

How to join Zoom Meeting



Essential Computer specification for Video Conference

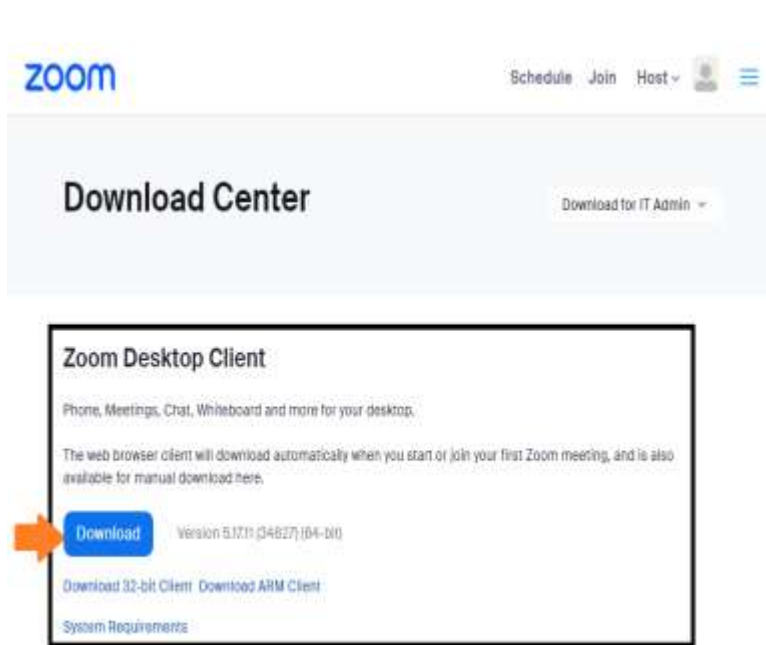
#	Component	Description
1	Optimum-Resolution Webcam	A high-resolution webcam will provide clear, high-quality footage.
2	Quality Audio Equipment	A good quality microphone or a headset with a built-in microphone would ensure an effective communication during the conference.
3	Fast Computer Processor	Smooth video streaming and processing are ensured by a powerful processor with enough of RAM.
4	Reliable Internet Connection	Check your internet connection speed. A stable connection (wired or strong Wi-Fi signal) prevents disruption during the meeting.
5	Updated Software and Browser	To utilize the most recent updates and new features, make sure your Zoom application is up to date. For best results, use an updated and compatible web browser (such Chrome, Firefox or Safari).

How to install Zoom in your PC/Laptop/Mobile

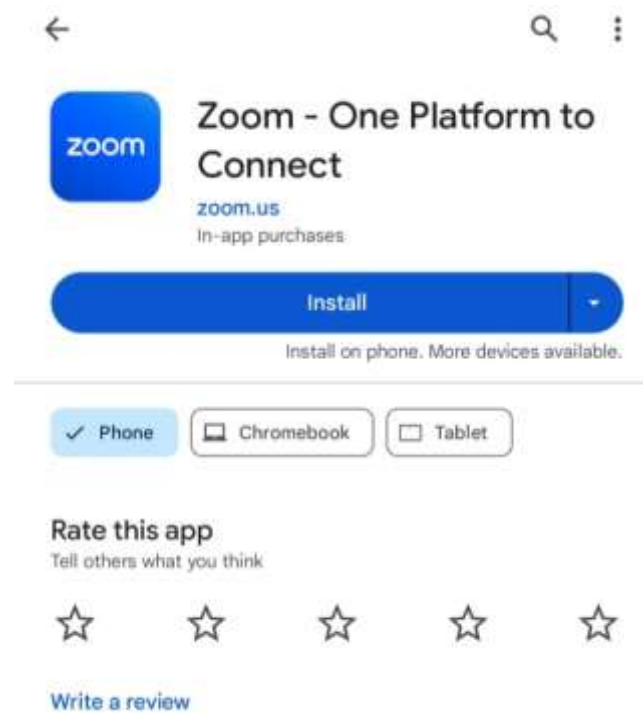
Zoom Installation

- 1** If you haven't yet installed Zoom application on your computer or mobile device, you can follow the installation steps outlined below. Alternatively, you can also join the video conference through a web browser
- 2** If you wish to install the Zoom application on your PC or laptop, you can download the application by visiting the following link: <https://zoom.us/support/download>
- 3** Once Download is complete, install the application on your PC.
- 4** If you are using android mobile phone, you can install the 'Zoom' app from the Play Store.
https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_IN&gl=US
- 5** If you are using Apple mobile phone, you can install the 'Zoom Meeting' app from the App Store. <https://apps.apple.com/us/app/zoom-one-platform-to-connect/id546505307>

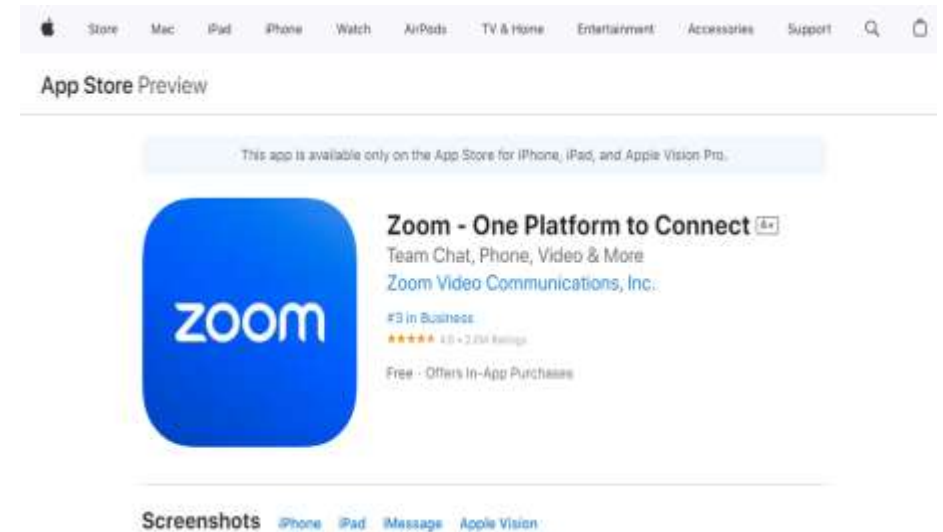
How to install Zoom in your PC/Laptop/Mobile



Download on PC/Laptop



Download on Android Device



Download on Apple Device

How to Join Video Conference through Zoom Meeting

There are two ways

1. Join VC using meeting link sent on your mobile through SMS. Sample VC link appears as below:

<https://zoom.us/my/vcphhc05>

2. Join using VC Meeting ID.

These Meeting Links or VC Ids would be received through message on the registered mobile or displayed in the daily Cause List.

Click on the VC link : Join using web browser

zoom

Support English ▾

Once you install Zoom Client, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

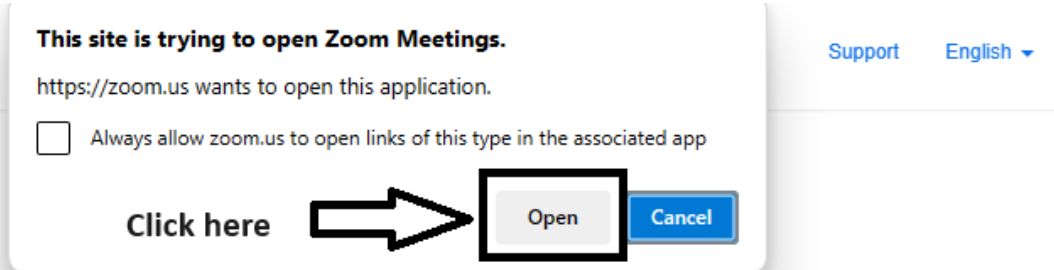
Having issues with Zoom Client? [Join from Your Browser](#)



**Click here to join from
Browser**

Click on the VC link : Join using Zoom Application

zoom

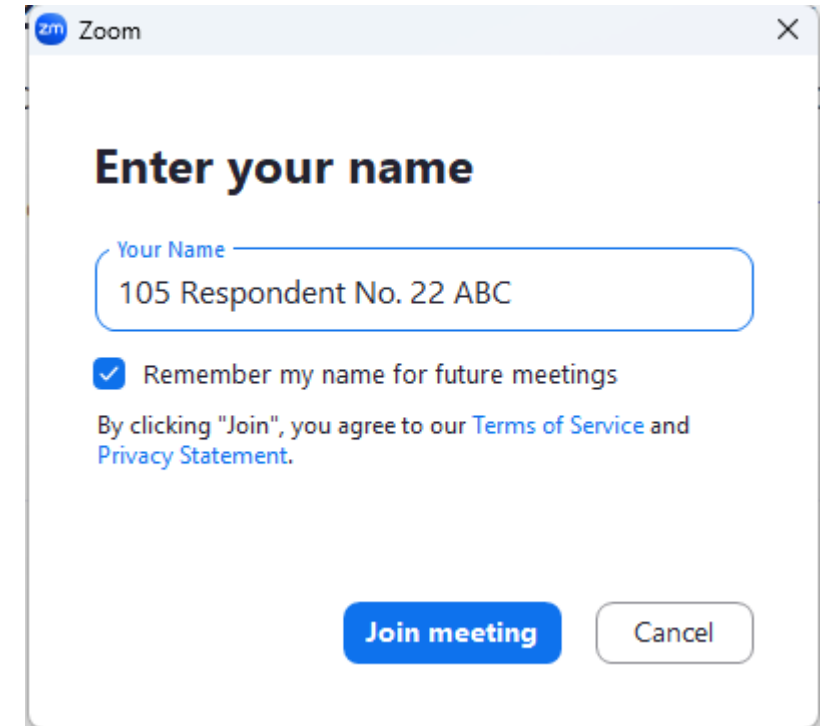
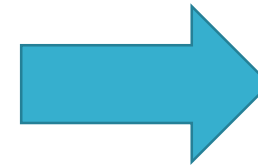


Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting



Join a meeting : Enter Meeting number or link to join meeting

Zoom ×

Join meeting

Meeting ID or Personal Link Name

450 536 0549

105 Respondent No. 22 ABC

Remember my name for future meetings

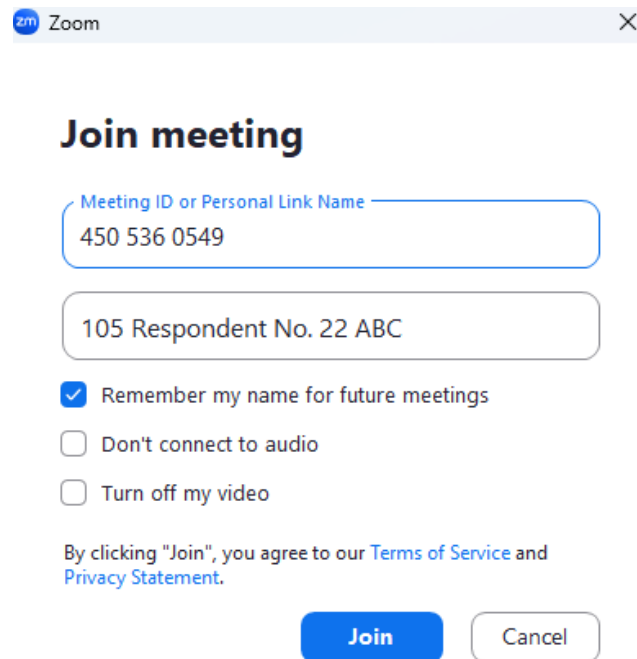
Don't connect to audio

Turn off my video

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join Cancel

Enter your name as "115-Respondent No.22-ABC" (in this instance, 115 represents the item number mentioned in the cause list on that date, and Respondent No.22 denotes the party's status as stated in the memo of parties and ABC the Advocate's name).



Zoom

Join meeting

Meeting ID or Personal Link Name

450 536 0549

105 Respondent No. 22 ABC

Remember my name for future meetings

Don't connect to audio

Turn off my video

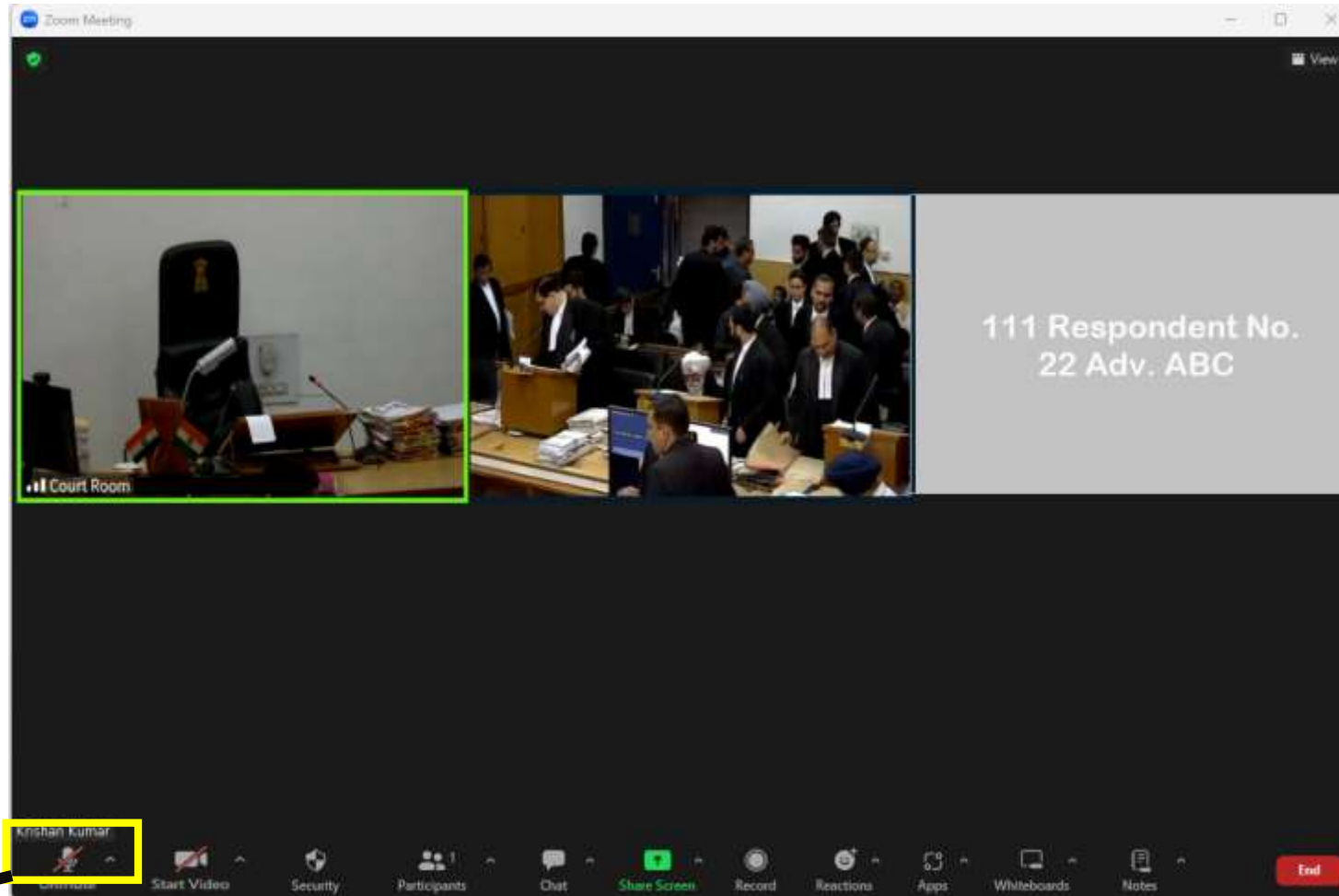
By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join Cancel

Before actually joining VC Meeting, click on Test link for testing Speaker, Microphone, adjust Output Volume, adjust Input volume of the device. Option for Automatically adjust volume and Noise removal is also available.

Component	Instruction
Camera	If it's a separate camera, put it near your screen at your eye level, so it looks like you're talking directly to the person on the screen. Make sure your camera is in a good spot where it can see you clearly. Not too far or too close
Source of Light and Arrangement	Ensure adequate lighting to illuminate your face evenly without harsh shadows. Natural light or diffused artificial light works well. Avoid positioning yourself with bright lights or windows directly behind you, which can cause silhouetting
Background and Surrounding Noise	Maintain a clean and professional background to minimize distractions. Consider using a plain or non-distracting backdrop. Minimize background noise by choosing a quiet environment and using noise-cancelling microphones if possible.
Tidiness and Virtual Backgrounds	Keep your surroundings tidy and organized to present a professional image. Consider using virtual backgrounds if your physical environment isn't ideal or if you want to maintain privacy.
Proper Dressing and Appearance	Dress-up properly and ensure professional appearance suitable for the context of the video conference.

After joining meeting, kindly mute your microphone and only unmute it when your case comes or the lordship desires.



Button for Mute/Unmute

Important things to know and follow for seamless Video Conference

Component	Instruction
Camera	<p>If it's a separate camera, put it near your screen at your eye level, so it looks like you're talking directly to the person on the screen.</p> <p>Make sure your camera is in a good spot where it can see you clearly. Not too far or too close</p>
Source of Light and Arrangement	<p>Ensure adequate lighting to illuminate your face evenly without harsh shadows. Natural light or diffused artificial light works well.</p> <p>Avoid positioning yourself with bright lights or windows directly behind you, which can cause silhouetting.</p>
Background and Surrounding Noise	<p>Maintain a clean and professional background to minimize distractions. Consider using a plain or non-distracting backdrop.</p> <p>Minimize background noise by choosing a quiet environment and using noise-cancelling microphones if possible.</p>
Tidiness and Virtual Backgrounds	<p>Keep your surroundings tidy and organized to present a professional image.</p> <p>Consider using virtual backgrounds if your physical environment isn't ideal or if you want to maintain privacy.</p>
Proper Dressing and Appearance	<p>Dress-up properly and ensure professional appearance suitable for the context of the video conference.</p>

Some Basic Do's and Dont's

Do's

Mute your microphone whenever you're not speaking, even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.

Test your microphone before you video call, especially if you have to argue a case, through video conferencing, which is listed before the Court. You can always test video conferencing before the virtually entering in Court Room.

When you're talking, look into the camera instead of looking at yourself talking on the computer screen. It will help others on the call.

Remain connected until turn of your case comes.

Dont's

Do not open other applications in which either camera or microphone is involved, when you have logged in Video conferencing. During ongoing video call, do not open other application which will apportion processing ability of device to transmit audio and video data packets while on the video call.

Thank You

