS 10.7 or later
  • Windows 10
    Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
  • Windows 8 or 8.1
  • Windows 7
3. Supported browsers:
  • Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
  • Mac: Safari 7+, Firefox 27+, Chrome 30+
  • Linux: Firefox 27+, Chrome 30+
4. Join Meeting
  (see **Join meeting** section)	

NOTE:
  • Use headphones with microphone
  • Mute microphone if not speaking
  • Exit all other applications
  • Use ONE device dedicated for Zoom	

Join meeting	

From Apple/Android
  • Open Zoom app
  • Select **Join Meeting**
  • Enter **Meeting ID**
  • Enter **Name**	

From PC/Mac/Surface Pro
  • Right click link in email
  • **Copy/paste** link into browser
  • Select **Cancel** in pop-up
  • Select **join from your browser**	

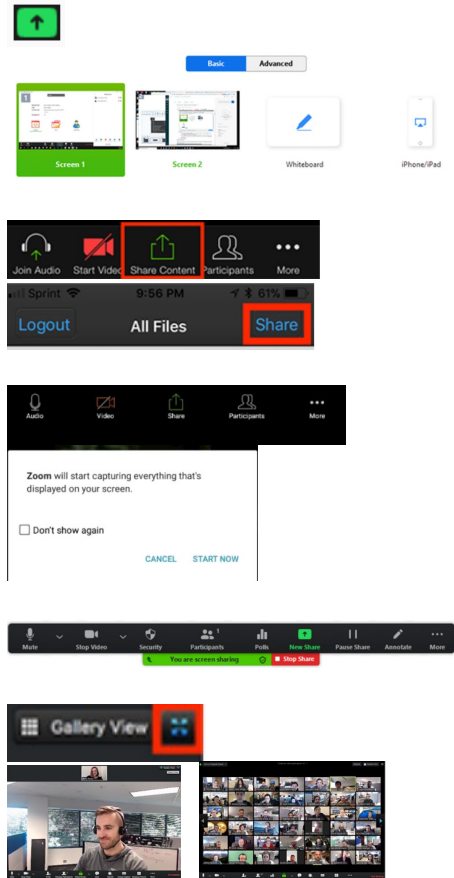|	
Meeting Features	
Share screen (Windows, Mac) • Select **Share Screen** • Select **screen / application** • Select **Stop Share** Share screen (Apple) • Select **Share Content** • Select Content **type** • Select **Share** Share screen (Android) • Select **Share** • Tap **Screen** • Select **Start Now** Toolbar (hover bottom screen) • Select **Mute/Unmute** • Select **Stop video** • Select **Participants** Video layout options • Full Screen • Gallery View	

Zoom Tutorials

Getting Started:
https://support.zoom.us/hc/en-us/categories/200101697

Training:
https://support.zoom.us/hc/en-us/sections/201740096

FAQ's:
https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions

Tips for a Successful
Zoomgov Video Hearing

1. Mute your phone and mute all sounds from all other applications (email notifications, chat messaging, etc.).

2. Dress appropriately for a court hearing.

3. Any document intended for filing (i.e., waivers, pleas, etc.) must be signed and circulated before the hearing.

4. If using a mobile device, place the device in holder or on a flat surface to keep the device stable throughout the hearing.

5. Avoid using battery power only – plug your device into a good power source.

6. If you get disconnected, as long as the hearing is still ongoing, you can reconnect to the hearing using the same link you were initially provided.

7. Avoid using an open microphone and speakers (such as are built-into laptops, or a webcam mic). Using a good quality headset or headphones with a mic will help ensure you can be heard and can hear others with maximum quality, while providing the court reporter with a clear sound in order to produce a quality transcript.

8. Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.

9. Avoid distracting real or virtual backgrounds. Avoid sitting with a window directly behind you as it darkens the video display.

10. Avoid poor camera positioning (if possible). Try to frame yourself so you take up most the screen, and at eye level.

11. Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and networking.

12. For home networks, if possible, avoid sharing your internet service with others during the session.

13. Selecting "Gallery View" allows you to see all the participants in the hearing on your screen.

14. When you are in a breakout room, use the "Chat" function at the bottom of the screen to notify the court that you are ready to join the main group or simply select "leave breakout room" to return to the main group.

15.   Please do your best to refrain from talking over another speaker. Remember, the hearing is being recorded or taken via a court reporter and the record needs to be complete.

Before Every Court Session using Zoomgov

1.   Connect your device to power.

2.   Make sure your internet connection is good.

3.   Test your video/camera on your device.

4.   Test your audio.