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Zoom Technical Guidelines

This guide will help to get you started using Zoom and to successfully connect to a proceeding by video. Zoom is a real-time, web-based conferencing application. Zoom can be downloaded and installed on Windows, Mac, iOS, and Android devices.

We also encourage you to view the Zoom online tutorials to familiarize yourself with the application well *before* the examiner proceeding. For additional resources, visit Zoom's website at https://support.zoom.us/.

Appendix A: User Requirements

To participate in a proceeding via Zoom Video Conference, you must have access to a web camera and reliable, high speed internet connection.

Appendix B: Getting Started

You do not need a paid account to use Zoom. Windows or MAC Install and Download - https://zoom.us/download. Install the Zoom Client for Meetings Web App.
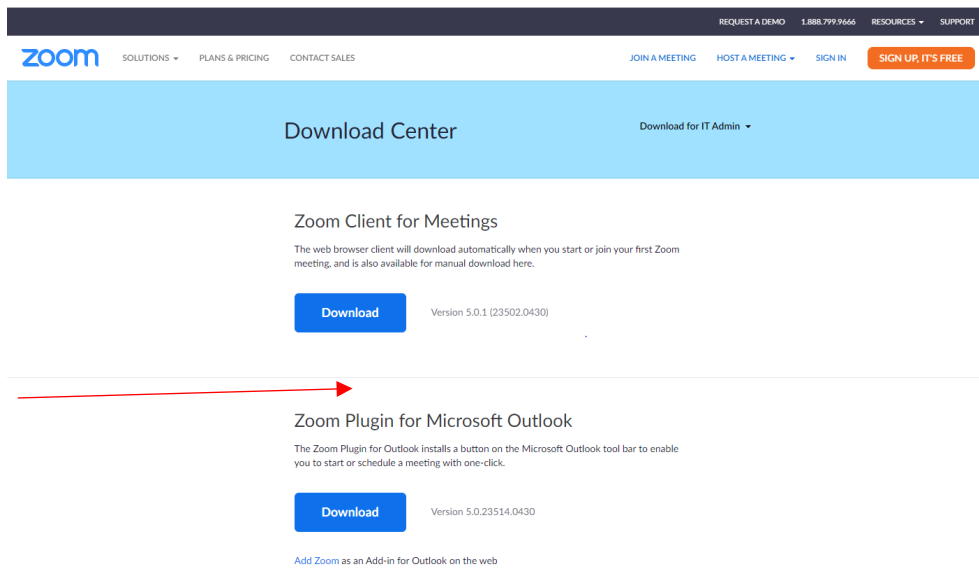
Appendix C: Join by Video on your Computer

Only one microphone and speaker system should be active per physical location. Otherwise, multiple systems may cause noise and feedback.

1. To join *by video*, do the following:
   a. Click the "Join Zoom Meeting" URL link provided in the emailed notice.
   b. Then enter the meeting ID and password and your full name when prompted. Click to join the meeting.
   c. A pop-up window will ask if would like to join using your computer audio or telephone. Select the appropriate connection.
   d. You may be asked to wait in the lobby for the host.
   e. Your screen will then look like this:
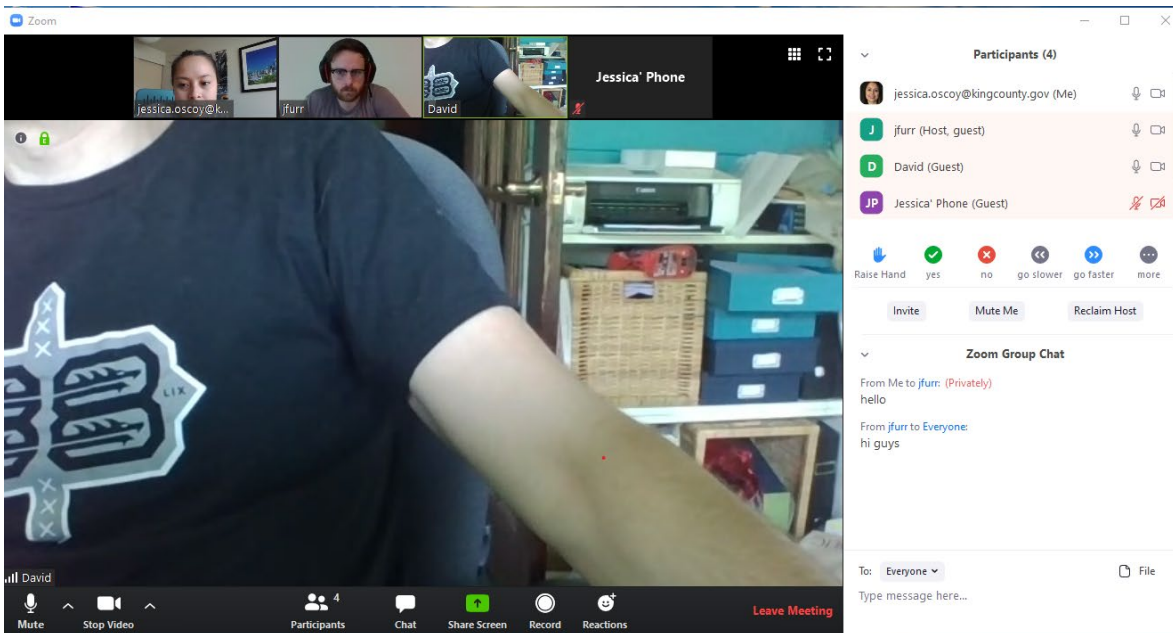
   f. Please familiarize yourself with the Mute, Video, Participants and Chat icons on the bottom of your screen.
   g. The little up arrows on the Mute and Video icons allow you to test your video and microphone speakers.
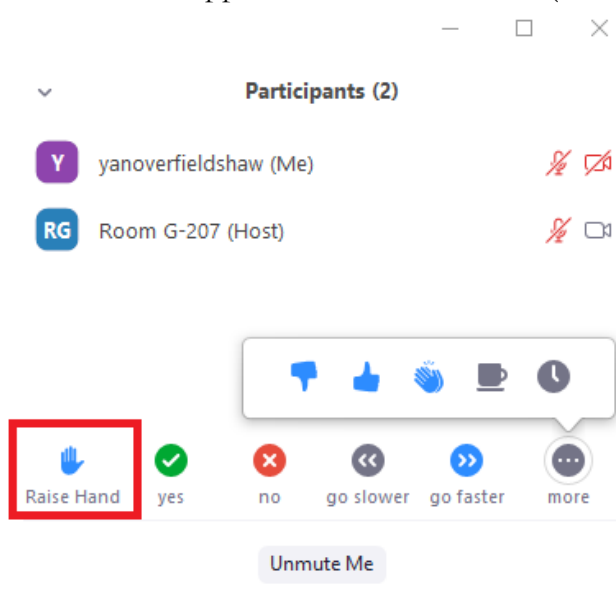
Appendix D: Join by Telephone

1. To join by phone, dial **+1 (253) 215-8782.** Once prompted, enter the meeting ID followed by # (pound). Press # again to join as a participant. You can also find your local number at: https://us02web.zoom.us/u/ktEyioIr6.

2. If it is time for you to speak, press *6 (star, six) to unmute. Press *6 to mute again. Please continue to remain muted if you are not speaking.

Appendix E: Raise hand /Participants View

1. To raise your hand in Zoom, click on the Participants icon on the bottom of your screen.
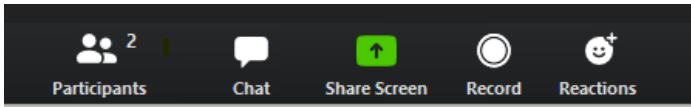
2. A sidebar will appear and the Raise Hand (blue hand icon) will show, along with other features.

3. To raise your hand if you are calling by telephone – audio only, press *9 (star, nine) on your keypad.

Appendix F: Chat

1. To send a message, click the Chat icon on the bottom of your screen. You can select the recipient of your message in the To: box