

Judge Ralph Swearingin Jr.

JUSTICE COURT, PRECINCT ONE
TARRANT, TEXAS
100 W. WEATHERFORD ST, ROOM 450
FORT WORTH, TEXAS 76196

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Zoom Instructions for Participants

Before a video conference:

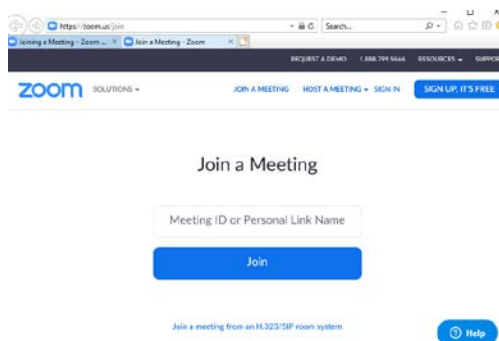
1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Notice for your video conference is included in your E-Court Hearing/Trial Notice. If an email was provided, the email notification will include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.
 - If notice was received via mail, the notice will include all the information stated above but you will have to enter the information manually on your computer/smartphone in order to join.

To join the videoconference:

Computer/Laptop:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided with your E-Court Hearing/Trial Notice.



If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation/notice.
2. Enter the **Meeting ID number** (also provided in your invitation/notice) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2digit participant ID to be associated with your computer.

Smartphone:

- **iOS (Apple device)**

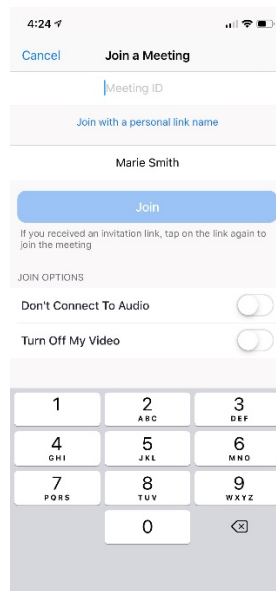
1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join the meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.



- Sing in to Zoom then tab **Join**.

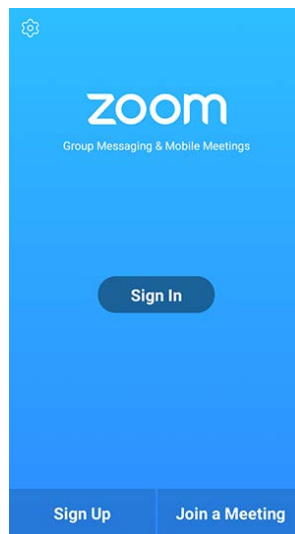


- Enter the **Meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.
- Select if you would like to connect audio and/or video and select **Join**.



- **Android Device**

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join the meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.

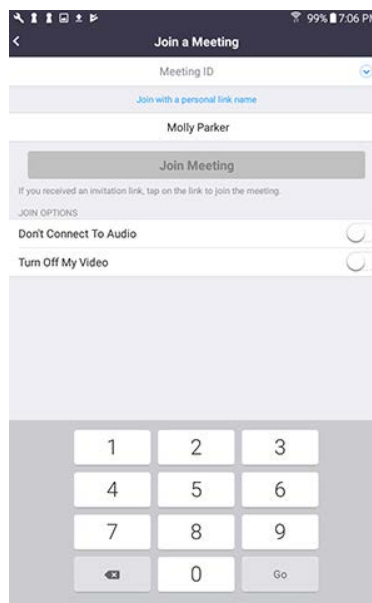


- Sing in to Zoom then tab **Join**.



Join

- 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, enter a display name.
- Select if you would like to connect audio and/or video and select **Join**.



Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
 - For a video tutorial on how to share your screen, please click on the link below.
 - https://www.youtube.com/embed/YA6SGQIVmcA?rel=0&autoplay=1&cc_load_policy=1
- To see and choose your “speaker” and “audio” capabilities, click on the arrow next to the “mute” button (far left).

