

Township of Ocean

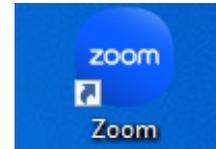


Municipal Court

Logging On to Zoom

Tablet or Smart Phone:

1. Download the Zoom app. (It is free.)
 - a. For iPhone – found in your “App Store”
 - b. For Android – found in your “Google Play Store”
2. Once the Zoom app has fully downloaded, open the app. Hit “Join Meeting.”
3. It will prompt you for the meeting ID.
4. Under meeting ID, it will ask for a “**SCREEN NAME**”- BE SURE TO ENTER FIRST AND LAST NAME SO COURT STAFF CAN IDENTIFY YOU.
5. Hit “Join”.
6. It will then ask you to enter the passcode. The passcode was mailed to you. Once complete, select “CONTINUE.”
7. This WILL put you in a waiting room- the host will let you in.
8. If asked to join audio, choose “Wi-Fi or Cellular Data”



Web Browser:

1. Use your preferred web browser. Type in WWW.ZOOM.COM into the search bar.
2. Hit the word “JOIN” at top right of screen:
3. Enter meeting ID. The meeting ID was mailed to you.
4. Zoom will ask you to install the application.
5. Select “Install”, and once done, open the application.
6. It will ask you to enter your name- BE SURE TO ENTER FIRST AND LAST NAME SO COURT STAFF CAN IDENTIFY YOU.
7. Enter meeting passcode. The passcode was mailed to you.
8. Choose to join the meeting.
9. This WILL put you in a waiting room- the host will let you in.
10. Once you have joined the meeting be sure to hit “Join with computer audio” (if on laptop/desktop) or “Join with Wi-Fi or Cellular Data” (if on Phone/Tablet).



-To mute/unmute hit the microphone button:



-To turn camera on/off hit the camera button:



PLEASE NOTE WE MUST BE ABLE TO SEE AND HEAR YOU