

Joining a Zoom Meeting Anonymously

Deciding whether to share your name:

At legal clinics attorneys generally cannot advise people if they know off the top of their head that they or their firm has professional duties to you or the party you have a dispute with. Another attorney could advise you instead if that were to happen. You do not have to disclose at the clinic your real name or the name of the other party you have a legal dispute with. But if you do not tell us your real name, there is a chance that volunteer attorney or their law firm could be currently representing you or that other party or has in the past and the attorney would not know it. Before you get advice at the clinic, we will ask you to confirm that you understand this and then you can choose whether to share your name. Regardless of whether you share your name, attorneys have a professional duty to keep your identity and the information you tell them confidential.

If you decide you do not wish to share your name at the clinic, here is how to set up your device:

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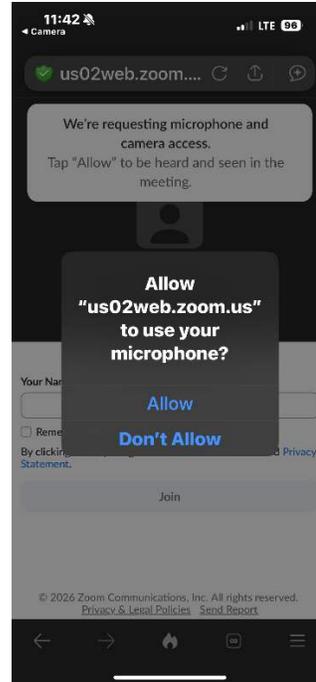
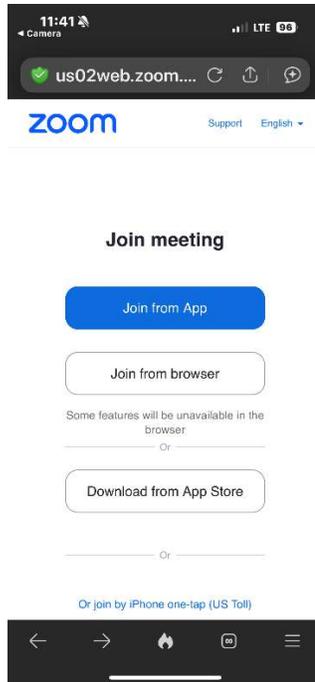
On a computer:

1. Have open on your computer any documents you may wish to share with the attorney.
2. Try to find a quiet space with a strong internet connection to make sure you and the attorney can hear each other.
3. Locate the meeting invite link from the Alaska Bar Association website.

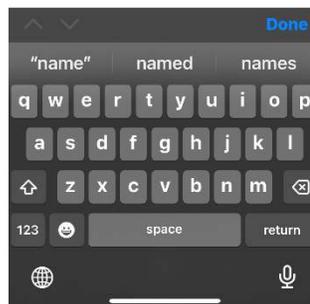
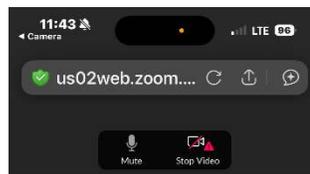
4. Click the [join link](#) to join the meeting from your computer
On your web browser, a pop-up window will prompt you to open or download the application. Even if you have Zoom downloaded already, we recommend you use the browser if you do not want your real name displayed.
5. If you get a pop-up window asking you to download the application, click **Cancel**.
6. At the bottom of the page, click [join from your browser](#).
You will be directed to a new page.
7. Click **Allow to allow Zoom permission for your microphone and camera**.
8. Enter the name you want to use to join the meeting.
9. In the video preview window, click **Stop Video** (optional).
10. Click **Join**.

On a smart phone by scanning the QR code:

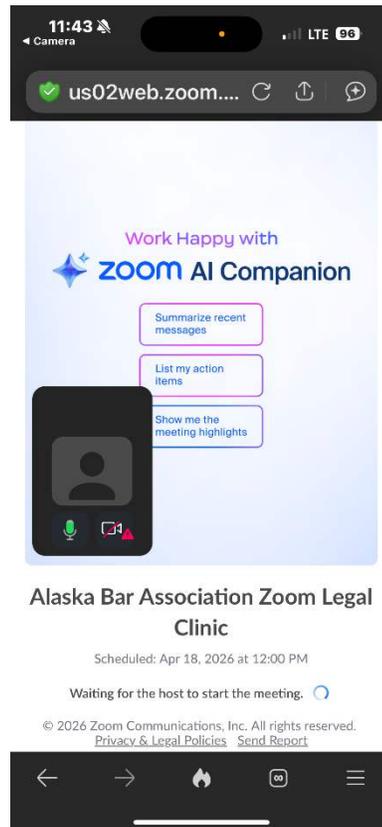
1. Click on the link or locate the QR Code on the Alaska Bar Association website.
2. If using the QR code, click on the camera icon on your phone and point it at the QR Code.
3. A link to your web browser will appear on your screen (you may need to hold your phone closer or farther from the QR code if it does not show up).
4. On your web browser, a pop-up window will prompt you to Join from App, Join from Browser, or Download from App Store. Click on “Join from Browser.” Or, you may click on “Or join from phone one-tap” (on image below on left, see small blue print at bottom):



5. After clicking [join from browser](#), you will get a pop-up asking you to allow Zoom to use your microphone (see above right image).
6. Click **“Allow”** to allow Zoom permission for your microphone.
7. Enter the name you want to use to join the meeting. You can use a fake name if you want to protect your privacy:



8. In the video preview window, check to see if the camera icon has a red slash and red triangle, which means your camera is OFF. If you do not see that, click



on the camera icon to **Stop Video**. See image below. If you join the Zoom before noon on April 18, you will see in small print near the bottom of the screen “Waiting for the host to start the meeting”:

9. Once the meeting starts, you will be put into a Waiting Room until an intake volunteer is ready to meet with you. This may take several minutes if many people join at once. We will let people into the Zoom in the order they joined, so please do not end the Zoom or walk away from your phone/computer while you are waiting.
10. If all of this is too complicated, don't worry! The intake volunteer can change your name for you and turn off your camera before you meet with a volunteer attorney. The intake volunteer will not keep any written notes with your real name.
11. Our volunteers may ask you how you heard about this clinic and what city you live in so that we can better understand how to reach people who could benefit

from future free legal clinics. But you can always say that you don't want to respond, if you prefer.

From a landline, if your cell phone does not have a camera, or if technology is hard for you:

You can join a Zoom meeting or webinar through your phone, which allows you to dial in to a virtual meeting without a computer. This is useful when:

- You do not have a microphone or speaker on your computer
- You do not have an Apple or Android smartphone
- You cannot connect to Wi-Fi for video computer audio

When joining by phone, your phone number will be displayed to the clinic volunteers (but not other clinic participants) unless you first dial *67.

Instructions to hide your phone number when calling in:

- Dial the **call-in number: *67 1 669 900 6833#**
- Enter the **Meeting ID** when prompted: **895 5913 5326#**
- **Press # to skip the Participant ID**
- Enter the **Passcode** when prompted: **506294#**

More details [here](#).

I need more help

For additional instructions, click [here](#). You may also call the Alaska Bar Association at (907) 272-7469 for assistance. Or simply log in to the clinic and the clinic administrator who you first speak with can change your name and turn off your video for you before you share any information about your legal issue with the volunteer attorney.