



Preparing for Online Court Using Zoom

Check Audio and Video Settings on Your Computer

Internal Audio Settings on PC

1. Click the Microsoft logo on your toolbar
2. Type “Sound”
3. Click the **Sound** – Control Panel option
4. Click the **Recording** Tab in the Sound window
5. Make sure “Internal Microphone” has a ✓
6. **If not**, you may need an external microphone or you may need to change the default microphone to the internal microphone. This can also be done in the Sound window by clicking on the internal microphone and clicking **Set as default**

Internal Video Settings on PC

1. Click the Microsoft logo on your toolbar
2. Type “Camera”
3. Click the **Camera** – App option
4. When the app opens, you should see yourself
5. **If not**, you may need an external webcam.

Check Audio and Video Settings on Your Computer

Internal Audio Settings on MAC

1. Hover over the desktop toolbar
2. Click **System Preferences**
3. Click **Sound** from the menu
4. Click **Input** on the Sound window
5. Make sure to select your sound input device
6. Easiest Setting: “Internal Microphone”

Internal Video Settings on MAC

1. Click **GO** from the top menu screen
2. Click **Applications** from the list of programs
3. Double-click the **Photobooth** App
4. Photobooth will automatically open your webcam. If you can see your webcams image, it is working properly.
5. **If not**, you may need an external webcam

Joining a Zoom Meeting

Joining a Zoom Meeting

1. Click the invitation link in the invitation email
2. Open the Zoom Desktop Client
3. Click **Join a Meeting** if you want to join without signing into Zoom as an account holder.
4. Enter meeting ID number found in the email.
5. Enter Password **if required**
6. Click **Join**

Check Audio/Video In Zoom

Selecting Audio and Video Preferences

1. Zoom has created a great tutorial video for configuring the audio and video settings once you have joined a Zoom meeting. You can find that [video by clicking here.](#)

Affordable External Audio/Video Options

Fifine USB Microphone	\$38.99
Panasonic Earbuds with Microphone	\$9.49
Logitech USB Headset with Microphone	\$59.99
USB 1080P Webcam with Microphone	\$36.98

*Other options for external solutions may be readily available through other means; this list is simply a few affordable options for ordering. Any brand external video and audio devices, *if necessary*, would be acceptable.

Assistance

For further assistance, prior to joining a Zoom meeting for a court date, feel free to contact Nick Morgan at Nick.Morgan@tncourts.gov

