How to Access your Video Appearance:

- Download the Zoom application to a device (i.e. PC, tablet, smart phone) that has audio and video
 capabilities from their website at https://zoom.us/download.
- When creating your Zoom account, you must use your first and last name so the court can positively identify you. If you have an existing Zoom account you must rename your account in order to participate. See instructions below:

Changing Your Profile Name in Zoom:

- *PC:* Sign in to your Zoom account and click <u>Profile</u>.
 Click <u>Edit</u> to the right of the photo field and type your first and last name and then select <u>Save Changes</u>.
- *Phone:* Open your Zoom app and click on <u>Settings</u> in the bottom right corner of your screen. Tap on your <u>Profile</u> on the top of your screen and select <u>Display</u> <u>Name</u>. Enter your first and last name and tap <u>OK</u> to finalize your name change.
- To join your video appearance session, obtain the Zoom meeting link by accessing the Public Case Access System (PCAS) at

https://services.saccourt.ca.gov/PublicCaseAccess/Traffic In PCAS, enter the applicable information to access your case and select the <u>Video Appearance</u> <u>Arraignment Link</u> under the <u>Register of Actions</u> section of your case. Click on the meeting hyperlink displayed on the 'Video Appearance Arraignment' form and a browser will open allowing you to join the virtual waiting room. The link will be available one business day prior to the scheduled court date.



 You will be staged in Zoom's virtual waiting room until you are admitted into your court appearance by the judicial officer. Please be patient as there may be several parties ahead of you. If you experience issues accessing the link, please send an email to <u>TrafficVideoTrial@saccourt.ca.gov</u> for assistance.

Video Appearance Etiquette:

- Join the meeting on time and be sure to check your equipment prior to your appearance to ensure your device is functioning properly.
- Make sure your video and audio settings are enabled so that the judicial officer can see and hear you.
- Participate from a quiet location with little or no distractions.
- Be sure to frame your camera correctly with your face in the center of the screen.

How to Join / Leave Breakout Rooms:

• *Join:* The judicial officer will need to invite you to join the breakout room. Click **Join**.



- *Leave*: You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room. Click **Leave Breakout Room:**
 - Choose Leave Meeting to leave the meeting entirely.
 - Choose <u>Leave Breakout Room</u> or <u>Return to Main</u>
 <u>Session</u> to return to the main meeting.

How to Enable Your Camera and Microphone:

• To enable your microphone, click the icon on the far left bottom of your screen.



When muted there will be a visible slash through the icon.

• To enable your video, select the icon to the right of the microphone.



When stopped there will be a visible slash through the icon.