

How to Appear in Tahoe Justice Court Using ZOOM

(Preferred) From Computer/Device - Meeting ID: 775 586 7200	OR	Phone Audio: (888) 475-4499 with Meeting ID: 775 586 7200#
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Zoom is compatible with any computer, tablet or smartphone with a camera, microphone, and speaker.

1. If using a tablet or smartphone:
 - a. Download the **Zoom** app from the Apple App Store for iPhones or Google Play Store for Android
 - b. Open the Zoom App, Click **Join a Meeting** and proceed to Step 3
2. From your computer, browse to <https://join.zoom.us> (not case-sensitive).
3. Enter the Meeting ID **775 586 7200**

Join a Meeting

775 586 7200

Join

4. Click **Join**
5. Follow the prompts to **Join with Video**
6. If using a phone or tablet, select **Call Over Internet** to connect to audio. During the meeting, swipe across your phone to see all parties video or just the speaking party.
7. If using a computer, select a microphone and speakers -OR- call in using the number **(888) 475-4499**, Meeting ID **775 586 7200#**. (Audio feedback will be heard if you use both a computer microphone/speaker and phone. Choose one.)

8. Enable your webcam when asked to do so by the Court by clicking the video camera icon .
9. Unmute your microphone when asked to do so by the Court. Remain muted when not speaking.
10. If your Zoom name doesn't appear as your name, click on **Participants**, hover over or tap your name and select **Rename**.

Troubleshooting

If there is no audio heard from the courtroom, check the following:

- Speakers or headset are not muted and volume is turned up

If the courtroom is unable to hear you, check the following:

- Unmute your microphone
- Move closer to your microphone

If the courtroom is unable to see you on camera, check the following:

- Enable your camera by clicking on this icon 

If your Zoom name doesn't appear as your name

- Click on **Participants**, hover over or tap your name and select **Rename**.