



Mediating Online via Zoom

Chuck Doran, MWI Mediator

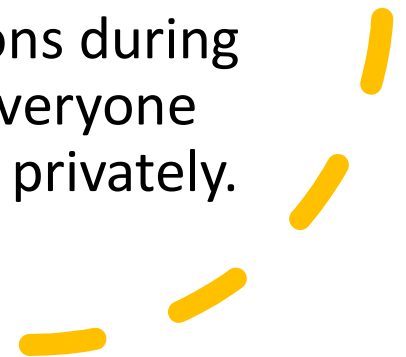
Purposes and Overview

- Welcome / Purposes
- Topic Definition
- Mediating Online
- break
- Q&A / Feedback
- Discussion
- Wrap-Up / Next Steps



Today's Session on Zoom

- Questions? Raise your hand using “Raise Hand” feature. Click on the icon labeled "Participants" at the bottom and click the button labeled "Raise Hand.” Lower when done by unclicking (Alt+Y / Option+Y)
- Mute on by default. To speak, press and hold spacebar. Release when done to go back to mute.
- Use Chat feature to ask questions during presentation. Best to send to everyone unless there's a reason to send privately.



Topics to Cover



SETUP AND
SETTINGS



WORKING WITH
PARTIES



DOCUMENT
SIGNING AND
SHARING



PRIVACY



BEST PRACTICES



Poll

s/206175806-Frequently-Asked-Questions

sign up BooksandAuthors.net Photo editor online... Keep It! Scan My Photos: Ph... Glycemic Index downtown la Google Translate Import

zoom Help Center SALES PLANS JOIN A MEETING Sign in

Search

Note: We are experiencing longer wait times than normal due to increased demand. You can still view answers to frequently asked questions or [contact us](#) but wait times may be longer than expected. Thank you for your patience.

Zoom Help Center > Getting Started > Frequently Asked Questions

Frequently Asked Questions

The following are answers to some of the most common questions or problems users come across. If you would like additional help getting started with Zoom, you can join our [Weekly Zoom Trainings](#).

Read common questions about:

- [Getting Started with Zoom](#)
- [Scheduling a Meeting](#)
- [Joining a Meeting](#)
- [Zoom Webinars](#)
- [Meeting and Webinar Features](#)
- [My Zoom Account](#)
- [Troubleshooting](#)

Getting Started with Zoom

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our [Download Center](#). [Learn more about downloading Zoom](#).

How to I use Zoom on my PC or Mac?

Getting Started
[Audio, Video, Sharing Meetings & Webinars](#)
[Zoom Phone](#)
[Account & Admin](#)
[Zoom Rooms](#)
[H.323/SIP](#)
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[Finding and Viewing Recordings](#)

Read The FAQs

- Comprehensive
- Addresses most issues

Zoom Help Center > Getting Started > Training

- Getting Started
- Audio, Video, Sharing
- Meetings & Webinars
- Zoom Phone
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- Zoom Rooms
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- Can I use Zoom on multiple devices?
- Frequently Asked Questions

Related articles

- Joining a Meeting
- Live Training Webinars
- Scheduling meetings
- Host and Co-Host Controls in a Meeting
- Getting Started on Windows and Mac

Zoom Video Tutorials

View Live Training

Please [click here](#) to register for upcoming live training or access recent recordings for Zoom Meetings, Webinars, Zoom Rooms and Administrators.

Zoom Meetings and Webinars



Join a Meeting

[Learn More](#)



Scheduling a Meeting with Zoom Website

[Learn More](#)



Meeting Controls

[Learn More](#)



Scheduling a Meeting with Google Calendar

[Learn More](#)



Review Settings

The screenshot shows the Zoom profile settings page in a web browser. The browser's address bar displays `zoom.us/profile/setting`. The page features a navigation menu on the left with categories: PERSONAL (Profile, Meetings, Webinars, Recordings, Settings), ADMIN (User Management, Room Management, Account Management, Advanced), and training resources (Attend Live Training, Video Tutorials, Knowledge Base). The 'Settings' option is highlighted in blue. The main content area is titled 'Meeting' and includes sub-sections: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. A blue arrow points to the 'Other' link. The right-hand side of the page shows settings for 'Host video', 'Participants video', 'Audio Type' (with 'Computer Audio' selected), 'Join before host', and 'Use Personal Meeting ID (PMI) when scheduling a meeting'.

My Settings - Zoom | how to print screen on only tab

zoom.us/profile/setting

zoom SOLUTIONS PLANS & PRICING CONTACT SALES

Important Notice: To preserve internet bandwidth and ensure that we are making the best use of global networks, you may experience intermittent availability of HD video during Zoom Meetings with 3 or more participants remain in place. If you are joining using a Zoom Room or Conference Room Connector, HD video will remain enabled.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

Join before host
Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

`https://zoom.us/profile/setting`

Pre-Mediation Considerations

- Get email addresses of parties in advance
- Connect directly to modem (Ethernet Cable RJ45 Cat6) if possible (vs. wireless)
- Review settings (video/audio)
- Set up breakout rooms
- Turn off alerts
- Notetaking
- Forms (ATM / Agreement)
- Nourishment
- Coordinate with co-mediator (30 minutes in advance)
- Surroundings – visuals / people / greenscreen / lighting
- Dress

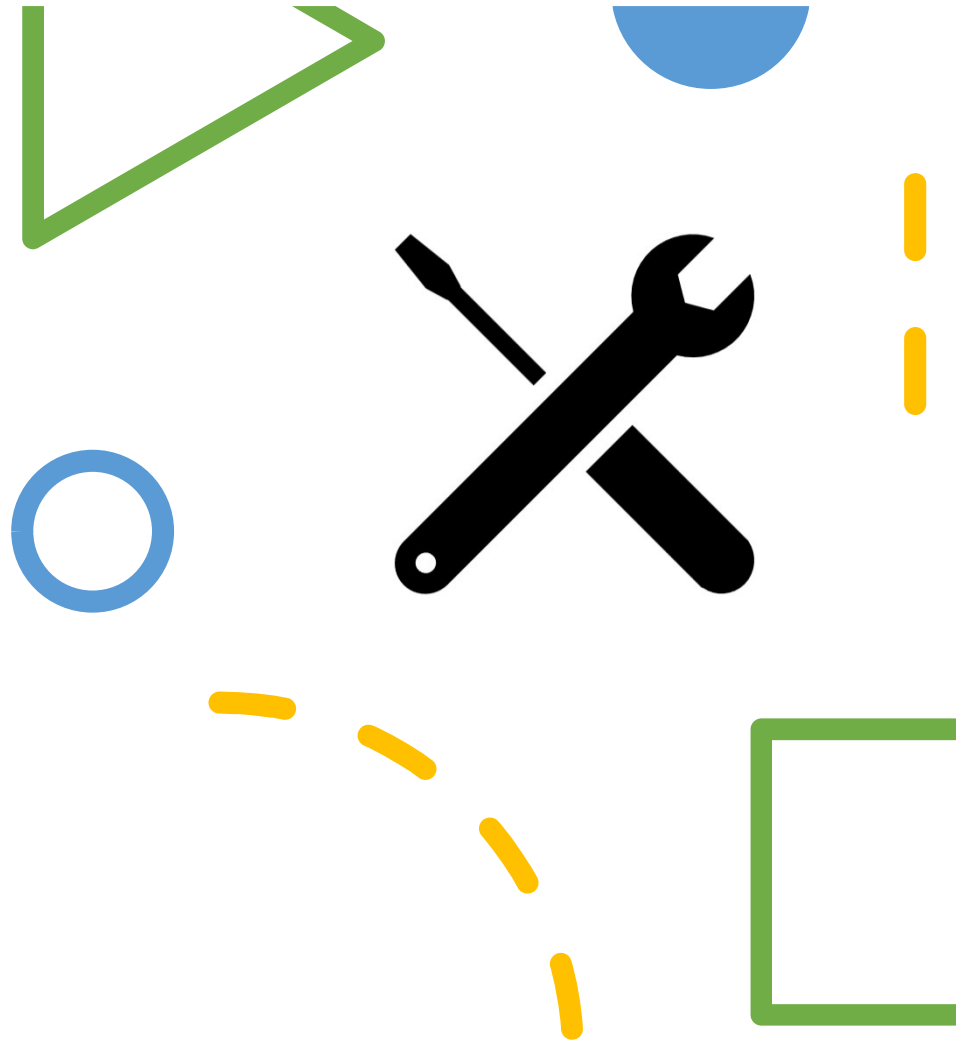


Visualize Zoom as if you're in a physical mediation: Three room types

Waiting Area = Reception

Main Session = Joint Sessions

Breakout Rooms = Private Caucus



Waiting Area

The screenshot shows the Zoom 'My Settings' page. The browser address bar displays 'zoom.us/profile/setting'. The page has a dark header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, and JOIN. A 'REQUEST A DEMO' link is also present in the top right.

The main content area is divided into a left sidebar and a right main panel. The sidebar lists settings categories: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'In Meeting (Advanced)' category is selected.

The 'Waiting room' section is highlighted. It includes the following settings:

- ALLOW USERS TO SELECT ORIGINAL SOUND IN THEIR CLIENT SETTINGS:** A toggle switch that is currently turned off.
- Waiting room:** A toggle switch that is currently turned on. Below it, a text description states: 'Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.' A blue arrow points to the text 'the option for attendees to join the meeting before the host arrives is automatically disabled.'
- Choose which participants to place in the waiting room:** Two radio button options: 'All participants' (selected) and 'Guest participants only'.
- Customize the title, logo, and description:** A text input field with a blue arrow pointing to it.
- Show a "Join from your browser" link:** A toggle switch that is currently turned off.
- Allow live streaming meetings:** A toggle switch that is currently turned off.

Below the 'Waiting room' section is an 'Email Notification' section with the following settings:

- When a cloud recording is available:** A toggle switch that is currently turned on. Below it, a text description states: 'Notify host when cloud recording is available'. A radio button option 'Send a copy to the person who scheduled the meeting/webinar for the host' is present and unselected.
- When attendees join meeting before host:** A toggle switch that is currently turned off. Below it, a text description states: 'Notify host when participants join the meeting before them'.

Breakout Rooms

- Create breakout rooms in advance (Plaintiff, Defendant, and Mediator(s)).
- Set breakout room countdown to 30 seconds (Breakout > Options > Set countdown)
- Turn off “Allow Participants to leave room at any time”
- As parties arrive in the waiting room, assign them to their rooms (i.e., Plaintiff or Defense) to meet and prepare
- Bring everyone back to the Main Room after everyone has arrived

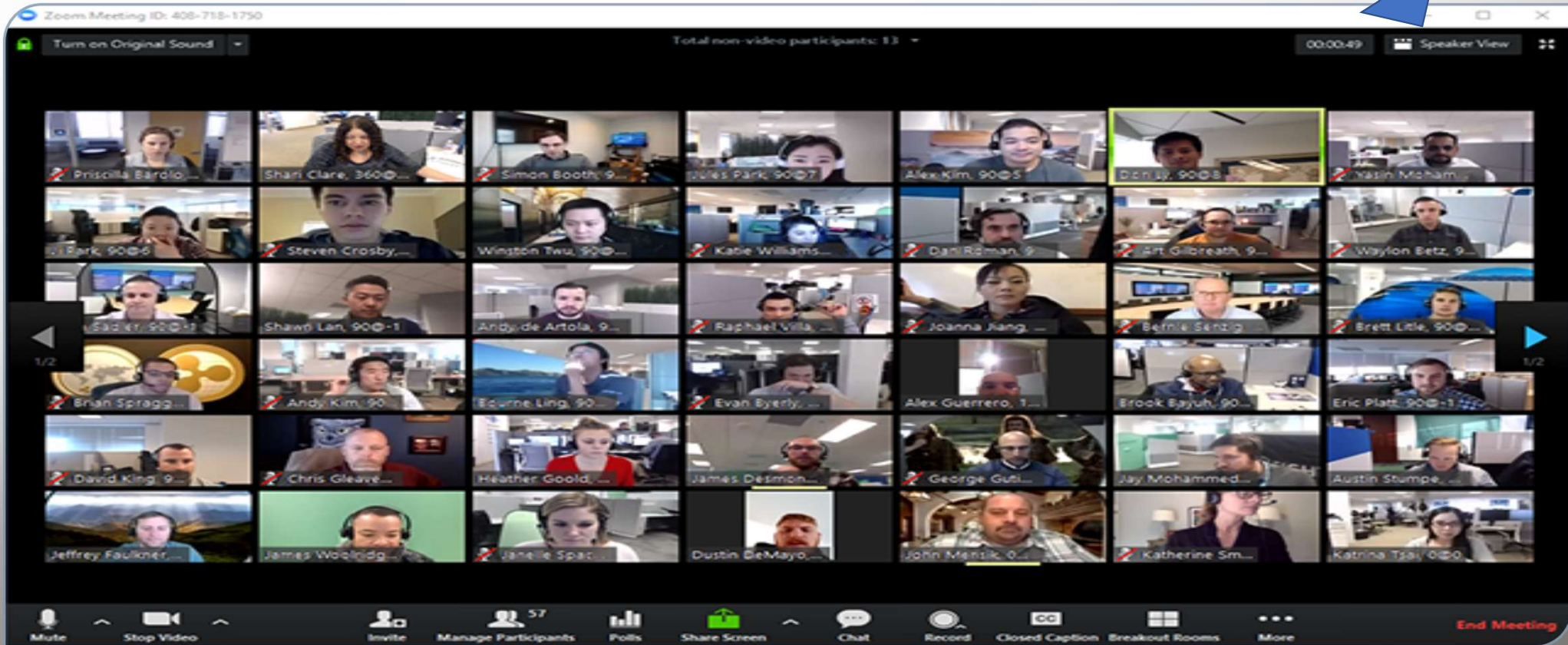
Mobile v. Desktop Platform

- Many features are hidden on the phone and iPad version of Zoom
- Ask parties to download Zoom app
- Familiarize yourself with the app by joining or hosting a meeting from your computer and phone

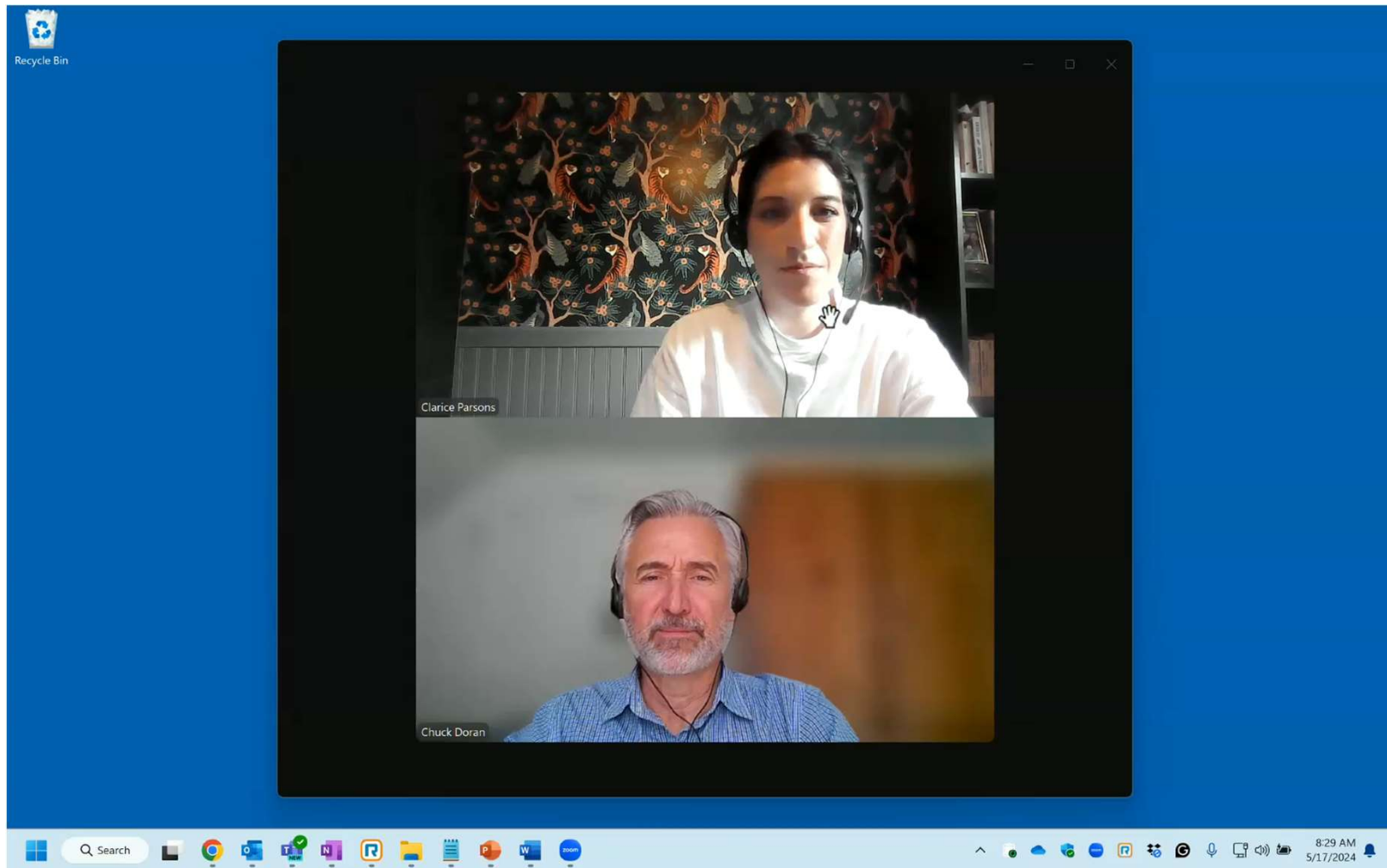




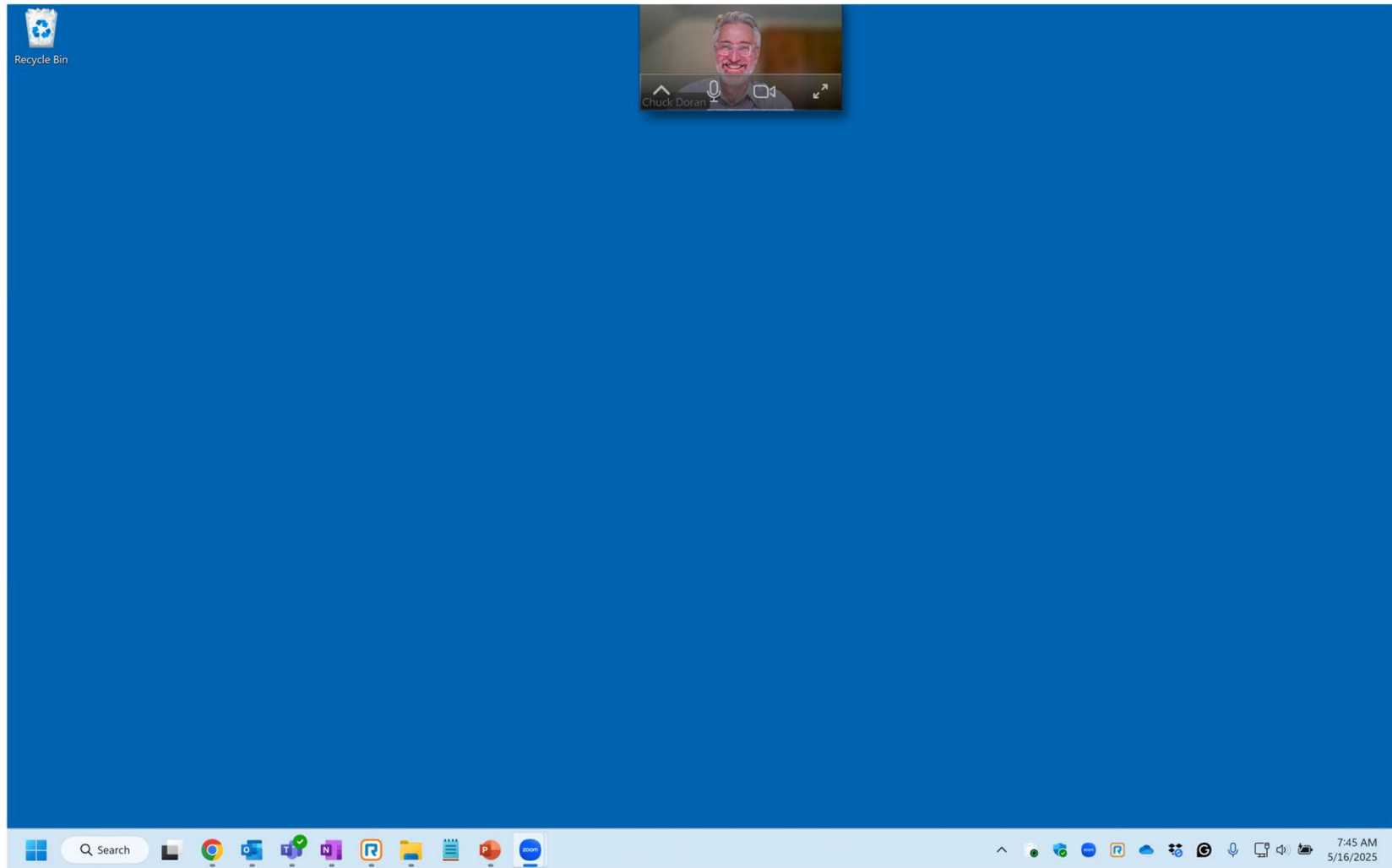
Gallery and Speaker Views



Minimizing Screen / Maximizing Eye Contact



Minimizing Screen / Maximizing Eye Contact



Shortcuts



Start a meeting quickly and then call the person with the meeting ID: usually top left hand of screen



Download outlook addon to directly set up meeting from outlook.



Mute or Unmute: Alt A or Hold Spacebar while speaking



Mute all: Alt M



Video on or off: Alt V



Gallery View: Alt F2

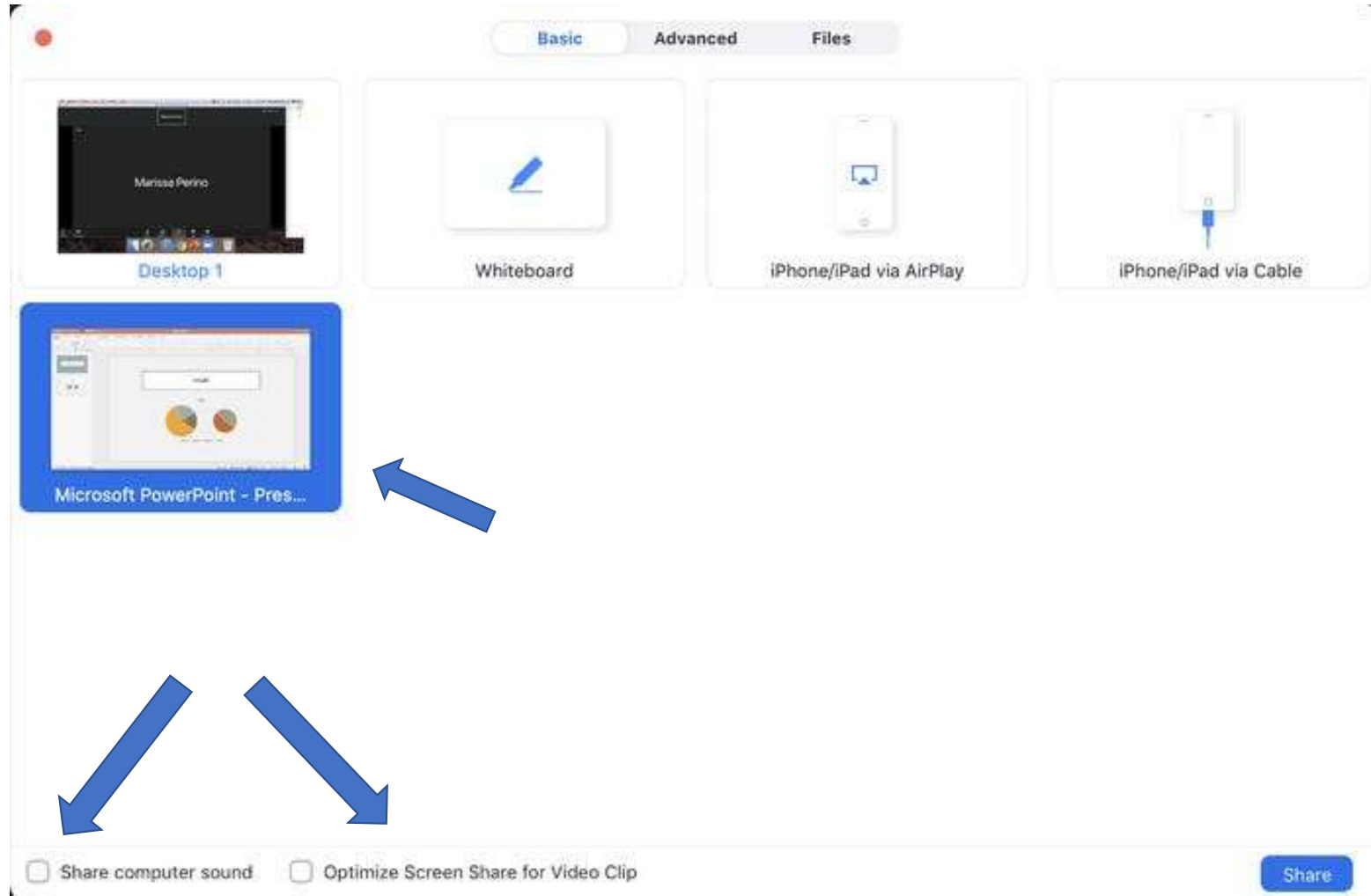


End Meeting: Alt Q

Additional shortcuts:

<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-for-Zoom>

Share Screen



Security Considerations

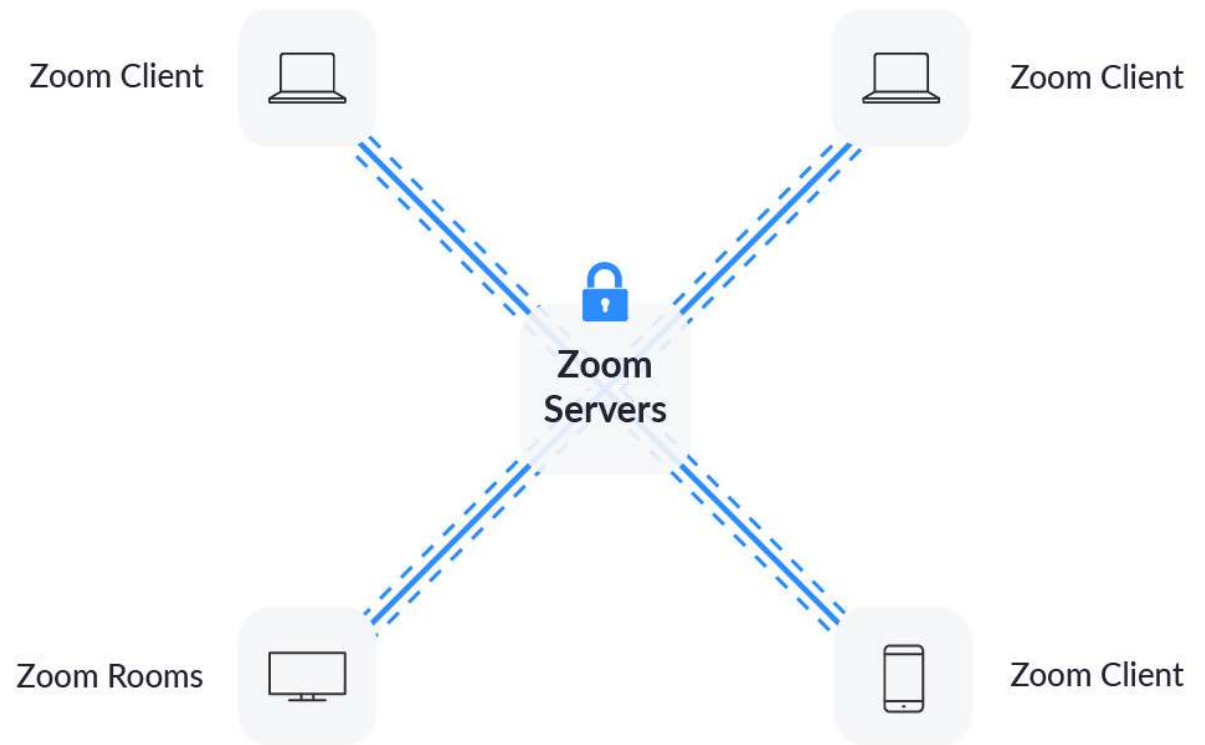
- Join before Host option (default off)
- Enable waiting room
- Password protection to enter / Lock after start
- Use Unique Meeting Identifier numbers (NO PMIs)
- No recording of session
- No saving chat
- Authenticated users only
- Verbalize above



System Security

“...where all participants are using the Zoom app, no user content is available to Zoom’s servers or employees at any point during the transmission process.”

- Zoom Blog



Technology might fail

Create redundancies

Backup Video Service: Microsoft Teams, Google Meet, RingCentral, etc...

Set up conference line

Test Your Microphone and Camera Every Time You Start Zoom

Confirm cell phone numbers and emails with parties

Hardwire to Internet using ethernet cable

Digital Accessibility

- Check assumptions
- Check biases
- ID resources – private computer access elsewhere?
- Conduct Tech-Check
- Other ideas?



Document Signing



Email



Google Docs, AdobeSign, and
DocuSign



Document Sharing
(OneDrive, Dropbox, Zoom, etc.)

Microphone and/or
headset



Camera

nytimes.com/wirecutter/reviews/the-best-webcams/

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ELECTRONICS > ACCESSORIES

The Best Webcams

Updated January 27, 2025

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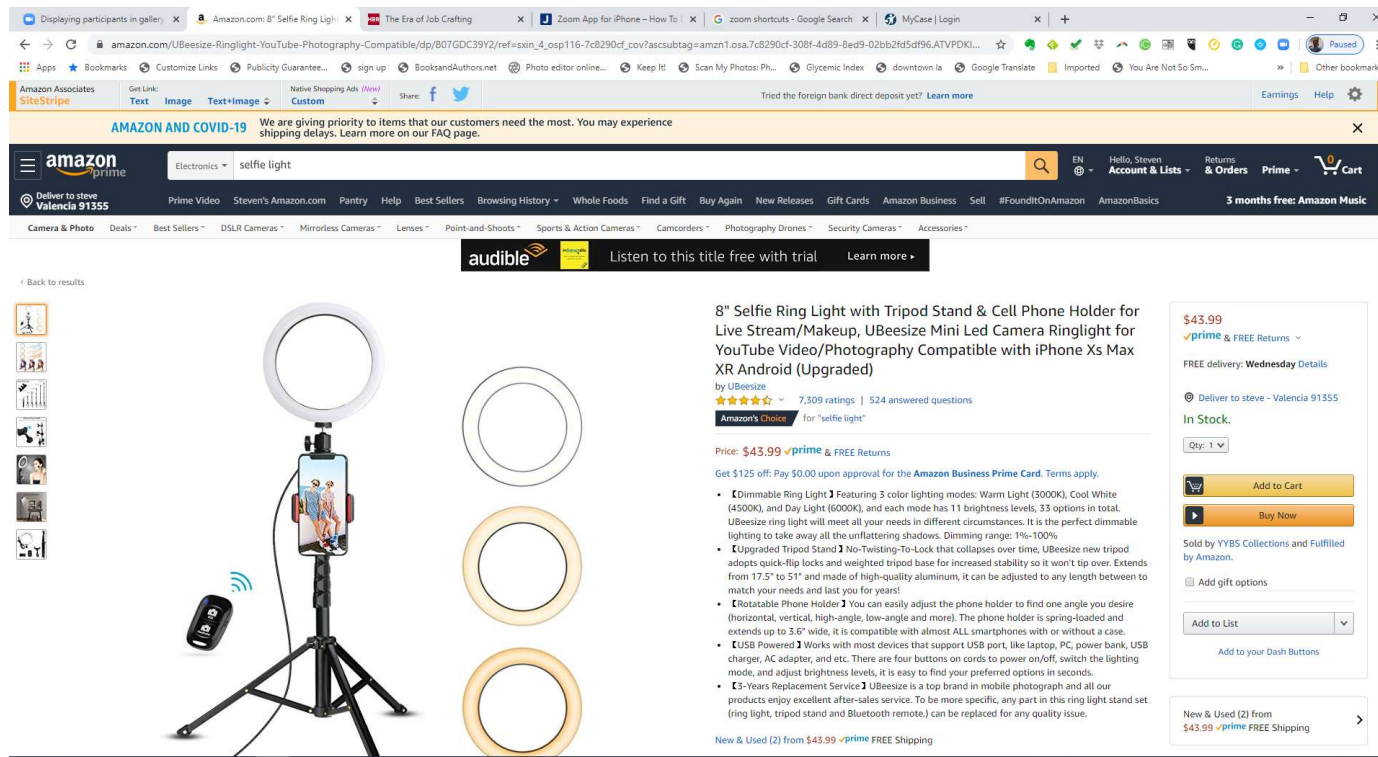


The image shows a variety of webcams arranged on a dark surface against a light blue background. From left to right, there is a black Logitech webcam on a stand, a white Logitech webcam on a stand, a black webcam, a white webcam, and a large black webcam with a prominent lens. The Logitech logo is visible on the white webcams.



Green Screen

Lighting



The screenshot shows an Amazon product page for an 8-inch selfie ring light. The page includes a navigation bar with the Amazon logo, search bar, and account information. The product title is "8" Selfie Ring Light with Tripod Stand & Cell Phone Holder for Live Stream/Makeup, UBESIZE Mini Led Camera Ringlight for YouTube Video/Photography Compatible with iPhone Xs Max XR Android (Upgraded)". The price is \$43.99, and it is marked as "In Stock". The product features are listed in a bulleted format, highlighting its dimmable lighting modes, upgraded tripod stand, and rotatable phone holder. The page also includes a "Buy Now" button and a "Add to Cart" button.

amazon

Electronics self light

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Camera & Photo Deals Best Sellers DSLR Cameras Mirrorless Cameras Lenses Paint-and-Shoots Sports & Action Cameras Camcorders Photography Drones Security Cameras Accessories

audible Listen to this title free with trial Learn more

8" Selfie Ring Light with Tripod Stand & Cell Phone Holder for Live Stream/Makeup, UBESIZE Mini Led Camera Ringlight for YouTube Video/Photography Compatible with iPhone Xs Max XR Android (Upgraded)

by UBESIZE

7,309 ratings | 524 answered questions

Amazon's Choice for "selfie light"

Price: \$43.99 ✓prime & FREE Returns

Get \$125 off: Pay \$0.00 upon approval for the Amazon Business Prime Card. Terms apply.

- **Dimmable Ring Light** Featuring 3 color lighting modes: Warm Light (3000K), Cool White (4500K), and Day Light (6000K), and each mode has 11 brightness levels, 33 options in total. UBESIZE ring light will meet all your needs in different circumstances. It is the perfect dimmable lighting to take away all the unflattering shadows. Dimming range: 1%-100%
- **Upgraded Tripod Stand** No-Twisting-To-Lock that collapses over time. UBESIZE new tripod adopts quick-flip locks and weighted tripod base for increased stability so it won't tip over. Extends from 17.5" to 51" and made of high-quality aluminum, it can be adjusted to any length between to match your needs, and last you for years!
- **Rotatable Phone Holder** You can easily adjust the phone holder to find one angle you desire (horizontal, vertical, high-angle, low-angle and more). The phone holder is spring-loaded and extends up to 3.6" wide, it is compatible with almost ALL smartphones with or without a case.
- **USB Powered** Works with most devices that support USB port, like laptop, PC, power bank, USB charger, AC adapter, and etc. There are four buttons on cords to power on/off, switch the lighting mode, and adjust brightness levels, it is easy to find your preferred options in seconds.
- **3-Years Replacement Service** UBESIZE is a top brand in mobile photograph and all our products enjoy excellent after-sales service. To be more specific, any part in this ring light stand set (ring light, tripod stand and Bluetooth remote.) can be replaced for any quality issue.

New & Used (2) from \$43.99 ✓prime FREE Shipping

\$43.99 ✓prime & FREE Returns

FREE delivery: **Wednesday** Details

Deliver to steve - Valencia 91355

In Stock.

Qty: 1

Add to Cart

Buy Now

Sold by YYBS Collections and Fulfilled by Amazon.

Add gift options

Add to List

Add to your Dash Buttons

New & Used (2) from \$43.99 ✓prime FREE Shipping

Scanning

The image shows a screenshot of the Google Play Store interface. At the top, the Google Play logo is on the left, followed by a search bar with a magnifying glass icon. On the right, there are icons for help and settings. Below the search bar, a green bar highlights the 'Apps' category. A navigation menu on the left lists 'My apps', 'Shop', 'Games', 'Kids', and 'Editors' Choice'. Below this, an 'Account' section lists various options like 'Payment methods', 'Play Points', 'My subscriptions', 'Redeem', 'Buy gift card', 'My wishlist', 'My Play activity', and 'Parent Guide'. The main content area features the app 'Adobe Scan: PDF Scanner with OCR, PDF Creator'. The app icon is a blue camera lens. The text next to it says 'Adobe Business' and 'Everyone'. It has a 5-star rating and 566,179 reviews. A green 'Installed' button is visible. Below the app title, there are three promotional cards: 'The free document scanner from Adobe', 'Clean up Remove imperfections and reuse forms', and 'Intellig Find scans ease'.

Google Play

Search

Apps

Categories Home Top charts New releases

My apps

Shop

Games

Kids

Editors' Choice

Account

Payment methods

Play Points **New**

My subscriptions

Redeem

Buy gift card

My wishlist

My Play activity

Parent Guide

Adobe Scan: PDF Scanner with OCR, PDF Creator

Adobe Business

★★★★★ 566,179

Everyone

Offers in-app purchases

This app is compatible with your device.

Installed

The free document scanner from Adobe

Clean up
Remove imperfections and reuse forms

Intellig
Find scans ease

Building Trust Online

Settings: Turn on
“Always Show
Participant Name”

Eye Contact. When
speaking, look at
camera

Use chat and
“broadcast to all” to
inform parties

Create predictability
by being transparent

When leaving the
room let parties know
what is happening
and what to expect

Work on being
comfortable with
technology and
multitasking

Questions / Feedback

- Move to small group breakout rooms to come up with questions and feedback
- Choose spokesperson who will share one topic with the large group
- We'll bring you back in 10 minutes



Thank you!

