

# Zoom Hearings Ins and Outs

## Joining a Zoom Hearing

Before joining a Zoom hearing on a computer or mobile device, you may download the Zoom app from their Download Center. Otherwise, you will be prompted to download and install Zoom when you click on the link provided by the hearing host/administrator. This will be in a calendar invite.

To participate in a Zoom hearing you will need the following:

- An internet connection, speakers or earphones and a microphone OR a telephone connection
- A webcam or HD webcam - built-in or USB plug-in If joining from your computer, you will also need:
- Windows XP with SP3 or later and one of the following browsers: Internet Explorer 11+ / Edge 12+ / Firefox 27+ / Chrome 30+ OR
- macOS X with macOS 10.7 or later and one of the following browsers: Safari 7+, Firefox 27+, Chrome 30+

Each hearing has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join it.

## To join a Zoom hearing/meeting

1. Click on the link in your meeting invitation, open the Zoom desktop app or go to [Zoom website](#)
2. Click on Join a Meeting.
3. Enter the meeting ID number (if necessary), the password (provided in the e-mail from the Director's Office) and the name you would like displayed on the screen.
4. Select if you would like to join with video and/or audio. You can also call in to the phone number provided to use your phone for audio and computer for video.

For more detailed instructions or how to join the meeting from your phone/tablet see:

## [Joining a Meeting](#)

## Before the hearing starts

Attending a hearing via Zoom will run more smoothly if you ensure:

- that your laptop/device is sufficiently charged and that you have the charging cable at the ready if needed;
- that all the documents that you may rely on in the hearing are easily accessible from your device;
- that all unnecessary applications on your device are closed;
- that you are in a quiet space where you will not be interrupted or distracted;
- that you are able to take notes either electronically or by handwriting; and
- *See also **OLPR Tips For Non-Party Participants on How to Prepare for and What to Expect at a Remote Hearing OLPR***, for more tips on preparing for and participating in remote hearings.

You may also want to join the hearing early to give yourself some time to work out any technical issues before the hearing starts.

The Zoom host/administrator will open the Zoom hearing room 15 minutes prior to the start of the hearing, but you may be placed in the waiting room until the parties are ready for your participation.

### **Waiting Room**

Attendees will be held in the virtual Waiting Room upon entry. The hearing host/administrator will admit entry to the hearing.

### **Screen Options**

There are two options: Speaker View and Gallery View. To switch between these two views use the icon at the top right corner. Please use the **Gallery View**. In the Gallery View, the yellow border will indicate who is speaking.

### **Mute**

Your microphone will likely be muted when you enter the hearing. Please keep it muted for the entire hearing until you are called upon to speak. This way, we can avoid background noises while the speaker is speaking. To mute or unmute your microphone, click on the microphone icon at the bottom left of the screen.



Alternatively, you may press **Alt + A** to mute your microphone.

## Video

Your video will likely be disabled upon entering the hearing. Familiarize yourself with the video icon so you can easily enable and disable the video function upon request.



## Communicating with the Host/Administrator

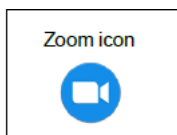
The parties will exchange contact information and be provided with contact information for the Office.

## Breakout rooms

If you need to use a breakout room, please let the host/administrator know and she will coordinate moving you to a designated virtual breakout room separate from the main session. Breakout rooms will not be available after the hearing has ended.

## Screen Error

If you get out of the Zoom screen while attending a hearing, this means that you have minimized the program. Please find the Zoom icon at the bottom of your Zoom icon screen on the taskbar (Windows) or apps bar (MAC), and click on it to get it back up.



## Leave Meeting

Attendees can leave the hearing by using the **LEAVE MEETING** icon at the bottom right of the screen. Once you leave the hearing, however, you may have difficulties returning to the hearing. Please wait to be excused from the proceedings or until the hearing is adjourned before you press the leave meeting icon. The Host/Administrator can also end the meeting for everyone.