

Zoom Guide for Mock Trial

What is needed to Join a Zoom Meeting?

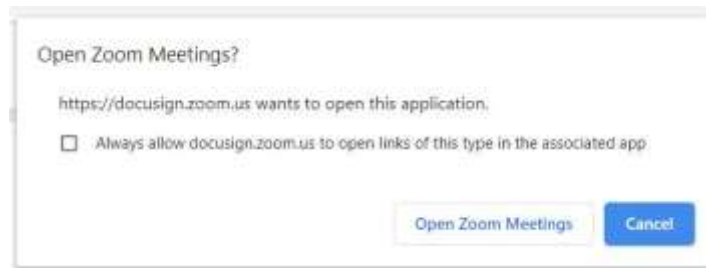
- Computer, tablet, or smartphone with a web camera and microphone
- Internet connection (wired is preferred)
- A link to the Mock Trial Zoom Courtroom provided to each attendee

For all formats, downloading the Zoom app is the most stable connection to meetings (as opposed to using the web interface with Google Chrome, Apple Safari, or Microsoft Edge. To download the Zoom app, please go to <https://zoom.us/download>.

Once the app has downloaded click to open it for the first time. If you already have an account, click login and provide the username and password. If you do not have an account, click register and follow the prompts. All participants will need an account.

Before Joining the meeting: Prepare your space. Connect to the meeting from a quiet space with few distractions. Check your background to make sure there is nothing that would distract others. Sit away from windows, and have lighting in front of you instead of behind, as lights behind an attendee will washout the screen.

To Join the Mock Trial Courtroom: Click the link provided by SC Bar to all attendees based on the team codes. This will open the default web browser on your device, and a pop up window will appear asking you to Open Zoom Meetings App. Click Open Zoom Meetings so the application will start.



Once the meeting opens:

- All attendees enter via the waiting room. This is a security provision, and all attendees will see a message “Waiting for Host to Start this Meeting.” Be patient as the room host must individually admit all attendees.
- While waiting for the meeting to start, adjust your camera to center you in the screen
- Please keep yourself on mute unless speaking.
- Gallery view is best for Mock Trial Competitions. This is enabled in the top right corner of the Zoom app. Once in the meeting, if all attendees are not showing on an individual screen, click the top right corner of the screen in order to change from Speaker view to Gallery view.

The following icons appear at the bottom of the Zoom screen and their uses:



Starting from the far left:

- **Mute** is a button to mute and unmute the screen. Click the ^ in order to adjust audio settings.
- **Start/Stop Video** is a button to turn the camera on and off. Click the ^ in order to adjust video settings, backgrounds, etc.
- **Participants** is a button which will show a list of everyone in the Virtual Courtroom.
- **Chat** is a button which opens a window to message everyone in the Virtual Courtroom. This is reserved for the Timekeepers **ONLY**.
- **Share Screen** is not available or allowed during the Mock Trial Competitions.
- **Record** is not allowed locally during the Mock Trial Competitions. SC Bar will record all rounds (assuming talent release forms are complete) and provide access after the competition.

To leave the meeting: Click the red End button at the far right of the controls icons.