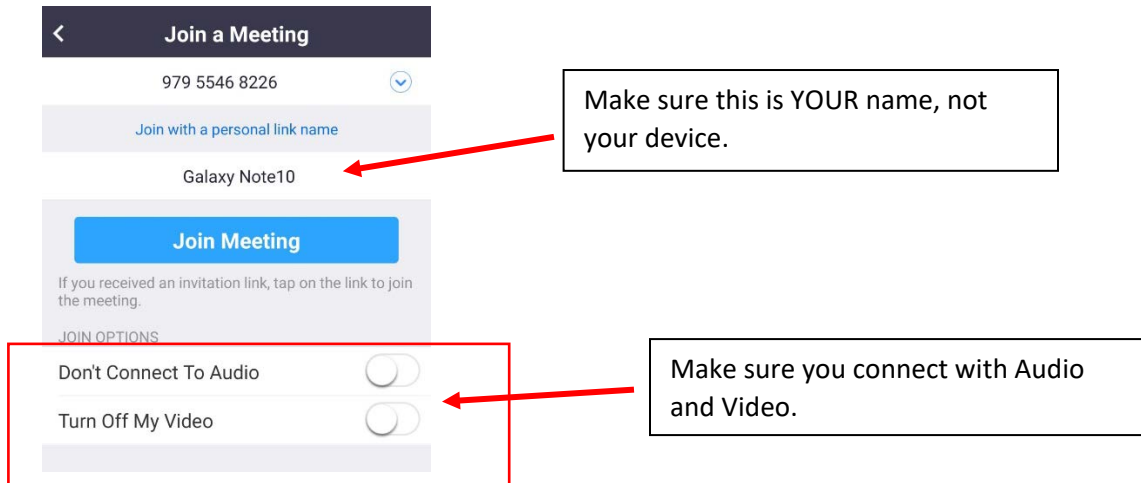


## **Zoom Participant Instructions**

- Download the “Zoom Cloud Meetings” App onto your Smart Phone/ Device, or access on a desktop computer by going to <https://zoom.us>.
- Click on the zoom hearing link provided to you from the clerk or your attorney. OR select “Join a Meeting” and enter the Meeting ID.
- If you do not want to create an account, please be sure to list your first and last name so that the Judge can easily identify you. (See below for further instructions.)
- Make sure that you connect with Audio and Video when joining the meeting.
- If you join the meeting early you may have to wait until the Judge brings you into the meeting. Do not close out of the screen, just wait until you are pulled in.
- If you are set for the 9am Docket (or 10am, etc.), the Judge will bring everyone into the meeting, and then unmute each defendant/attorney one at a time to take up each case. Depending on how big of a docket we have, you may have to wait a while, just as you would if you were appearing in person.
- If you get kicked off or lose service before your case is called, just log back on, the Judge can see who all is present.
- Zoom hearings will be treated just like an in person hearing, you must dress appropriately, be in a quiet and well-lit location (the Judge has to be able to see and hear you), you cannot be driving, eating, smoking, drinking, and no one may speak to you in the back ground, etc.
- If you have any questions please do not hesitate to call the Clerk’s office for assistance.

## JOINING ON A SMART PHONE/DEVICE



The screenshot shows the 'Join a Meeting' interface. At the top, there is a back arrow and the title 'Join a Meeting'. Below this, the meeting ID '979 5546 8226' is displayed with a dropdown arrow. A button labeled 'Join with a personal link name' is present. The device name 'Galaxy Note10' is shown below. A large blue 'Join Meeting' button is prominent. Below it, a note reads: 'If you received an invitation link, tap on the link to join the meeting.' Underneath, the 'JOIN OPTIONS' section contains two toggle switches: 'Don't Connect To Audio' (which is turned off) and 'Turn Off My Video' (which is also turned off). Red arrows point from text boxes to the device name and the 'Don't Connect To Audio' toggle.

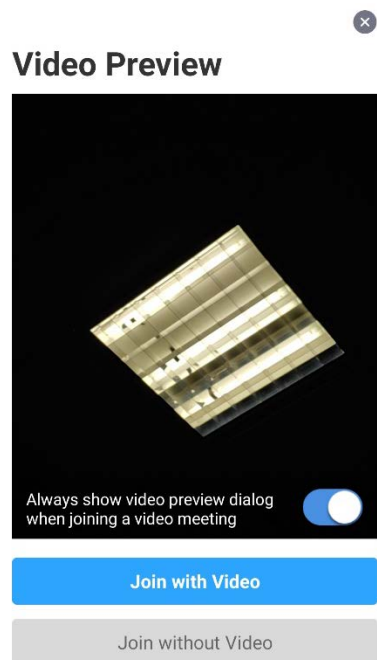
Make sure this is YOUR name, not your device.

Make sure you connect with Audio and Video.

Please wait, the meeting host will let you in soon, Judge Rush

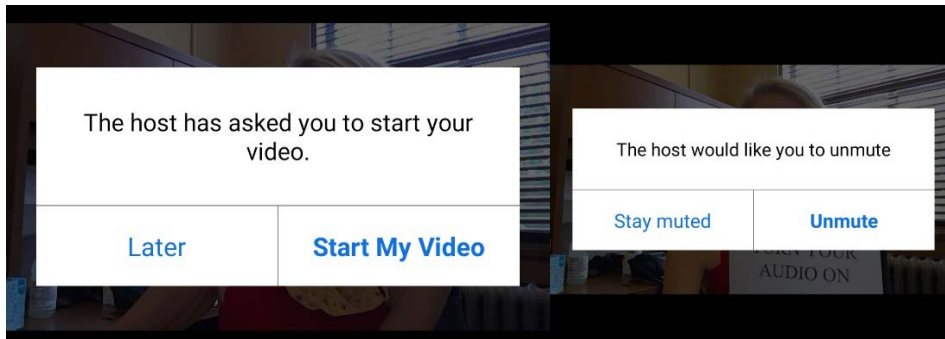
07/23/2020 - Osage County Docket - Judge Rush

You are currently in Judge Shannon Rush's waiting room, you will be asked to join shortly. Thank you for your patience.



The screenshot shows a 'Video Preview' dialog box. At the top right is a close button (X). The main area contains a video preview of a building. Below the preview, there is a toggle switch for 'Always show video preview dialog when joining a video meeting', which is currently turned on. At the bottom, there are two buttons: 'Join with Video' (highlighted in blue) and 'Join without Video' (greyed out).

**Follow prompts.**



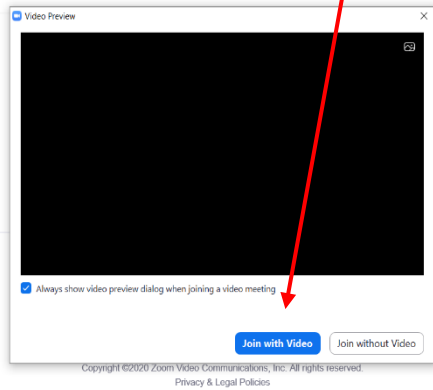
**Joining Audio**



## JOINING ON A PC

Enter the Meeting ID number, Select Join with Video.

zoom



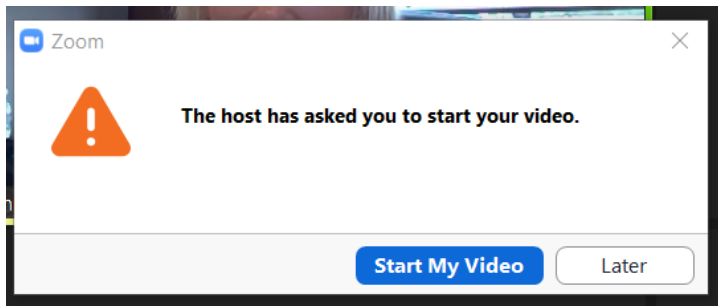
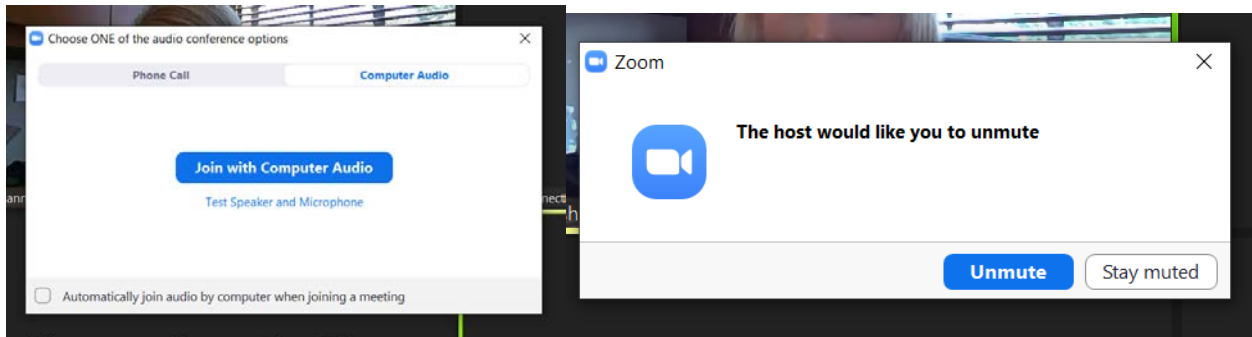
Please wait, the meeting host will let you in soon, Judge Rush

07/23/2020 - Osage County Docket - Judge Rush

You are currently in Judge Shannon Rush's waiting room, you will be asked to join shortly. Thank you for your patience.

Test Computer Audio

Follow Prompts to Join Video, Audio, and Unmute. (See Examples Below)



Change your screen name by hovering over your box, and selecting the 3 dots in the top right hand corner. Select "Rename" and then enter name.

