

ZOOM IS FREE TO DOWNLOAD!!

Please go through the steps to “Join a Meeting” 5-10 minutes prior to the start of Court to make sure you are ready when the Court is. Make sure there is NO background noise.

Join a Meeting

If you have never used Zoom before, you will need to enter your first and last name when prompted.

If the Court has your email address, you will receive a Zoom invitation. If not, you will receive a letter with the information.

Join a Meeting via URL

1. Click the **Meeting URL** provided by the host. (Will look similar to <https://txcourts.zoom.us/j/97543100163>)
2. A box with “Launch Meeting” will appear, followed by one with “Enter meeting ID”.
3. Enter Passcode provided in the Zoom invitation. (Will be something like 523192); then click **Join Meeting**.

Join a Meeting via the Zoom Web Portal

1. Navigate to the Zoom Web Portal in your web browser through <https://zoom.us/signin>.

2. Click **Join a Meeting** in blue on the right hand side at top.
3. Enter the **Meeting ID** into the field. (Will look similar to <https://txcourts.zoom.us/j/97543100163>)
4. Enter Passcode provided in the Zoom invitation or setting letter. (Will be something like 558991); then click **Join Meeting**.

NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen, you will just wait in the ‘waiting room’ until you are admitted by the host.

Mute/Unmute Audio and Adjust Audio Options

NOTE: You must JOIN with both audio and video so that the judge can see and hear you. Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio during the meeting. This means the host can mute and unmute you at any time.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash

will appear over the microphone icon indicating that your audio is now off.

3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio Settings**.

Start/Stop Video and Adjust Video options

NOTE: You must JOIN with both video and audio so that the judge can see and hear you.

1. Click the **Start Video** button in the menu bar at the bottom of the window to begin your video stream.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

NOTE: When your video is activated, the **Enter/Exit Full Screen** options are available in the upper right of the screen.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the confirmation dialog box.