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# Remote Appearances (Zoom)

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## Zoom User Guides

- [Quick start guide for new users](#)
- [Joining a Zoom meeting by phone](#)

## Zoom Video Tutorials

- [Joining a Meeting](#)
- [Configuring Audio and Video](#)
- [Sharing Content](#)

## Zoom Security & Confidentiality

- The required meeting id and password will be in your notice of hearing
- Depending on the confidentiality of the cases being heard you may be placed in a virtual waiting room and added to the court session when the Judicial Officer is ready to hear your specific case.

## Tips for Court Attendees

- **Mute your microphone**  
Please keep background noise to a minimum, make sure you mute your microphone when you enter the meeting and when are not speaking.
- **Be mindful of background noise**  
When you unmute your microphone please avoid activities that could create additional noise, such as typing or having a television on.
- **Position your camera properly**  
Position your camera in a stable position, focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- **Limit distractions**  
If possible use a private room, focus on the hearing by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- **Avoid multi-tasking**  
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
- **Prepare materials in advance**  
If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.