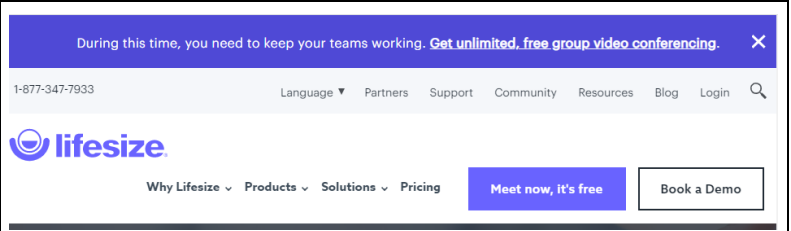


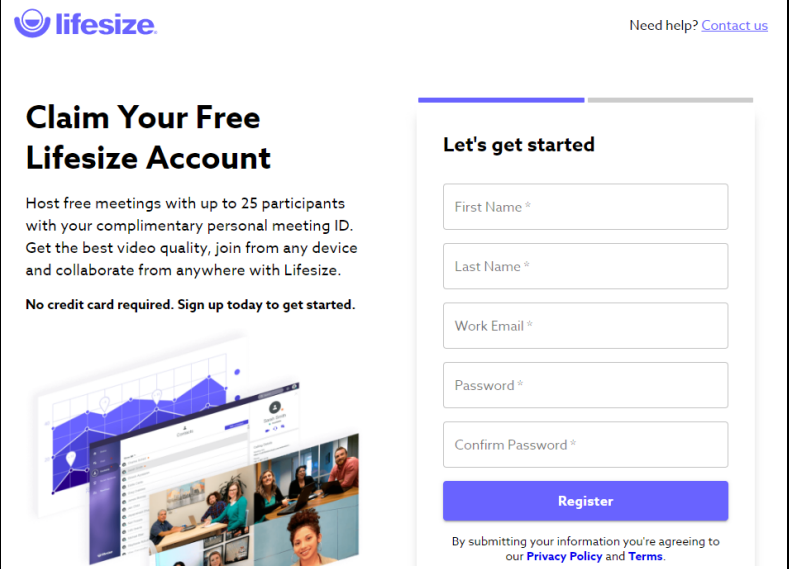
# Getting Started with Lifesize

Browse to <https://www.lifesize.com/> and select “Meet now, it’s free”

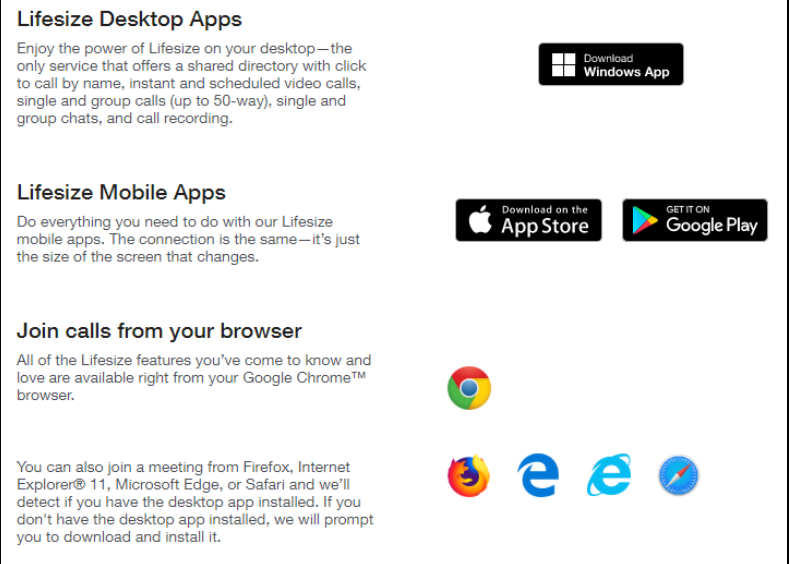


Enter in your information to create a new account.

(NOTE: You may call Lifesize from other video conferencing apps as well, if it permits it.)



Browse to <https://call.lifesizecloud.com/downloads> and select the proper application for your device. You may also use Lifesize from your browser.



If you are using your browser you may skip this step

(<https://login.lifesizecloud.com/>)

Once you have opened the application, enter your email and password to login to Lifesize.

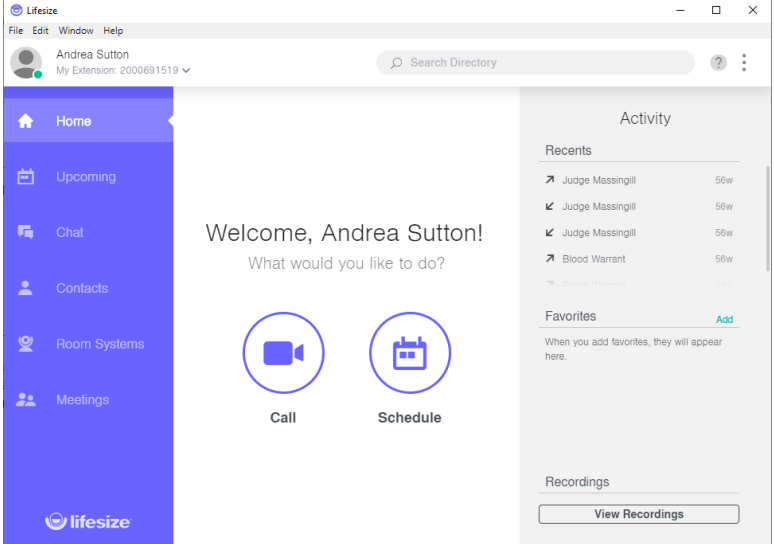


The image shows the Lifesize login interface. At the top is the Lifesize logo. Below it, the text "Please sign in to get started" is displayed. There are two input fields: "Email" with the value "asutton@co.hood.tx.us" and "Password" with the placeholder "Enter your password". A blue "Sign In" button is centered below the fields. Below the button is a link for "Forgot password?". At the bottom, there is a link for "New to Lifesize? Sign up, it's free".

From the home screen, select **call**, then type in the **extension** of the court you wish to call.

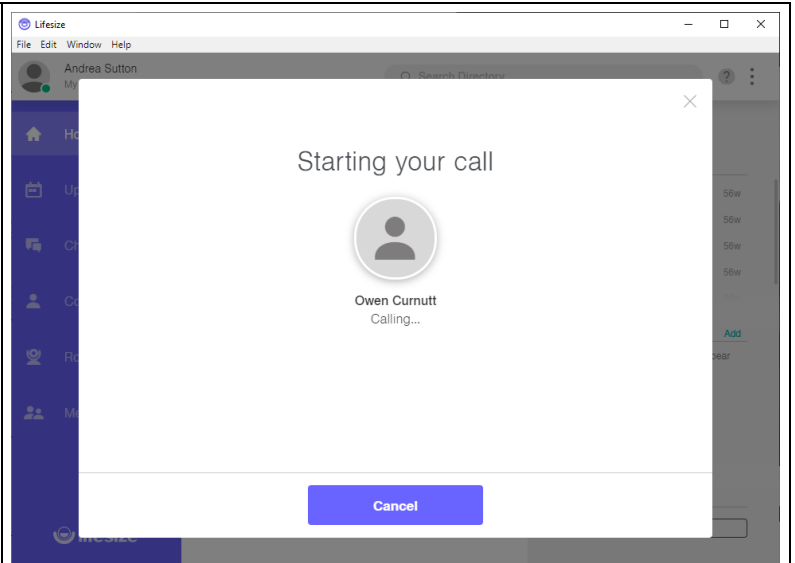
(A list of court extension numbers will be provided separately.)

You may select with Camera on, or off, depending on your needs.



The image shows the Lifesize home screen. The top bar includes the Lifesize logo, the user's name "Andrea Sutton", and "My Extension: 2000691519". A search bar labeled "Search Directory" is also present. The main content area features a "Welcome, Andrea Sutton!" message and "What would you like to do?". Two large circular buttons are visible: "Call" (with a video camera icon) and "Schedule" (with a calendar icon). On the right side, there is an "Activity" panel with sections for "Recents" (listing several "Judge Massingill" and "Blood Warrant" calls) and "Favorites" (with an "Add" link). At the bottom right, there is a "Recordings" section with a "View Recordings" button.

Congratulations, you are now in the call. You will see other participants in the call, whoever is speaking will take center focus on the screen. You may mute yourself or disable your camera from the call interface.



If you have any questions about Lifesize or dialing in, please email [Helpdesk@co.hood.tx.us](mailto:Helpdesk@co.hood.tx.us) and I will do my best to reach out to you in a timely fashion.