

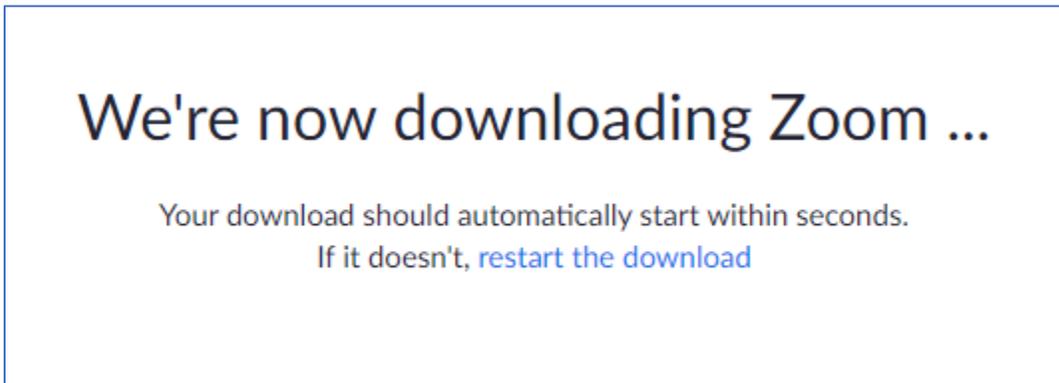


# Desktop Computers (PC or Mac)

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

### Download and install Zoom

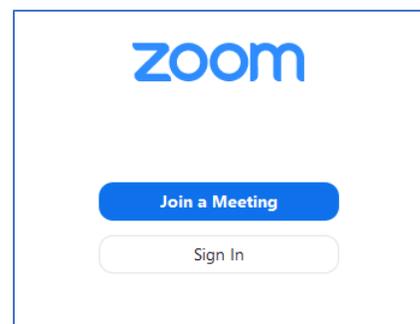
Install the latest Zoom desktop client app available at <https://zoom.us/support/download>. Zoom can be used in a browser only, but it is very limited. The full Zoom client is required for best functionality and best experience with the system.



### Joining a Meeting

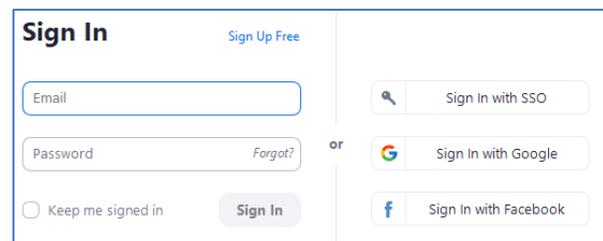
After launching Zoom, click **Join a Meeting** to join a meeting without signing in.

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



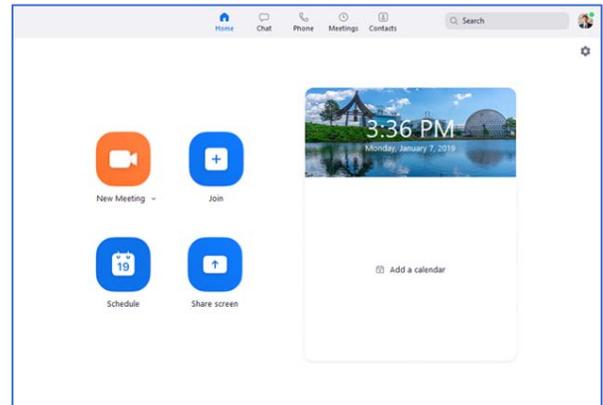
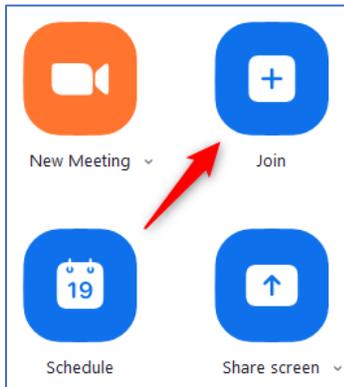
### Signing in

To sign in, use your Zoom, Google, or Facebook account.



## Home

After signing in, you will see the **Home** tab. Click **Join**.



### Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

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

Enter the meeting ID number and your display name.

If you're signed in, change your name if you don't want your default name to appear.

If you're not signed in type in your **full name**.

It is recommended that you test your speaker and microphone prior to joining each call. To complete this test, click on **Test Speaker and Microphone** link and follow the prompts.

Once test has been completed, click on **Join with Computer 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.



**Mute / Unmute:** Mute or unmute your microphone. **Tip:** Use the keyboard shortcut **Alt + A** (Windows) or **Shift + Command + A** to mute or unmute yourself.

**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:

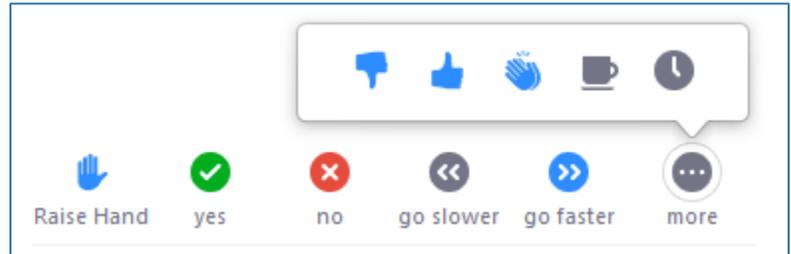
- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants, if enabled by the host.
- **Invite:** Invite others to join your meeting, if enabled by the host.

**If you are asked to enable or disable you microphone or camera,** click 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

1. Click the **Participants** button  

2. Click the **Raise Hand** icon
3. The Icon will appear next to your name on the participants list.



## 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)