iPhone or iPad

Preparing to Participate in a Zoom Video Conference with the Alaska Court System

Download and install Zoom

Install the latest Zoom Cloud Meetings app available on the App Store Zoom Cloud Meetings. Zoom can be used in a browser only, but it is very limited. The full Zoom client is required for best functionality and best experience with the system.

Joining a Meeting

Click on the **Zoom Icon** to open the application.

Click on **Sign In** to access all features.

You can also **Join a Meeting** without signing in.
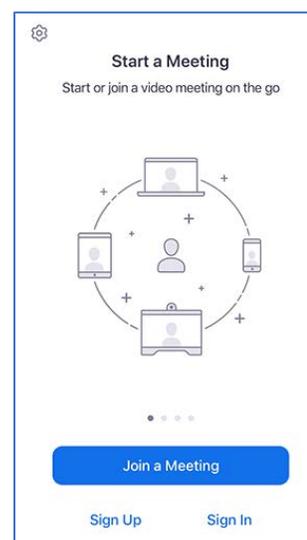
Type in the **meeting ID** provided to you by the court and your display name. If you are signed in, change your name if you don't want your default name to appear. If you are not signed in, enter a display name.

Log-in information is not public and must not be shared.

1. Type in your **full name**

2. Turn on Audio and Video

3. Click **Join Meeting**

4. Enter in the **meeting password** provided to you by the Court

5. If this is the first Zoom meeting that you have joined, you will be asked to give access to your microphone.
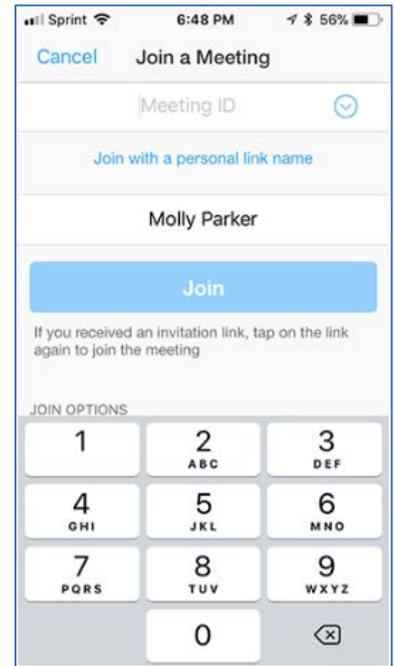
6. When you join the meeting, you will be prompted to join the audio, choose **Call using Internet Audio**

You are now in the Zoom session! Please ensure your **microphone and video are enabled.**

Attendee Controls

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.
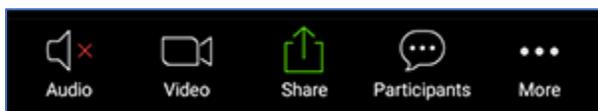
Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats**: Chat with other participants, if enabled by the host.
- **Invite**: Invite others to join your meeting, if enabled by the host.

If you are asked to enable or disable you microphone or camera, tap on the audio or video icons to toggle the setting. If you are having difficulty or your session contains back ground noise the court may mute your microphone for you.

Raising or Lowering your Hand

To raise and lower your digital hand, click the **More** button at the bottom right corner of the screen and select the **Raise Hand** option.

The text will switch to say **Lower Hand** while your hand is raised.
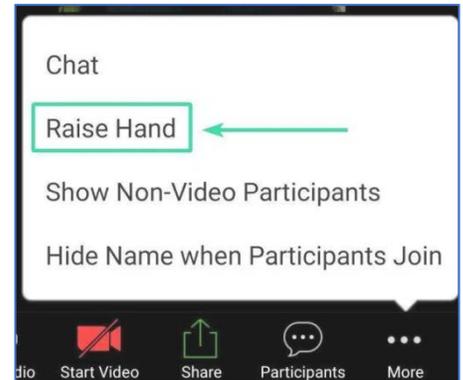
Before Every Court Session using Zoom

1. Connect your device to power.

2. Make sure your internet connection is good.

3. Test your video.

4. Test your audio.

5. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.).

6. Ensure the space you are using is free of outside disruptions.

Additional Settings

Zoom has a lot of settings, and as the system updates, certain aspects or features may change. Below are a few settings recommended by the court to improve your experience:

- General: Ask me to confirm when I leave a meeting: **ON** (Helps prevent unintended departures)

- Video: Enable HD: **OFF** (Helps prevent poor video performance, and usually looks just as good as HD)

- Video: Always display participant names on their video: **ON**

- Video: Always show video preview dialog when joining a video meeting: **ON** (Final check before your video displays to others)