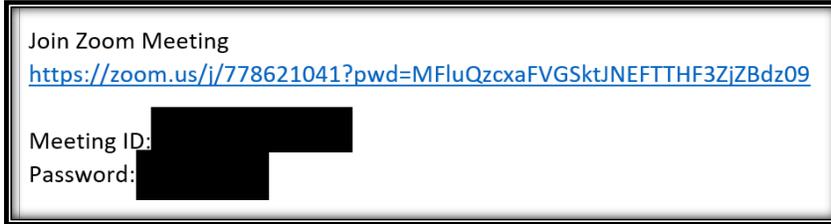


# What you need to know about Zoom

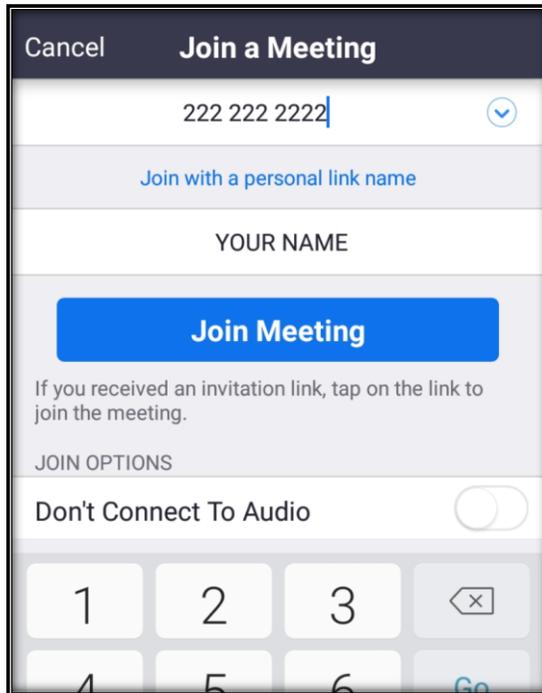
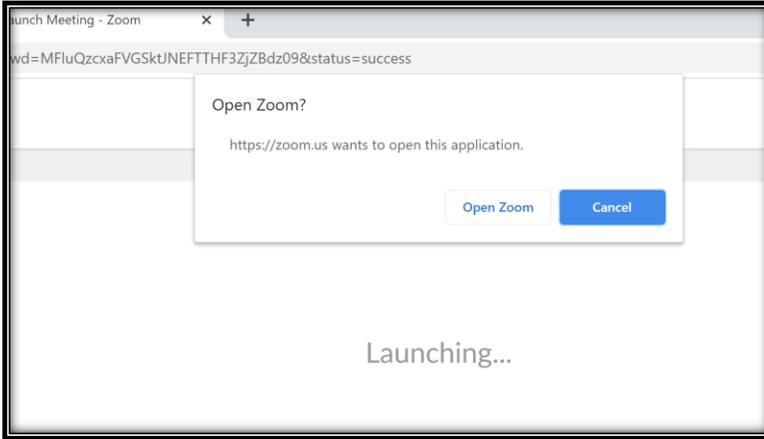
## Tips for Zoom Users

Signing in via Computer or smartphone using the invitation link (this is the recommended method):

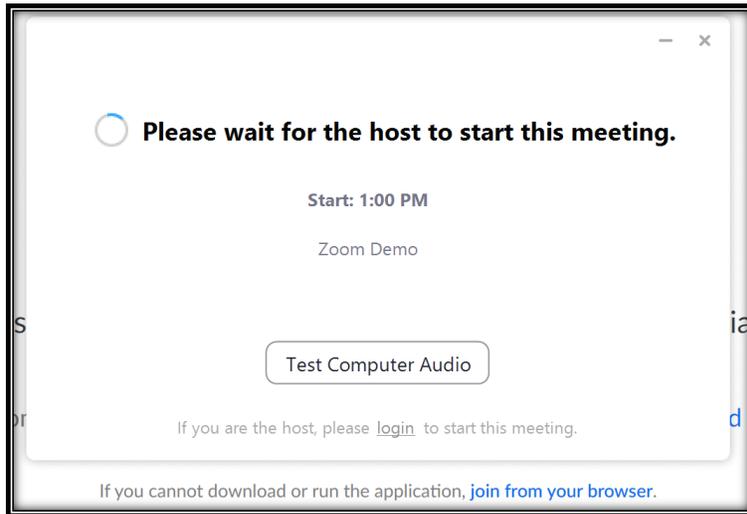
1. Click on the web link provided by the Zoom invitation you receive:



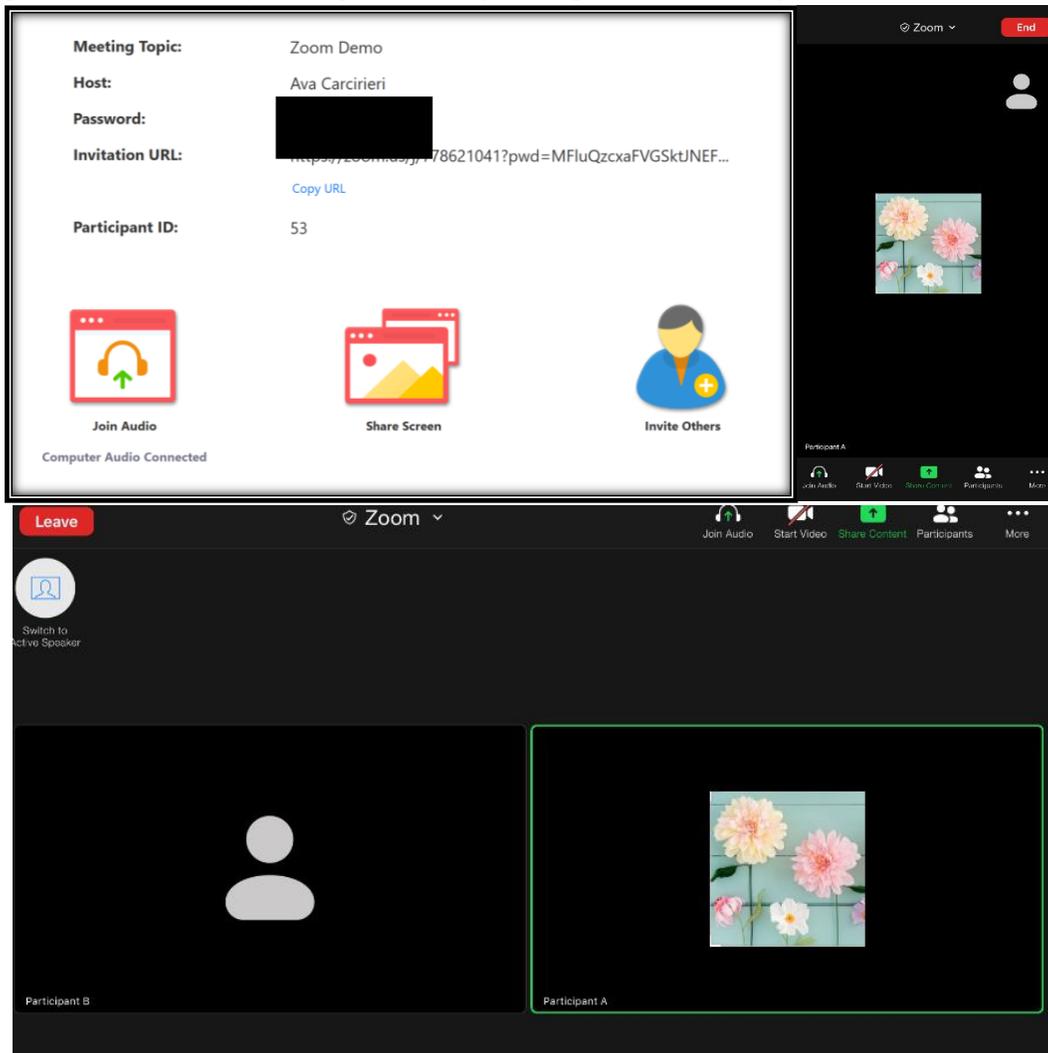
2. This will take you to the web browser for the meeting and the below prompt will appear. Click on "Open Zoom". If you are joining a hearing with your cell phone, you need to download the Zoom app.

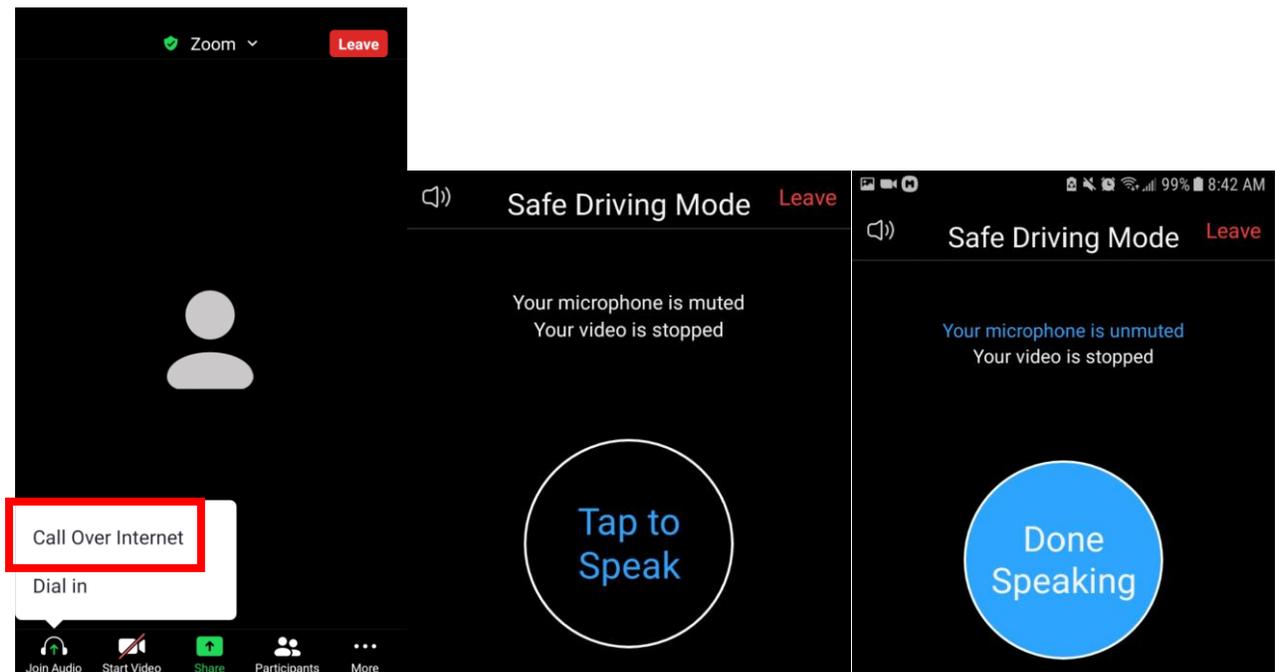


3. If the host has not yet joined, you may get the below screen. If you do, do not worry! The meeting will begin once the host logs in:



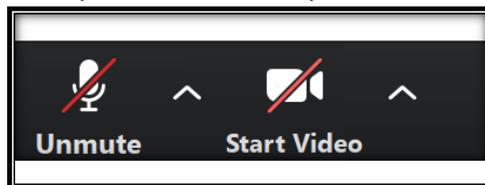
- Once you join the meeting, you will be taken to the home screen – you have successfully joined the meeting! Here are the ways it might look depending on the device you use:



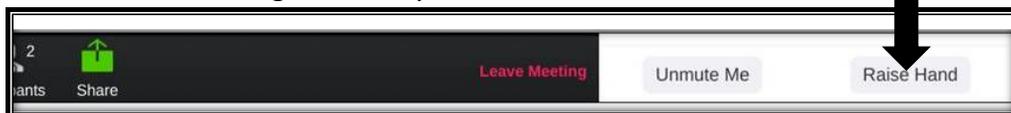


### Other important Zoom functionality:

Please note the mute and video may automatically be on when you join. If you want to be heard, click on the microphone button so that there is no longer a red slash going through it. If you would like to be on video, click on the camera icon next to the microphone to turn on your camera.



You may need to get court staff's attention while you are waiting for your hearing. If you do, please use the 'raise hand' feature located on the right side of your screen:



## What you need to know about your Zoom hearing:

When you enter a zoom meeting, you can expect several things:

1. You may be moved into your virtual waiting room, and someone may speak with you briefly to confirm your check-in information
2. Once moved into the waiting room, you may wait for several minutes before your case moves forward. Think of this like waiting for your hearing in person. Continue to stay in the waiting room until court staff direct you otherwise.
3. You will not be in the same waiting room with the other party. In Protection from Abuse hearings, parties are kept separated until going before a Commissioner or Judge. You will not have to speak with the other party upon entering the meeting.

During this hearing, please remember:

1. This is an official court proceeding.
2. Do not leave the meeting unless your hearing has completed!
3. If you need the attention of court staff for any reason, use the "Raise Hand" feature outlined on the previous page.