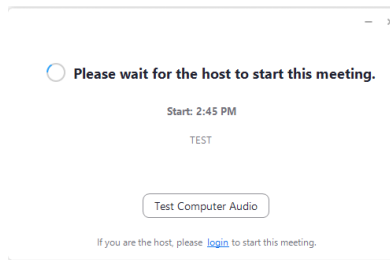




Zoom Instructions

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from <https://zoom.us/download> or from your mobile device's app store. Otherwise, you will be prompted to download and install Zoom when you click on a join link.

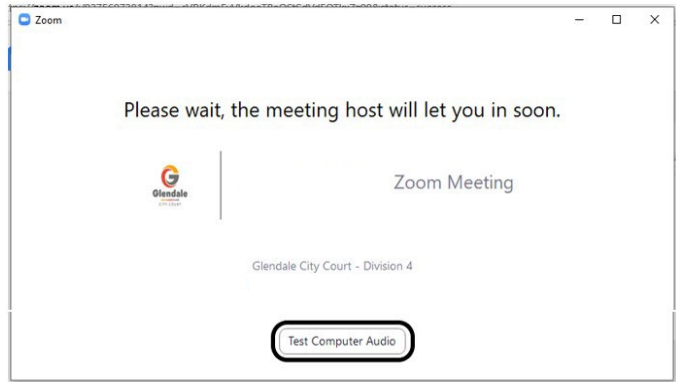
1. The Court will send an invite to your email.
2. Open the invite and click on the hyperlink - If you are unable to click on the hyperlink, copy the link and paste it into your browser (Chrome, Internet Explorer etc.) and then push enter.
3. Once you click on the invitation from your email or paste the link into your browser, you will be prompted to either download or launch Zoom.
4. If you see the below screen, this means the Judge has not started the meeting yet. While you wait, please test your audio to ensure that it is working correctly.



5. If your computer is not equipped with a mic, you can join the **audio** by phone, click on the **Phone Call** option (see below). You will be given the **Meeting ID** and **Participant ID** number. You can use any of the phone numbers listed in this screen. You will be prompted to enter both the **Meeting ID #** and the **Participant ID #** when calling in. Click **Done** once the call is complete:



6. Once the Judge has started the session, you will be placed in the Glendale City Court's Waiting Room. If you have not previously tested your audio, please do so now. If your computer is not equipped with a mic, please see step 5.



7. When the Judge is ready to begin, you will be brought into the session and be able to see the Judge.
8. The Glendale City Court's Zoom Courtroom is a court proceeding, therefore appropriate conduct and attire is expected and required.