



WI EASTERN DISTRICT IT INSTRUCTIONS

ZOOM FOR ATTORNEYS APPEARING IN WI EASTERN DISTRICT

06/01/2020

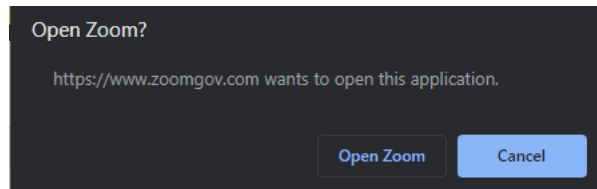
Purpose: This document is intended to instruct external parties in the usage and best practices of video conferencing with the WI Eastern District Court using the Zoom application. This document assumes you have an internet connected device with a microphone and camera.

Installation: To install Zoom on a Mac or PC, visit <https://zoom.us/download>. You will need administrative access to your workstation to perform this installation, please contact your local IT department for support. For additional security settings on a Mac, please visit [Zoom's Help Center](#). You can join a zoom meeting via web by visiting <https://zoomgov.com> with any browser.

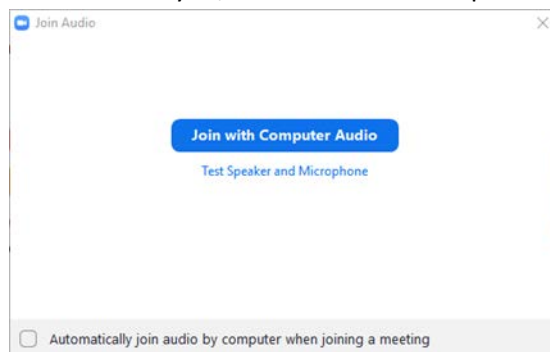
Testing - To test your current audio/video connection visit: <https://zoom.us/test>. This site will allow you to configure and test your audio/video settings and allow you to join a test meeting.

Joining a Meeting - You will receive an invitation to your Zoom meeting that includes a link to join, meeting number and meeting passcode. If you do not receive this information, please contact the WIED Clerk's office at: 414-297-3372.

- Click the meeting link in your meeting invite, this will open a browser window, when prompted click Open Zoom, click Cancel to join via your web browser.



- You may be prompted to wait if the meeting has been configured with a waiting room.
- Once the host admits you, click "Join with Computer Audio".



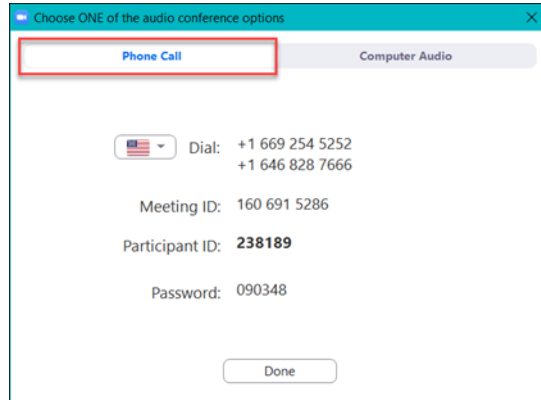


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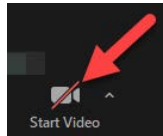
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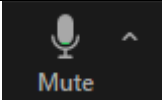
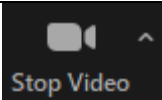
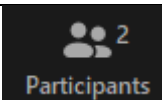
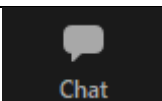
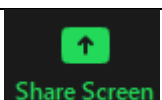
- You may also join the meeting via phone, click the Phone Call audio conference option > Enter the meeting ID then # > Enter your participant ID then #.



- Upon joining the meeting, click Start Video



If enabled by the host, you will be able to perform the following actions within the meeting:

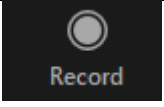
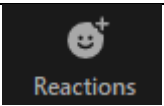
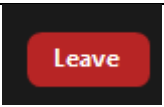
 Mute	Mute and unmute your microphone. You can click the up arrow here to change your audio devices and setting
 Stop Video	Start and stop your video. You can click the up arrow here to change video devices, settings and apply a virtual background.
 Participants	View the participants panel
 Chat	Chat with participants in the chat panel
 Share Screen	Share your screen with selected participants (must be enabled by host)



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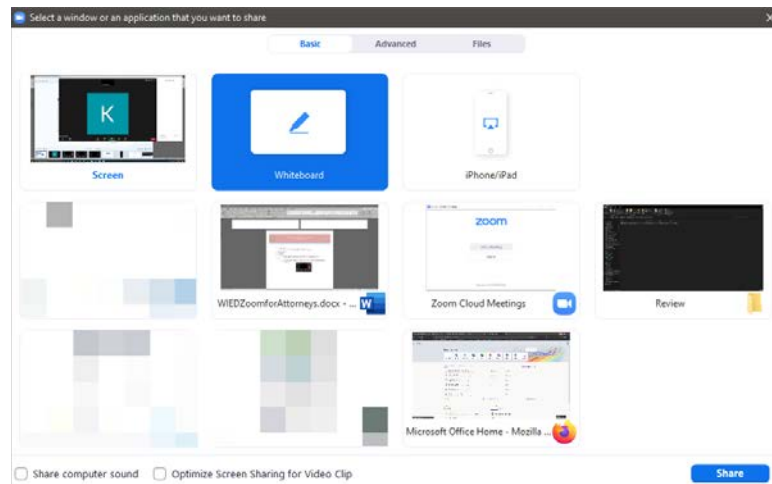
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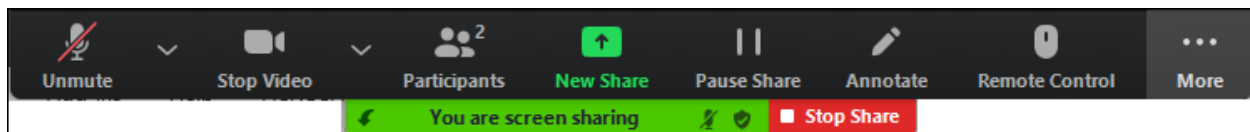
	Record audio (must be enabled by host)
	Share reactions with participants
	Leave the meeting

Sharing Content – Share Screen allows participants to share documentation with other attendees. In many cases this functionality will be disabled by the host, speak to your court room deputy to determine proper usage.

- To share your screen, click Share Screen > Select the Screen, Whiteboard or the specific application you'd like to share > Click Share.



- Once screen sharing, you will see additional controls at the top of your screen. Zoom Windows, such as your video views, will automatically be hidden from your share.



- To stop sharing, click Stop Share.



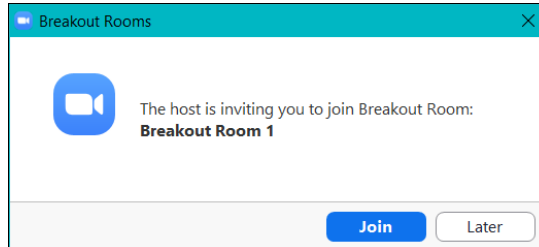
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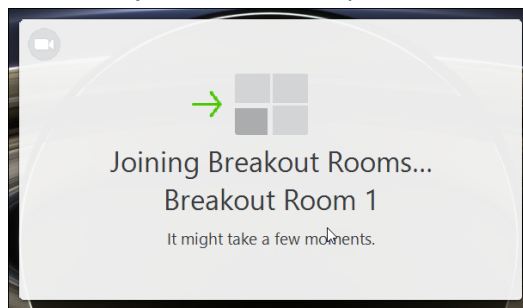
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Breakout Sessions - Breakout sessions are used to facilitate privacy within Zoom meetings. Upon request, you will be placed into a breakout session with clients or other desired parties.

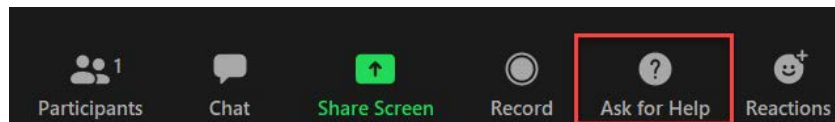
- When placed in a breakout Session, you will be prompted to join, click Join.



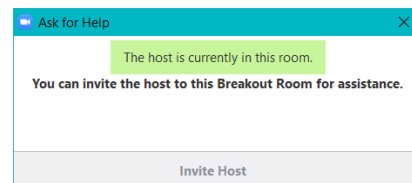
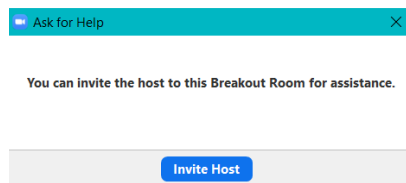
- You will be notified that you are joining a breakout room and will be returned to the Zoom screen once joined successfully.



- Once in the breakout session, you may view the participants panel to ensure the desired parties have joined.
- Use the "Ask for Help" button to request that the court join your breakout session. Use this option to let the court know you're ready to rejoin the main room.



- Click Ask for Help > Invite Host. Once the host has joined your breakout room, you will be notified





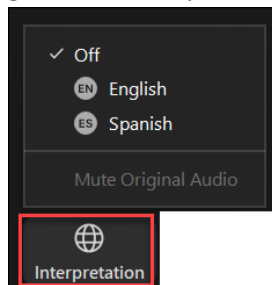
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Interpreters – If an interpreter is required for a video conference, please inform the court. Once an interpreter is assigned to a language in the Zoom meeting, participants will be able to select the language required. They will hear the interpreter at a normal volume while other speakers will have their volume decreased automatically, with an option for the listener to mute them altogether.

- To enable interpretation services, click Interpretation > click the desired language > click Mute Original Audio only if desired.



Best Practices

- Mute your microphone when not in use to help reduce background noises
- Ensure your space is well lit, with a light source in front of you, rather than behind

Troubleshooting Tips

- If you minimize your Zoom window, mouse over it and click the Green Arrow to expand it once again.

