



8 March 2023

# ZOOM USER GUIDE

A guide for Self-Represented Litigants for connecting to Zoom hearings



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## Introduction

The Zoom User Guide (“the Guide”) outlines the steps and requirements to successfully join your Zoom hearing arranged by the Supreme Court of Victoria (“SCV”).

We recommend that you download the Zoom app and familiarise yourself with Zoom prior to the hearing. Below are useful links for your use and reference:

- [Download Zoom app](#)
- [Zoom Resource Library](#)
- [Zoom “Show Me” Videos](#)

## Technology Prerequisites

The following outlines the minimum requirements to join a Zoom meeting:

1. Stable internet connection either via ethernet or Wi-Fi connection.
2. A PC, laptop, tablet or mobile phone with camera and audio (i.e., speaker and mic), and the capability to download the Zoom app.
3. Headphones or earphones.
4. Zoom app downloaded onto your device.



## Joining Zoom hearing via PC (first preference)

### Download Zoom on your PC

1. Click on this link which will take you to the download page - [Download Center - Zoom](#)  
If the link does not open, please right click on the link and press 'Open Hyperlink'
2. On the Download Centre page under 'Zoom Desktop Client', please select **Download**. Zoom will then download on the bottom or top of your browser (depending on the program). Once it is downloaded, click on the program. The Zoom app should automatically open.

#### Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#) Version 5.11.11 (8425) (64-bit)  
[Download 32-bit Client](#) [Download ARM Client](#)

### Joining the Zoom Meeting


1. Prior to the hearing you will receive a meeting invitation via e-mail. The meeting invitation will contain the **link** to join the meeting, the **meeting ID** and the **password** (if applicable).

Organizer  Supreme Court-Justice Moore Chambers

Time Thursday, 1 September 2022 10:30 AM-4:30 PM

Location <https://supcourt-vic.zoom.us/j/62318200148?pwd=MzlpbWp2b1QzZE9yNUNyNTIRWTFMdz09>

Respond  Accept  Tentative  Decline  Propose New Time

 Epiq AU MEL Forms - SCV Transcription - June 2021.pdf 291 KB

**Join Zoom Meeting**  
<https://supcourt-vic.zoom.us/j/62318200148?pwd=MzlpbWp2b1QzZE9yNUNyNTIRWTFMdz09>

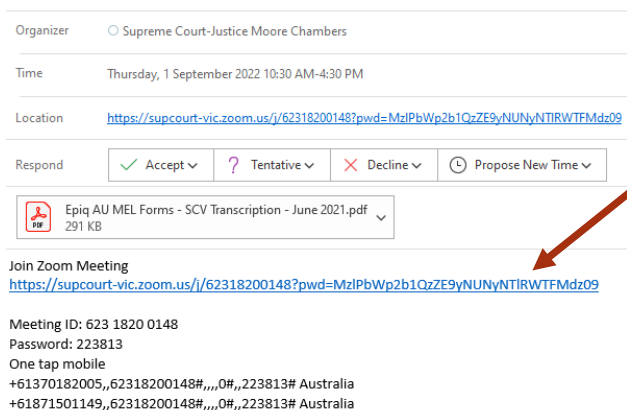
Meeting ID: 623 1820 0148  
Password: 223813

One tap mobile  
+61370182005,62318200148#,,,0#,,223813# Australia  
+61871501149,62318200148#,,,0#,,223813# Australia



2. Launch Zoom by either:

- a. clicking on the link contained in the invitation to open the Zoom application on your device.



- b. **OR** opening the Zoom application, by clicking **Join** and inputting the Zoom details from the e-mail (i.e., meeting ID and meeting password) and your details as prompted.

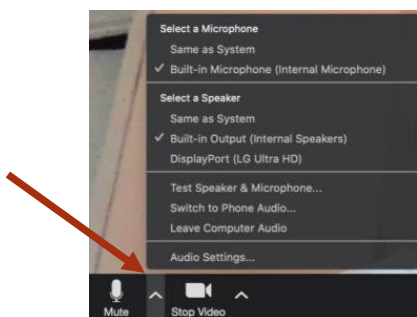
Press **Join**.



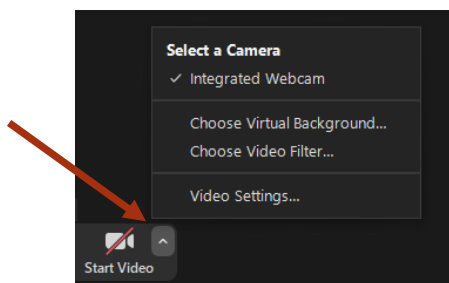
- 3. You will initially be placed in a virtual lobby. Do not disconnect while you are in there.

**Please wait, the meeting host will let you in soon.**

4. Set up your Audio by using any of the following:
  - i. PC in-built speaker and microphone
  - ii. Headphones or earphones



5. Ensure your camera (either an in-built camera or an external camera) is successfully selected.



6. You will initially be placed in a virtual lobby. Do not disconnect while you are in there.

### Relevant icons

Join meeting	 Join
Audio – Muted	 Unmute
Audio – Unmuted	 Mute
Camera – Off	 Start Video
Camera – On	 Stop Video
Share Screen	 Share Screen

## Joining Zoom hearing via phone App (second preference)

1. Download the Zoom app on your mobile phone



2. Open the email from the Supreme Court with the Zoom details.

eCourt Zoom is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://supcourt-vic.zoom.us/j/68419845542>

Meeting ID: [684 1984 5542](#)  
 Password: [272089](#)

One tap mobile  
[+61370182005](tel:+61370182005), [68419845542#](tel:+61370182005) Australia  
[+61871501149](tel:+61871501149), [68419845542#](tel:+61871501149) Australia

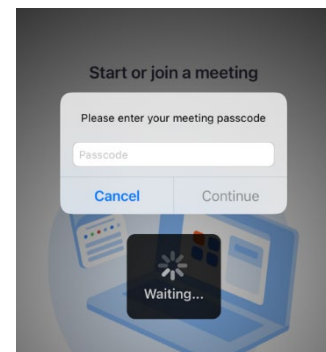
Dial by your location  
[1800 517 320](tel:1800517320) (Toll Free)  
[+61 3 7018 2005](tel:+61370182005) Australia  
[+61 8 7150 1149](tel:+61871501149) Australia  
[+61 2 8015 6011](tel:+61280156011) Australia  
 Meeting ID: 684 1984 5542  
 Find your local number: <https://supcourt-vic.zoom.us/j/eCq8u1HxC>

3. Launch Zoom on your mobile phone by either:
  - i. clicking the link on the Zoom e-mail from your phone and inputting your details as prompted. The Zoom app should automatically open.

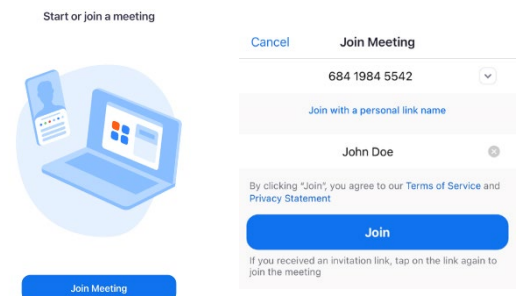
Join Zoom Meeting  
<https://supcourt-vic.zoom.us/j/68419845542>

You may need to enter in the Meeting ID and Password which is contained in the e-mail

Meeting ID: [684 1984 5542](#)  
 Password: [272089](#)



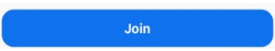





- ii. **OR** opening the Zoom app on your phone, clicking **Join Meeting** and inputting the Zoom details (i.e., meeting ID and meeting password) and your details as prompted.



4. You will initially be placed in a virtual lobby. Do not disconnect while you are in there.



### Relevant icons

<b>Join meeting</b>	
<b>Audio – Muted</b>	 Unmute
<b>Audio – Unmuted</b>	 Mute
<b>Camera – Off</b>	 Start Video
<b>Camera – On</b>	 Stop Video
<b>Share Screen</b>	 Share Screen





## Joining Zoom hearing via web browser (last resort)

1. Open the e-mail from the Supreme Court with the Zoom details.

eCourt Zoom is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://supcourt-vic.zoom.us/j/68419845542>

Meeting ID: [684 1984 5542](#)  
Password: [272089](#)

One tap mobile  
[+61370182005,68419845542#](tel:+61370182005,68419845542#) Australia  
[+61871501149,68419845542#](tel:+61871501149,68419845542#) Australia

Dial by your location  
[1800 517 320](tel:1800517320) (Toll Free)  
[+61 3 7018 2005](tel:+61370182005) Australia  
[+61 8 7150 1149](tel:+61871501149) Australia  
[+61 2 8015 6011](tel:+61280156011) Australia  
Meeting ID: 684 1984 5542  
Find your local number: <https://supcourt-vic.zoom.us/j/eCq8u1HxC>

2. Launch Zoom on your device by clicking the link on the Zoom email.

Join Zoom Meeting  
<https://supcourt-vic.zoom.us/j/68419845542>

Please click **Join from Your Browser** when transferred to an internet browser.

Launch Meeting

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

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

3. The below windows will be displayed. Please follow the prompts to set up and select your audio and camera. Then enter your name and press **Join**.  
If there is a password, please enter the password and press **Join**.

### Join Meeting

Your Name

Remember my name for future meetings

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

Enable camera and microphone access in your browser's address bar. [Learn more](#)

The audio and video preferences you select here will be used for future meetings. [Got it](#)

Mute Stop Video

### Enter Meeting Passcode

Meeting Passcode



## Relevant icons

<b>Join meeting</b>	
<b>Audio – Muted</b>	
<b>Audio – Unmuted</b>	
<b>Camera – Off</b>	
<b>Camera – On</b>	
<b>Share Screen</b>	
<b>End meeting</b>	



## Joining Zoom from a mobile phone – audio connection only (last resort)

1. Open the e-mail from the Supreme Court with the Zoom details.
2. Dial the 'Toll Free' number provided on the Zoom email:  
**1800 517 320**
3. Follow the prompts by dialling in the **meeting ID** and the **password** for phone connection.
4. Please ensure your phone is charged

eCourt Zoom is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://supcourt-vic.zoom.us/j/68419845542>

Meeting ID: **684 1984 5542**

Password: **272089**

One tap mobile

[+61370182005,,68419845542#](tel:+61370182005,68419845542) Australia

[+61871501149,,68419845542#](tel:+61871501149,68419845542) Australia

Dial by your location

**1800 517 320** (Toll Free)

[+61 3 7018 2005](tel:+61370182005) Australia

[+61 8 7150 1149](tel:+61871501149) Australia

[+61 2 8015 6011](tel:+61280156011) Australia

Meeting ID: 684 1984 5542

Find your local number: <https://supcourt-vic.zoom.us/j/eCq8u1HxC>

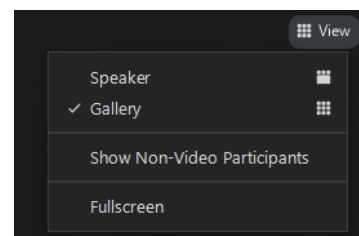


## During the Zoom hearing

### Changing views on the Zoom app

Participants can change how they view other participants on the Zoom app:

- i. 'Speaker' view (active speaker as the main video)
- ii. 'Gallery' view (all participants' videos visible)



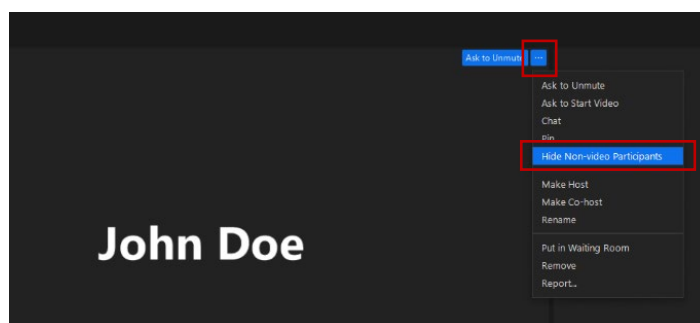
#### To change the views:

1. On a PC, hover over the top right-hand corner of the video and select **View**.
2. On a mobile phone, you can view other participants by swiping left or right across the screen.

### Hiding non-video participants

You can choose to hide participants who have their video turned off (e.g., solicitors and observers).


Click on the 3 dots in the upper right corner of their participant box and select 'Hide Non-Video Participants'.

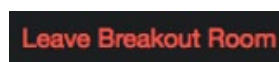


### Breakout rooms

Participants can be split into smaller groups called 'breakout rooms'. The Judge can conduct group sessions with all participants and assign participants to the 'breakout rooms' for private sessions.

When you are in a breakout room:

1. To speak to the Judge/associate, press **Ask for Help**  the button at the bottom of your screen
2. To leave a breakout room and return to group session, please hover your cursor over the bottom right of the screen and click on 'Leave Breakout Room'.





## Screen-sharing

To share a document from your device:

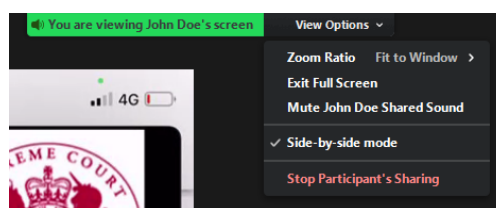
1. Click



2. Select the specific document you would like to share (instead of your whole screen).

To have the content and video/s of the participants in **side-by-side mode**:

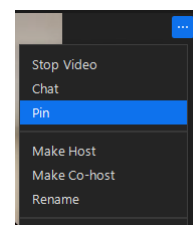
1. Click 'View Options'
2. Select 'Side-by-side' mode
3. Hover above the separator and drag to adjust the view of both screens

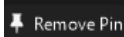


## Pinning participants

To always see a participant on your screen even when they are not speaking:

1. Select 'Speaker' view
2. Hover your mouse over the participant that you wish to pin and select "Pin" from the menu



To cancel the 'Pin' and allow for the active speaker to appear, click  in the top left corner of the pinned video.