PACE FAMILY
SERVICES

Zoom PACE Family Services Instructions & Etiquette Guide

Downloading the Zoom Application

1. Downloading the Zoom Application to your computer and/or Smart device.

   If you have never used Zoom on your computer or Smart device, you will need to download the Zoom Application prior to using Zoom. Be sure to allow yourself at least 15-20 minutes to download and test the program well in advance of your court hearing date.

2. To download the appropriate Zoom Application to your computer or Smart device, you must use the link provided your app store. Once there, follow the download instructions provided.

   For additional information on Zoom, please refer to their website at: https://www.zoom.us/

Zoom PACE Family Services Sign-In

1. Having confirmed that you have the Zoom Application downloaded on your device, open Zoom and select Join a Meeting, using the meeting link that was your provided for your Zoom class appearance. As you sign into the meeting, you will need to type your full name, so the instructor can identify you.
2. You will be staged in the Zoom Waiting Room, until an instructor takes roll and checks you into or invites you into your class. Please be sure you join the meeting at least 5 minutes before your time. This roll call process will take several minutes, so please be patient until an instructor contacts you in Zoom.

Virtual Class Appearance Etiquette/Guide

Conducting a virtual class appearance, either through Zoom video, will require you to adhere to the following guidelines:

- Join or call into the meeting at least 5 minutes before your class time. Be sure to check your equipment well prior to this date and time, to be sure your device or phone functions properly.
- Do not speak over individuals. Only one person should speak at any given time.
- When you do speak, be sure to announce yourself by name ("This is Sam Jones, and I would like to say...").
- If you are on video, be sure to frame your camera correctly, with your face in the center of the screen. Your background should be neutral, (like a clear wall) and absent of

anything that may be perceived as offensive. Virtual backgrounds are provided in the Zoom app. Additionally, if you are on video, be sure to wear clothing appropriate for a professional environment.