

**CITY OF SHAWNEE KANSAS
MUNCIPAL COURT VIDEO CONFERENCING**

ZOOM:

Activate court Zoom link by clicking on the blue link in the email, OR download the Zoom app.

******If your full name is showing when you log in, that will speed up your wait time. We cannot check you in if we do not know who you are.**

If joining from the web:

- Go to Zoom.com
- Click “join meeting”
- Enter Meeting ID
- Change display to reflect your first and last name
- Enter Password
- Join with internet audio

If clicking the link to join:

- There will be a prompt for “open link.” Click open link
- Click on the “join with internet audio” button
- If you see a Ø through the microphone symbol in the bottom left corner, click on the symbol to be heard
- If you see a Ø through the video camera in the bottom left corner, click on the symbol to be seen

If joining through the App:

- Click “Join”
- Enter Meeting ID
- **Change the name to reflect your first and last name if it does not do so**
- Enter the Password
- Click on the “join with internet audio” button
- If you see a Ø through the microphone symbol in the bottom left corner, click on the symbol to be heard
- If you see a Ø through the video camera in the bottom left corner, click on the symbol to be seen

To join a breakout room:

- Once you receive a pop-up notification to join a breakout room, you must click the blue “join” button.
- Once you are ready to leave the breakout room, hit the blue “leave” button.
- If you choose the option to “leave meeting” you will be disconnected from the call.
- If you choose the option to “leave breakout room” you will be placed back into the main room with the Clerk.
- To rejoin the breakout room a 2nd time, touch the “breakout room” option and rejoin

Hearing Tips:

- Make sure your device is charged and you are in a quiet place without distractions.
- Use a headset or earbuds with a microphone to minimize background noise.