

1) What platform do I use?

- a. Find your preference
- b. Become comfortable with it
- c. Find your back-up

Homemade vs. Fast food

MS Teams: Great for complex cases, assignments, calendar sync, hard to sign on and add clients

BlueJeans: Client monitoring, HD video, no free options

Join.me: Free, easiest screen-sharing, no video

GoToMeeting: Includes all needed features, requires download, clunky dashboard

Skype: Simple, call rings through on your computer, no advanced features

Google Duo/FaceTime: Phone app, easy video call, not for desktop

Zoom: All features, simple dashboard, most common

2) How do I get set-up?



Use Zoom

Buy Zoom Pro,
<https://zoom.us/pricing>

\$14.99/month/person



How do I set-up Zoom?

Zoom settings:

Balance confidentiality and hospitality

Zoom Settings

3 ways to interact:

Browser (Overall settings)

Desktop app (Meeting settings)

Phone/Tablet app (Zoom lite)

Browser Settings

Zoom.us > My Account > Settings

My Settings - Zoom

zoom.us/profile/setting

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zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#).

Important Notice: To enhance the security of single-seat Pro accounts, starting April 5th, meeting passwords and Waiting Rooms will be turned on by default. As the meeting host, there are some steps you may need to take to familiarize yourself with these changes and ensure that your attendees can join your upcoming meetings seamlessly. Please [read this article](#) for step-by-step instructions.

PERSONAL

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

Meeting Recording Telephone

Schedule Meeting

Host video Modified Reset

Start meetings with host video on

Participants video Modified Reset

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

Browser Settings

Zoom.us > My Account > Settings

Enable:

Video and audio on for host and participants

File transfer, Annotation, Whiteboard, Remote Control,

Renaming, Waiting Room, and Breakout Room

Join with computer or phone

Disable:

Participant share, chat, and record

Browser Settings

Zoom.us > My Account > Settings

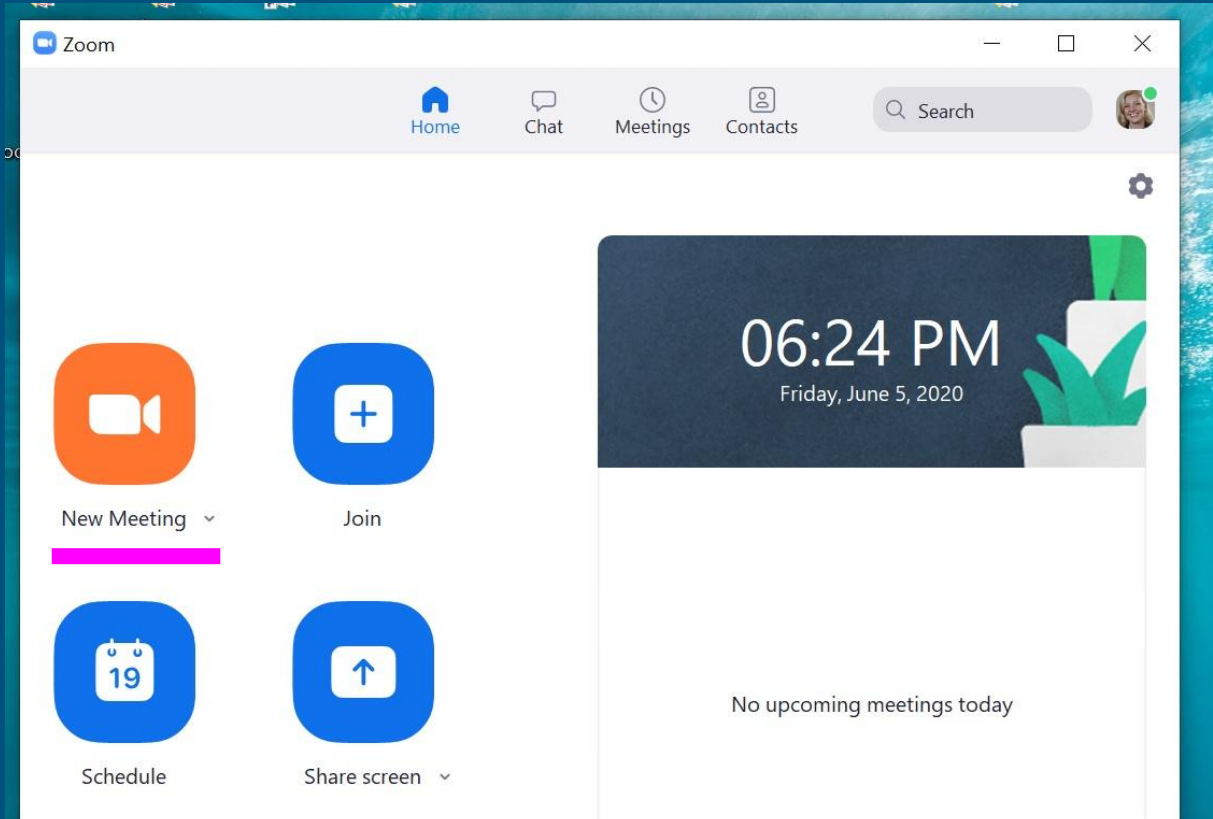
Test it for yourself

Set up defaults, but change for new/unique meetings

Download Full settings here:

www.onlinemediators.com/ZoomSettings.docx

Download Desktop app, <https://zoom.us/support/download>



Download Phone/tablet app, <https://zoom.us/support/download>

Phone/iPad/Tablet app:

Great in an emergency

Very limited capability

No screen share, breakout rooms, or document sharing

Flip between screens to see participants, mute, chat, etc.





Exit Full Screen

Create Breakout Rooms

Assign 0 participants into Rooms:

Automatically Manually

0 participants per room

[Create Rooms](#)

Lock Meeting

✓ Enable Waiting Room

Allow participants to:

Share Screen

✓ Chat

✓ Rename Themselves

cfowler@mediate.com

Mute Stop Video Security Participants 1 Polls Chat **Share Screen** Record Closed Caption Breakout Rooms Reactions More [End](#)

3) Best Practices Online

Back-up plans: exchange phone numbers, then connect via phone app, text, email, or phone call

Audio/Video settings: wired headphones usually clearest, front-lit, 18" from screen, head in middle of screen, clean background

Accessibility Concerns

Low bandwidth?

Use Phone or Join.me

Public Wifi?

Use a VPN

Hearing or visually impaired?

Closed captioned with Google or image with descriptive texts

4) Online Security

Set-up safeguards before
Check safeguards during meeting
(lock meeting)

Protect yourself during
(no identifying information in sight)

Protect yourself after
(no recording of any kind during any
proceedings)