**Step-by-Step Zoom Download Instructions**

PJSI wants to ensure that you are able to access the upcoming webinar with as much ease as possible. To ensure smooth access, we suggest that **prior to the Zoom meeting** your Court:

1. Has access to a computer/laptop with internet access, a web-camera (ie: camera for your computer) and microphone;
2. Downloads the Zoom software (instructions provided below); and
3. Confirms download of the software with the PJSI Team.

**Instructions to Download Zoom Software**

Please copy and paste the following link into your internet browser: <https://zoom.us/download>

Please click the blue ***Download*** button under the heading **Zoom Client for Meetings**. This will start the download for the Zoom software (called *ZoomInstaller.exe*) (see ***Figure 1***).



*Click* ***this button*** *to download the Zoom software.*

***Figure 1****: Please click the* ***Download*** *button to commence the download of the software.*

Once this has finished installing, click the *ZoomInstaller.exe* icon at the bottom of your screen. This will bring up the *Initialising Toolbar* – allow this toolbar to load completely (to 100%) (see ***Figure 2****)*.



*Allow this toolbar to load to 100%.*

***Figure 2****: The* ***Initialising Toolbar*** *will progress to 100%.*

Once this is loaded, click the little **Zoom** icon on your toolbar (see ***Figure 3***).

*This is the* ***Zoom*** *icon.*

***Figure 3****: The* ***Zoom*** *icon will appear on your toolbar. You can click this to open the Zoom menu and join a meeting, or sign in to host a meeting.*

This will bring up the Zoom menu and allow you to join a meeting, or sign in and host your own meeting.

If you don’t already have a Zoom account, you can sign up for free with your email address via the Zoom website: <https://zoom.us/signup>

You **do not** need to sign up for a free account to join a meeting. You **do** need to sign up for a free account to host a meeting.

To allow audio and visual access to the Zoom meeting, please ensure your computer/laptop has:

* A web-camera;
* Microphone; and
* Speakers or headset that have all been turned on.

When you have successfully download the Zoom software, or should you require any assistance with downloading or testing the software, please contact Ms. Madeline Price: Madeline.Price@fedcourt.gov.au; Phone: +61 7 3248 1235.