

Zoom Meeting Guide

Fifth Circuit Court of Appeal

The Fifth Circuit Court of Appeal now provides a way for attorneys to **eConference** with our Judges using a video-conferencing product called **Zoom**.

Zoom enables participants invited via email to join an interactive, high-quality video and audio conference from laptops, desktops, smart phones and other devices.

PLEASE NOTE: A **Zoom Meeting** refers to a video-conferencing meeting that is hosted using **Zoom**. You can join these meetings from anywhere with a device equipped with a camera and microphone. On the other hand, a **Zoom Room** is a conference room that has been outfitted with the hardware that allows Zoom Meetings to be scheduled and launched from the Zoom room. Our Judges will be conducting **eConferences** from the Fifth Circuit's **Zoom Room**. If you were invited to a Zoom meeting via email, you can visit our website [here](#) and click '**Join Video Conference**,' or you can follow the link from your email.

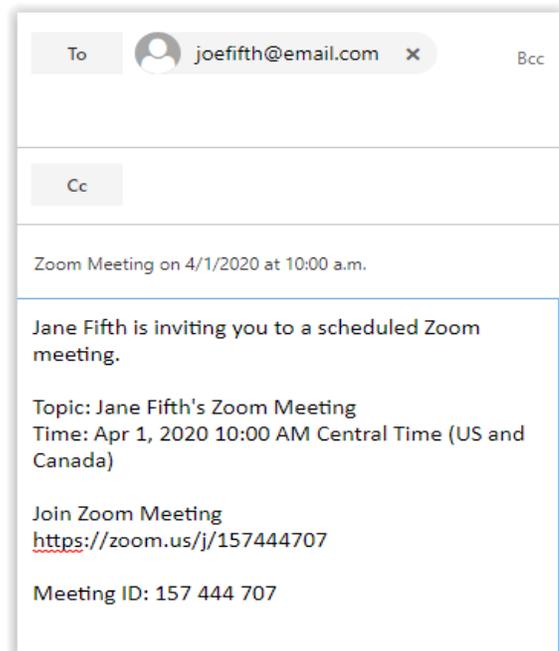
Participants **ARE NOT** required to have a license to use Zoom. You will be prompted to download the software, once you have clicked on the link that was provided to install. You may also wish to create an account, but that is not required to participate in a Zoom meeting.

PLEASE NOTE: ON THE SCHEDULED DAY AND TIME OF THE ZOOM MEETING, we recommend to begin the process 5-10 minutes early and have your Zoom setup properly.

Zoom Instructions for Participants by Email

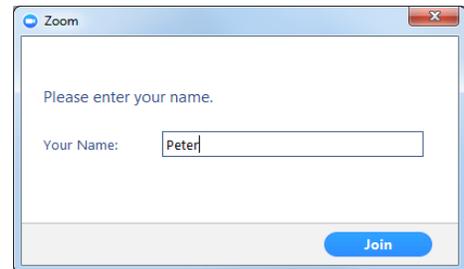
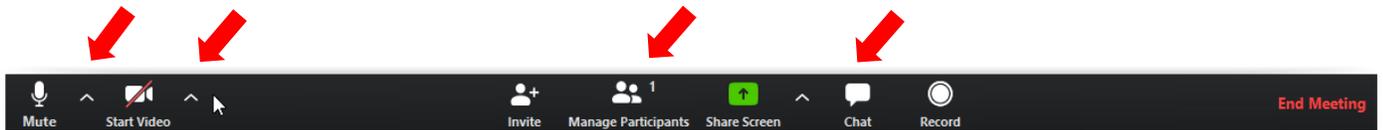
First, you will need a computer, tablet, or smartphone with speaker or headphones.

You will receive an email invitation to join a meeting on specified date via email. The notification will include a link to "**Join Zoom Meeting**." It will also include the Meeting ID.



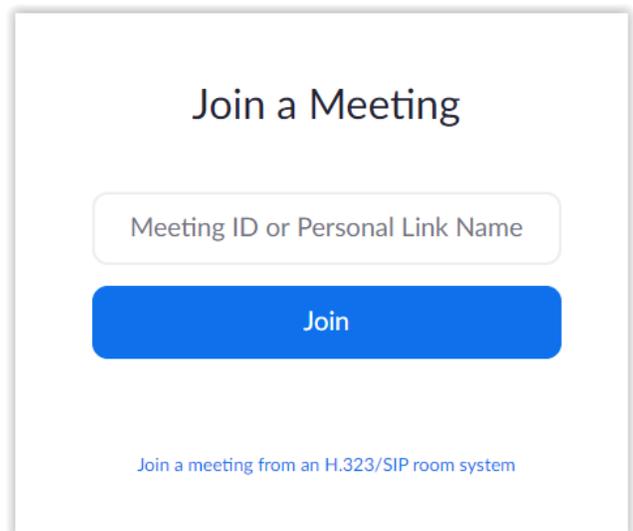
Quick Guide to Join Meeting on Computer

1. If you were sent an email, click on the link from your email invitation to join via computer. You may be instructed to download the Zoom application depending on your device.
2. You will have the opportunity to test your audio at this point by clicking on the “**Test Computer Audio.**” Once you are satisfied that your audio works, click on “**Join with Computer Audio.**”
3. Just before entering the meeting, you will be prompted to enter a display name. This name is used just to identify who you are in the meeting. It is not connected in any way to your Fifth Circuit login at the court.
4. You can **mute or unmute your microphone** or **share your video** using the icons on the bottom left. To see a list of other people in your meeting, you can click the **MANAGE PARTICIPANTS** icon, or engage in a text chat by clicking **CHAT**.

A screenshot of a Zoom dialog box titled "Zoom". It contains the text "Please enter your name." followed by a text input field labeled "Your Name:" with the name "Peter" entered. A blue "Join" button is located at the bottom right of the dialog box.

Join Meeting by Zoom Web Portal

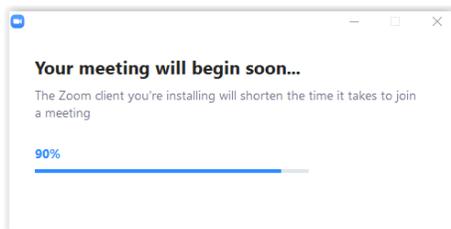
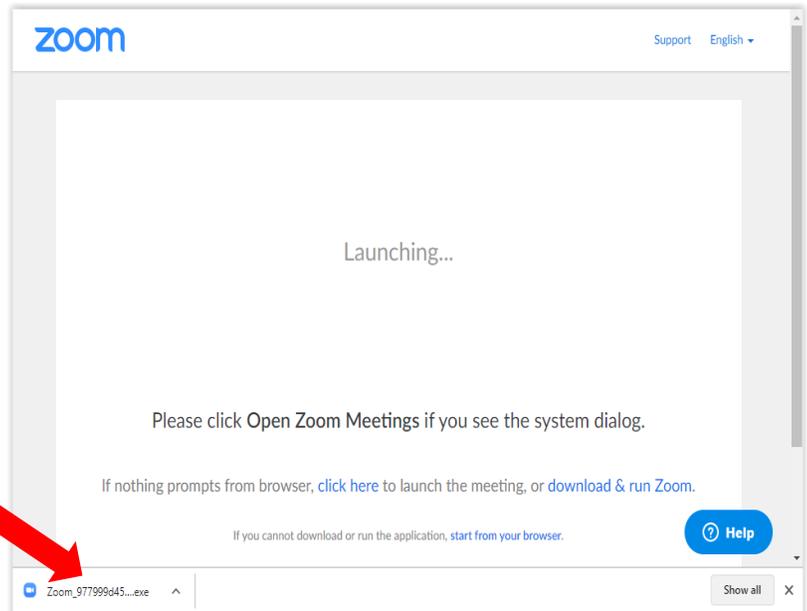
You are able to join a meeting **without** clicking on the invitation link by navigating to <https://zoom.us/join> from any web browser and entering the Meeting ID (may be a 9 or 10 digit number) provided by your Host. After you enter the Meeting ID into the appropriate field, click ‘**Join.**’ If necessary, follow the prompts to download and install the **Zoom desktop application.**

A screenshot of the Zoom Web Portal "Join a Meeting" form. It features a large blue "Join" button. Above the button is a text input field labeled "Meeting ID or Personal Link Name". Below the button is a link that says "Join a meeting from an H.323/SIP room system".

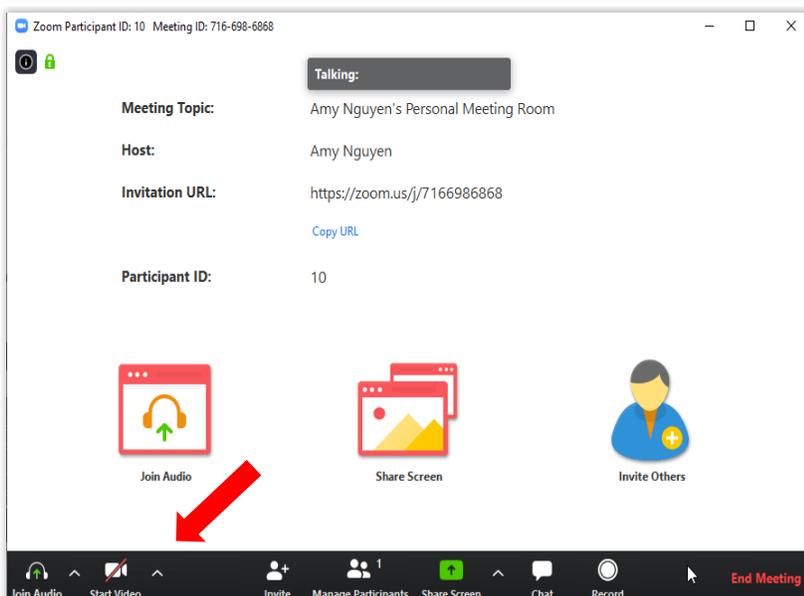
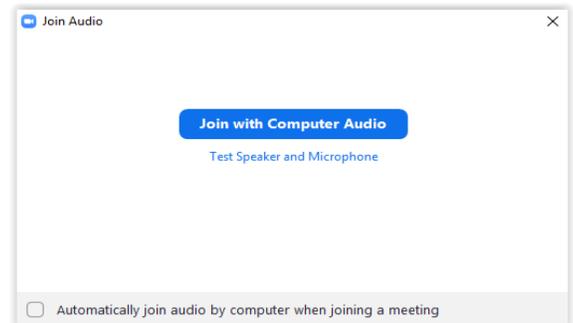
Join Meeting from a Computer

When entering a Zoom meeting for the first time from a computer, you will need to download a small application file.

This process is fairly easy to complete on most commonly used browsers. Browsers, such as Google Chrome should automatically download the file as shown below. By clicking on the **'Zoom_####.exe'** file will install Zoom. There will be blue progress bar that appears indicating that Zoom is installing.



Before the meeting begins, another dialog box appears to give you the option to 'Join with Computer Audio' or you can Test Speaker and Microphone prior to the meeting.



After you have selected "Join with Computer Audio," the Zoom meeting window is displayed. A menu bar containing participant tools appears at the bottom of the Zoom meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window. Click "Start Video" to enable the camera.

Join from a Mobile Device

The Zoom Mobile App can be downloaded and installed on an iPhone/iPad from the Apple App Store or on an Android device from the Google Play Store. You can also download the app from [here](#) under the 'Zoom Mobile Apps' section.

Once you have the app installed, you can either sign into your Zoom account or join a meeting without signing in. If you decided to sign in, simply tap 'Meet & Chat' on the main menu bar on the bottom of the app.

PLEASE NOTE: To join without signing in, click on the gear icon to access basic meeting settings.

The menu bar on top has these meeting features:

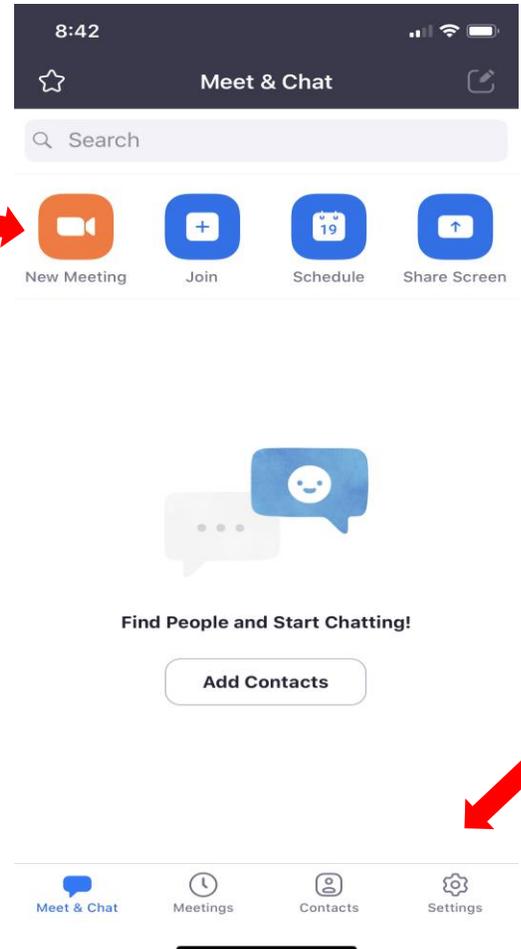
New Meeting – You can start a new meeting using your Personal Meeting ID or create your own new Meeting ID.

Join – Join an existing meeting that was created by your Host.

Schedule – Schedule a one-time or recurring meeting.

Share Screen - Enter a sharing key or Meeting ID to share your device screen to a Zoom Room.

For more support using Zoom on mobile devices, click [here](#) to learn how.



Troubleshooting

Installation Problems?

If you encountered a problem downloading the installer for your device, you can [download it here](#) for Windows, Macs, Android and Apple/iOS devices and computers.

Microphone, speaker, or video problems?

If you have problems using your mic, speakers or video, watch this helpful [clip](#).

Still Having Problems?

Please visit our website [here](#) for more assistance on installing zoom or visit Zoom's website by clicking [here](#) for further support.