

Instructions for using Zoom are located on the [Nineteenth Circuit's Zoom page](#). When conferencing is arranged for a case, individual meeting invites will be emailed with unique secure meeting IDs to connect. The participant will be asked to click on the meeting invitation to connect.

A sample invitation is as follows:

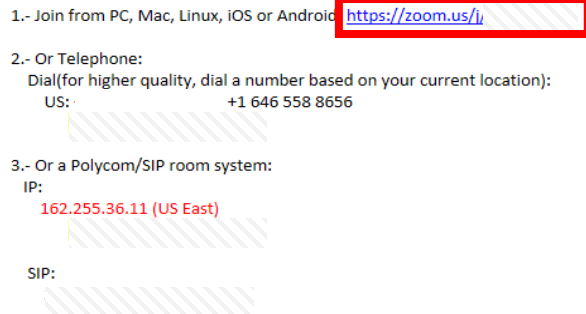
Judge Cox is inviting you to a scheduled Zoom meeting.
Time: Mar 18, 2020 03:20 PM Eastern Time (US and Canada)
To Join Zoom Meeting: <https://zoom.us/j/6168154963>
Meeting ID: 6168154963
One tap mobile: +16465588656 US (New York)
Code: 616-815-4963

It is not necessary to have a Zoom account to participate in a remote hearing. However, you may be prompted to download the software, once you have clicked on the meeting link. Additionally, if using smartphone, you may be prompted to download the [Mobile App](#). This is not necessary. However, you may wish to create an account. Additional information about Zoom is available at www.Zoom.US.

How to join a Zoom Meeting

From Email

1. Join by [clicking](#) on the **URL Link** in your e-mail or calendar invitation
2. You can use the computer mic and speakers for audio or use the telephone (see below)



3. If you do not have the Zoom application installed, it would prompt you to do so, select Run to complete the install.

From Any Web Browser

1. Open any browser (Chrome, Safari, IE/Edge, Firefox)
2. Go to join.zoom.us
3. Enter your meeting ID provided by the host/organizer.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

[Join a meeting from an H.323/SIP room system](#)

4. Click **Join**.

Telephone

1. On your phone, dial the East Coast number **+1 646 558 8656** provided in your invite.
2. Enter the Meeting ID number when prompted using your touch-tone (DTMF) keypad

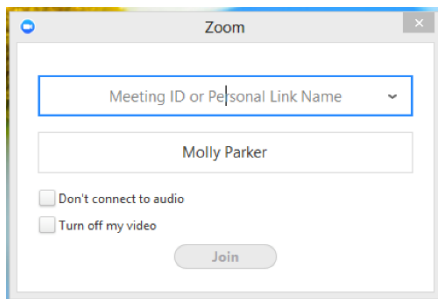
Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, **simply press #** again when prompted to enter in your participant ID.

From Windows

FOR THIS METHOD YOU MUST HAVE THE ZOOM APPLICATION INSTALLED

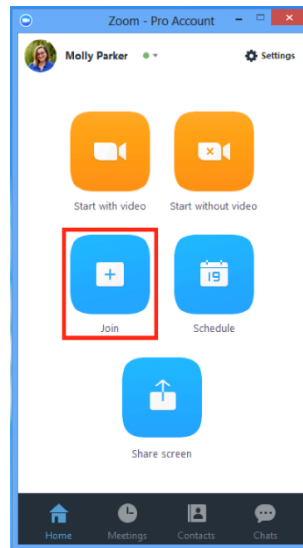
1. Select Join A Meeting.

Note: You can join a meeting with or without signing in.



Snapshot of options without signing in.

Preferred option



Snapshot of how it looks when you sign in first

2. Enter the Meeting ID number and input your name. Also, select if you would like to

connect audio and/or turn off your video and select **Join**.

