Zoom Settings for Mediators

>turn join before host “off”

>turn off direct chat between parties

>control who can share screen

>Allow participants to share their screen, but host has to allow it

> turn on breakout rooms

> enable waiting room - allows for sequential admission

>lock meeting after meeting is on (participants > more > lock meeting)

>hide email addresses and phone numbers

>ask who else might be in the room

>sometimes audio only may be best if bandwidth issues, make sure you have shared the audio call-in number with participants

>use secure wifi

>update confidentiality statements, privacy policies, expand terms and conditions, suggested agreement language here: <https://www.onlinemediators.com/pg24.cfm>

>no recording or broadcasting or sharing any information from this session without mutual consent