



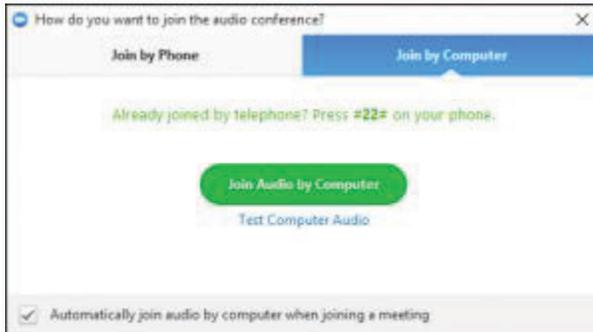
Joining a Video Hearing Using Zoom

Step 1. Click on the Zoom link you received in your video hearing notification.

Please note that when entering a Zoom meeting for the first time from a computer you will need to download a small application file.

Step 2. Join Audio via Computer

You will then be prompted to select how you wish to connect your audio. To join using your computer audio select the **Join Audio by Computer** button.



Join via Computer & Audio via Telephone

Zoom meeting users also have the option to use computer for video and phone for audio.

If utilizing this option, enter by computer first and select the **Join by Phone** tab when the audio pop-up window appears (see example below). This will display the dial in number. You will need to enter the **Meeting ID** and **Participant ID**.

After entering the Meeting ID, you will be prompted to enter your Participant ID. Enter this number followed by # and your video and audio will sync.

* Please note that video hearings or proceedings are conducted through third party platforms such as Zoom and Webex are subject to the platform's terms and policies, for example:

<https://zoom.us/privacy-and-legal> and <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>.

The AAA-ICDR arranges proceedings through these third party platforms for the arbitrators' and parties' convenience. The AAA-ICDR does not endorse any one platform over another nor does the AAA-ICDR guarantee the suitability or availability of any platform.



AMERICAN ARBITRATION ASSOCIATION®



For more information regarding how to join a Zoom meeting please view the following video from Zoom's website- <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

* Please note that video hearings or proceedings are conducted through third party platforms such as Zoom and Webex are subject to the platform's terms and policies, for example: <https://zoom.us/privacy-and-legal> and <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>. The AAA-ICDR arranges proceedings through these third party platforms for the arbitrators' and parties' convenience. The AAA-ICDR does not endorse any one platform over another nor does the AAA-ICDR guarantee the suitability or availability of any platform.