



# *Using Zoom for Mediations*

(DISCLAIMER: THIS SHOULD BE USED SPARINGLY AND ONLY WHEN ALL PARTIES AGREE, ACCORDING TO THE DRC STANDARDS OF CONDUCT AND PROGRAM RULES)

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# Menu

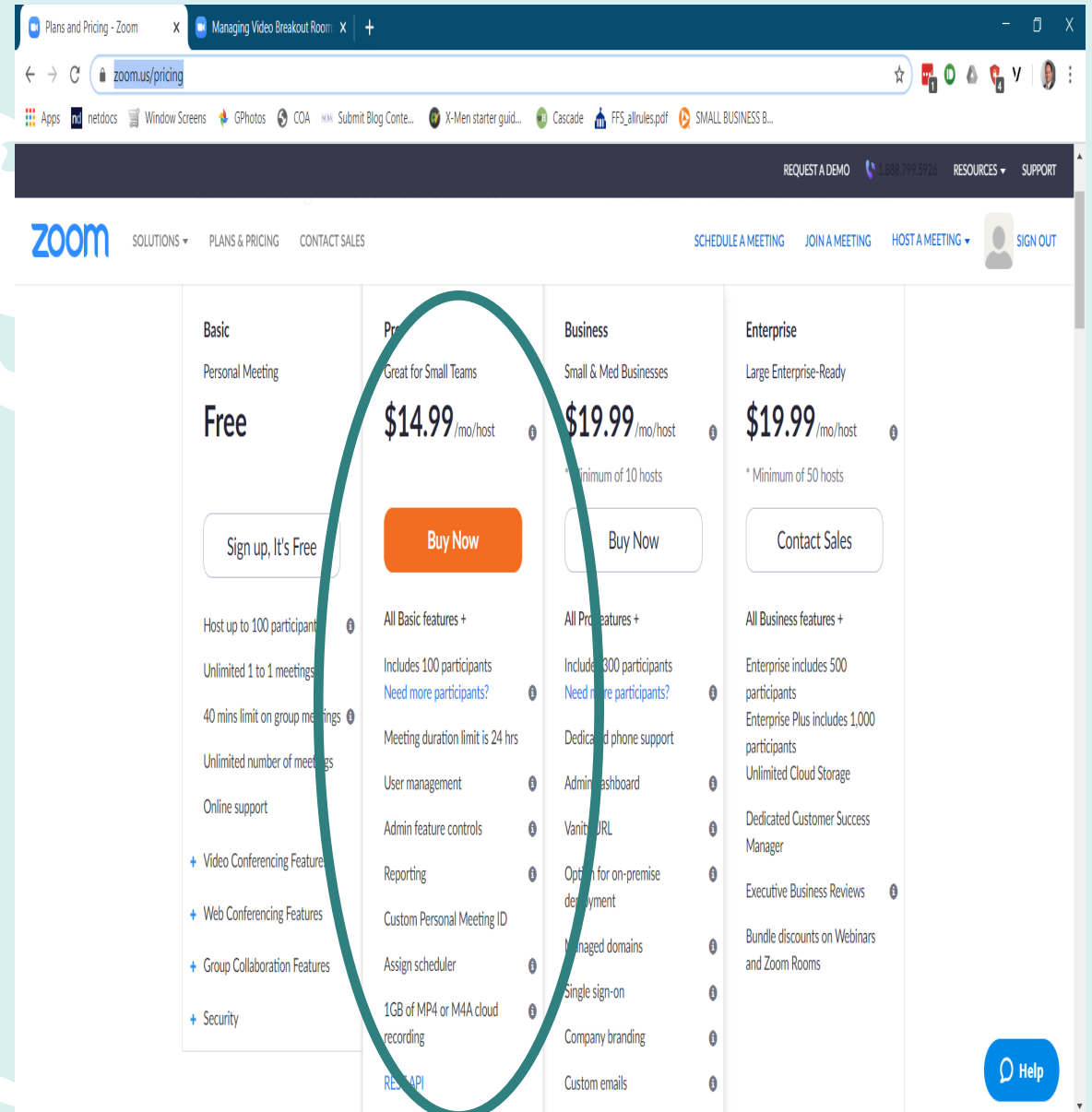
- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)
- (i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

## SETUP

- 1) Download Zoom:  
<https://zoom.us/>
- 2) Set up an account
- 3) Pay for an [upgrade](#)
- 4) Make sure you only do 'monthly' until you're positive you love it
- 5) Download Zoom App for your computer:  
Windows and Mac  
<https://zoom.us/download>

Outlook Plugin is also available

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The screenshot shows the Zoom pricing page with a teal circle highlighting the 'Pro' plan. The page lists four main plans: Basic (Free), Pro (\$14.99/mo/host), Business (\$19.99/mo/host), and Enterprise (\$19.99/mo/host). Each plan includes a list of features and a 'Buy Now' button. The 'Pro' plan is circled in teal, and its 'Buy Now' button is highlighted in orange.

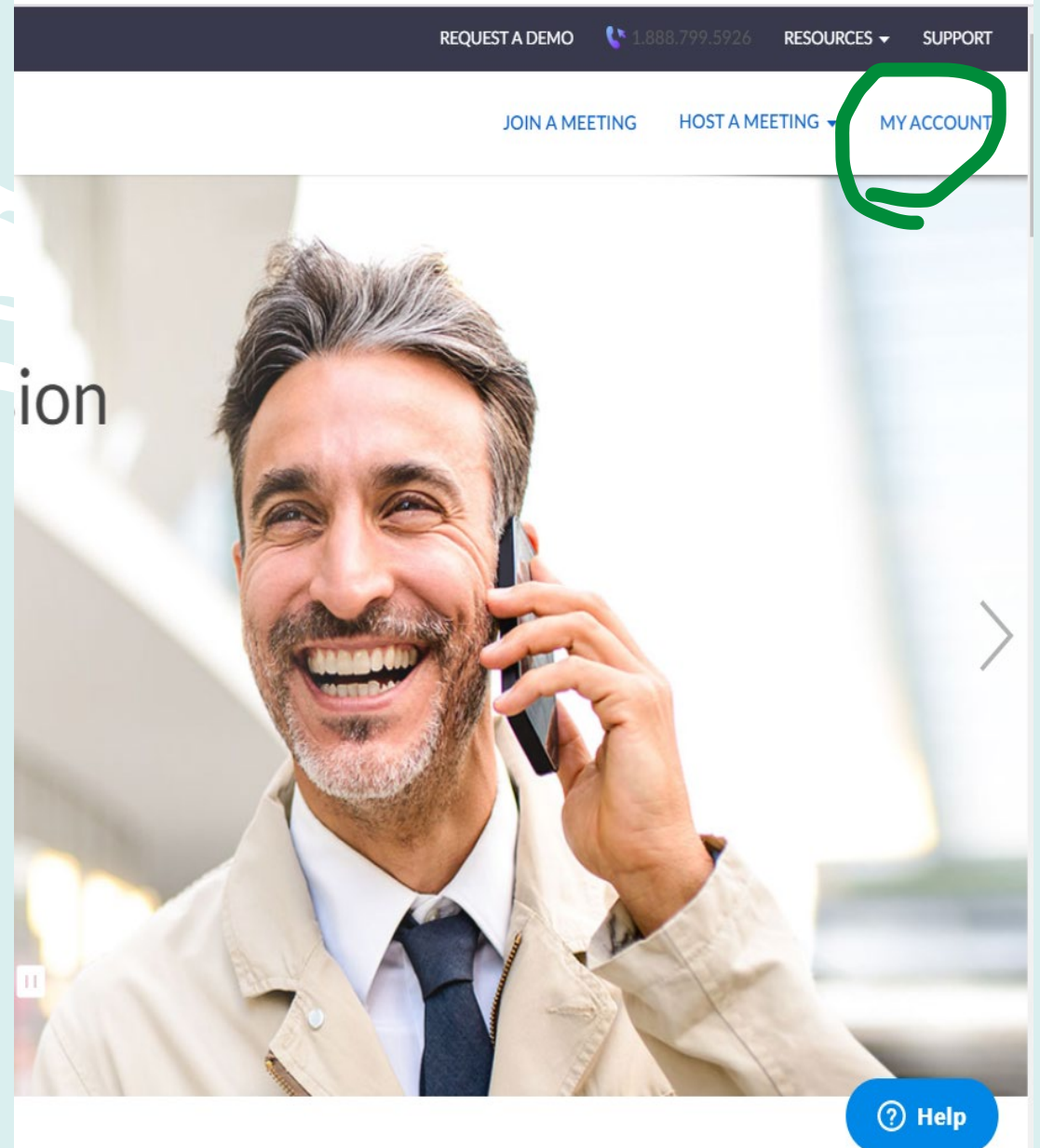
Plan	Price	Key Features
Basic (Personal Meeting)	Free	Host up to 100 participants, Unlimited 1 to 1 meetings, 40 mins limit on group meetings, Unlimited number of meetings, Online support
Pro (Great for Small Teams)	\$14.99/mo/host	All Basic features + Includes 100 participants, Meeting duration limit is 24 hrs, User management, Admin feature controls, Reporting, Custom Personal Meeting ID, Assign scheduler, 1GB of MP4 or M4A cloud recording, REST API
Business (Small & Med Businesses)	\$19.99/mo/host	All Pro features + Includes 300 participants, Dedicated phone support, Admin dashboard, Vanity URL, Option for on-premise deployment, Managed domains, Single sign-on, Company branding, Custom emails
Enterprise (Large Enterprise-Ready)	\$19.99/mo/host	All Business features + Enterprise includes 500 participants, Enterprise Plus includes 1,000 participants, Unlimited Cloud Storage, Dedicated Customer Success Manager, Executive Business Reviews, Bundle discounts on Webinars and Zoom Rooms

# *Menu*

## SETUP

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

1) Click "My Account"

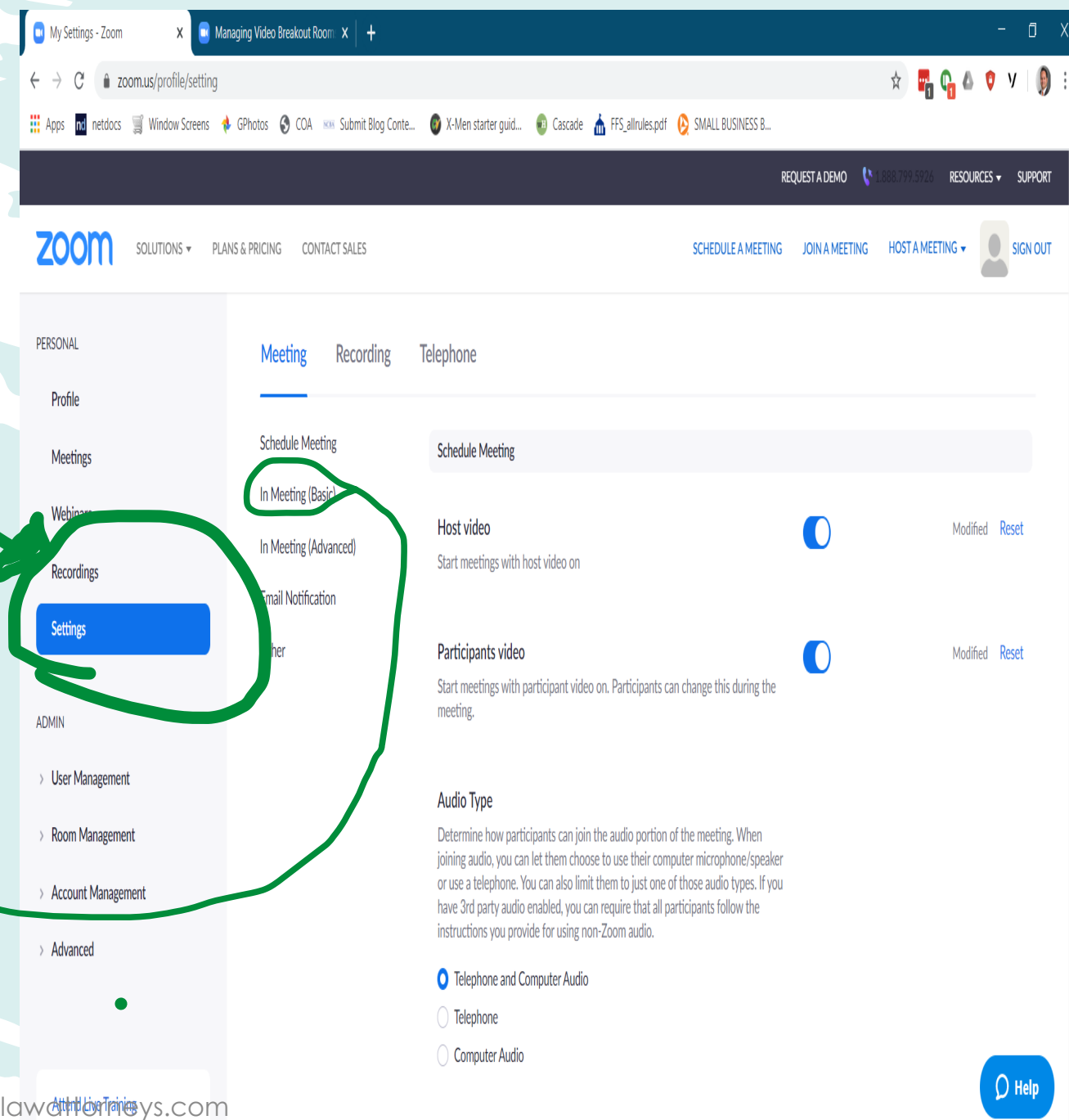


# Menu

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)
- (i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

Setup

2) Click "settings",  
Then click "In Meeting (Basic)"



# Menu

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

SETUP

Click "Allow Host to put Attendee on Hold"

INS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

REQUEST A DEMO

Co-host

Schedule Meeting Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Polling

Email Notification

Other

Allow host to put attendee on **hold**

Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting

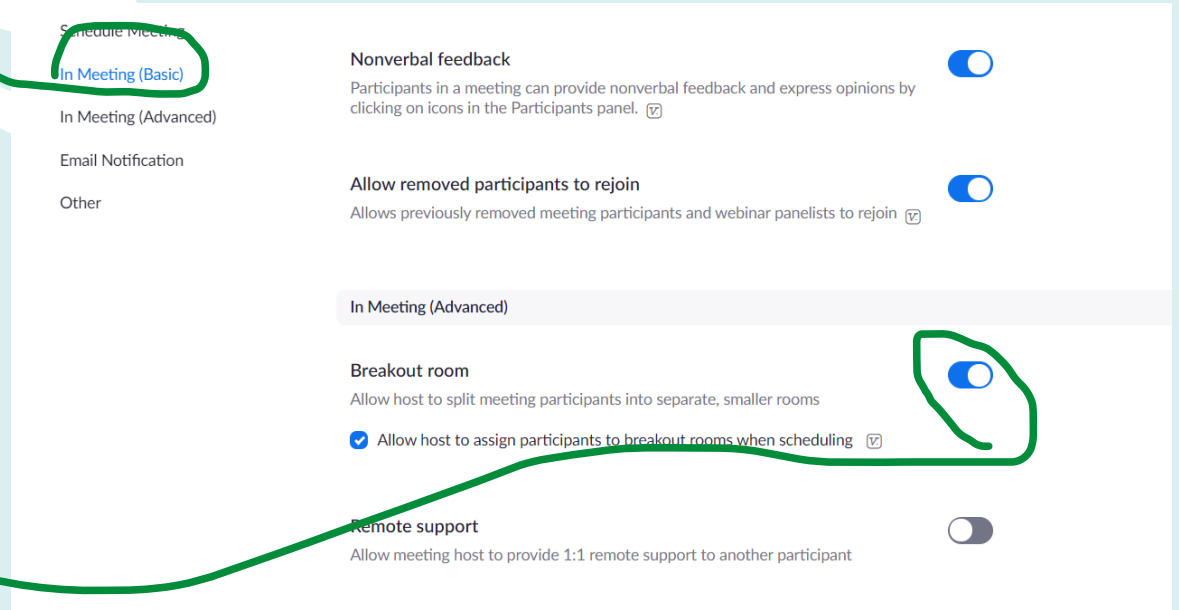
# Menu

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

SETUP

Click "In Meeting (Advanced)"

Turn "Breakout Room" On

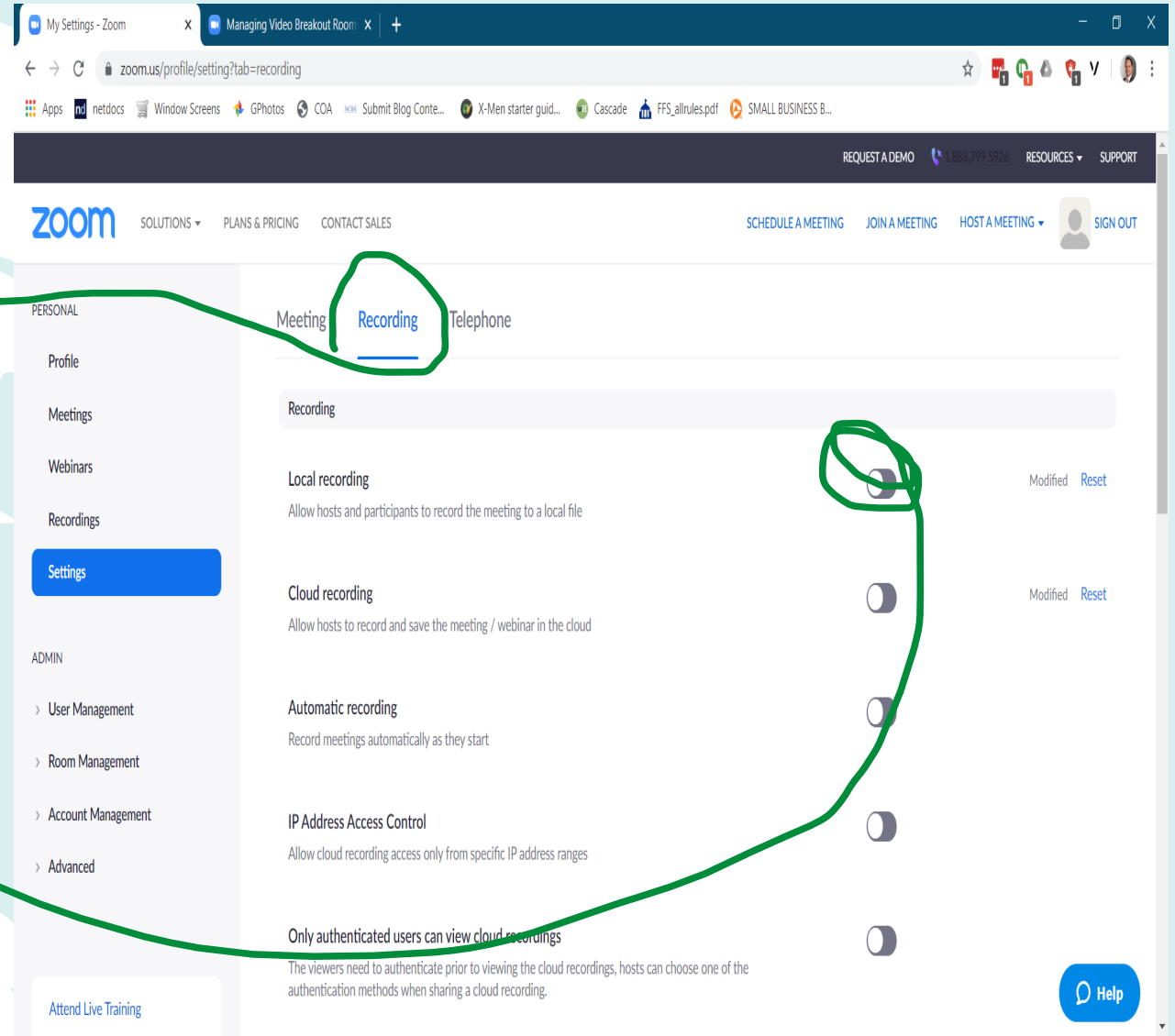


# Menu

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

Setup

Click "Recording"  
And turn "Off" all recording options.

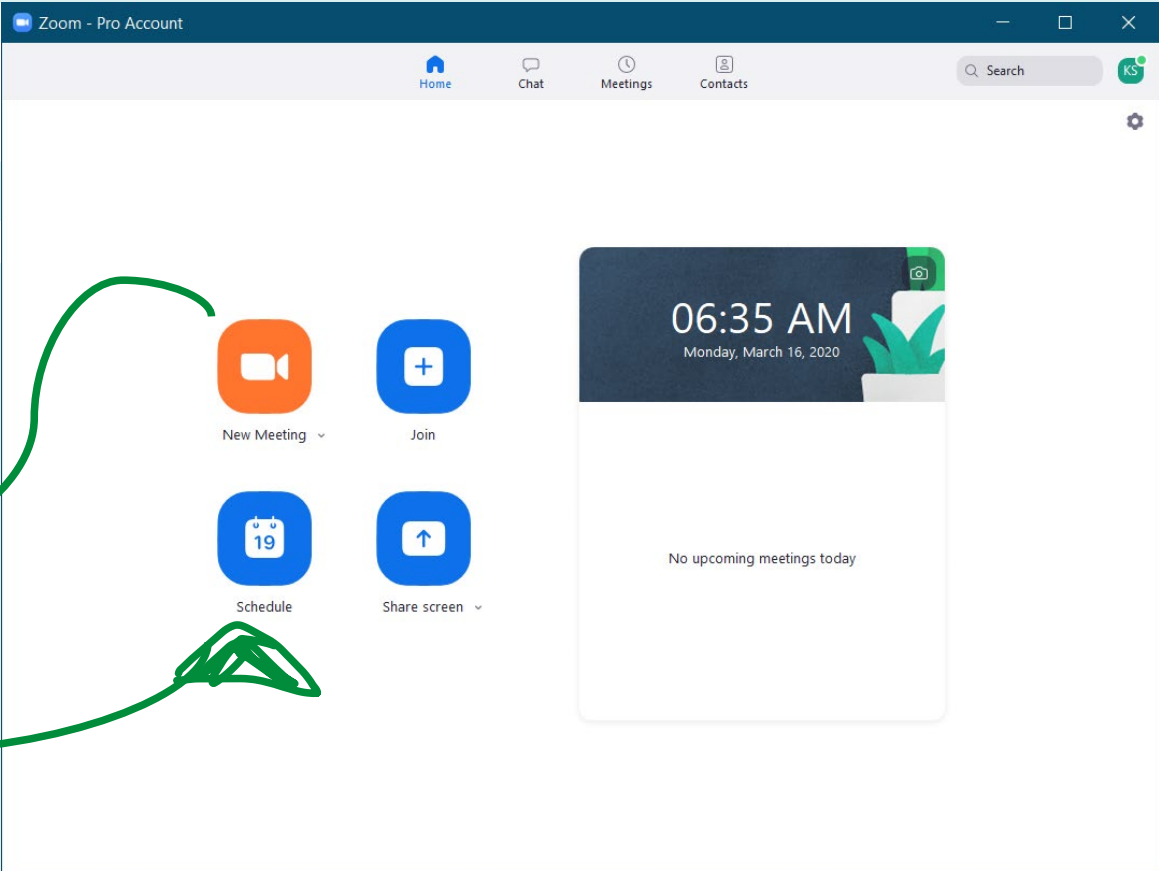


# *Menu*

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)
- (i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

START MEETING

- 1) Open "Zoom" App that you downloaded (not the webpage)
- 2) Click "New Meeting"
- 3) Or, if it's in the future, you can click "Schedule" .
- 4) If you downloaded the Outlook plugin, you can do this right from Outlook





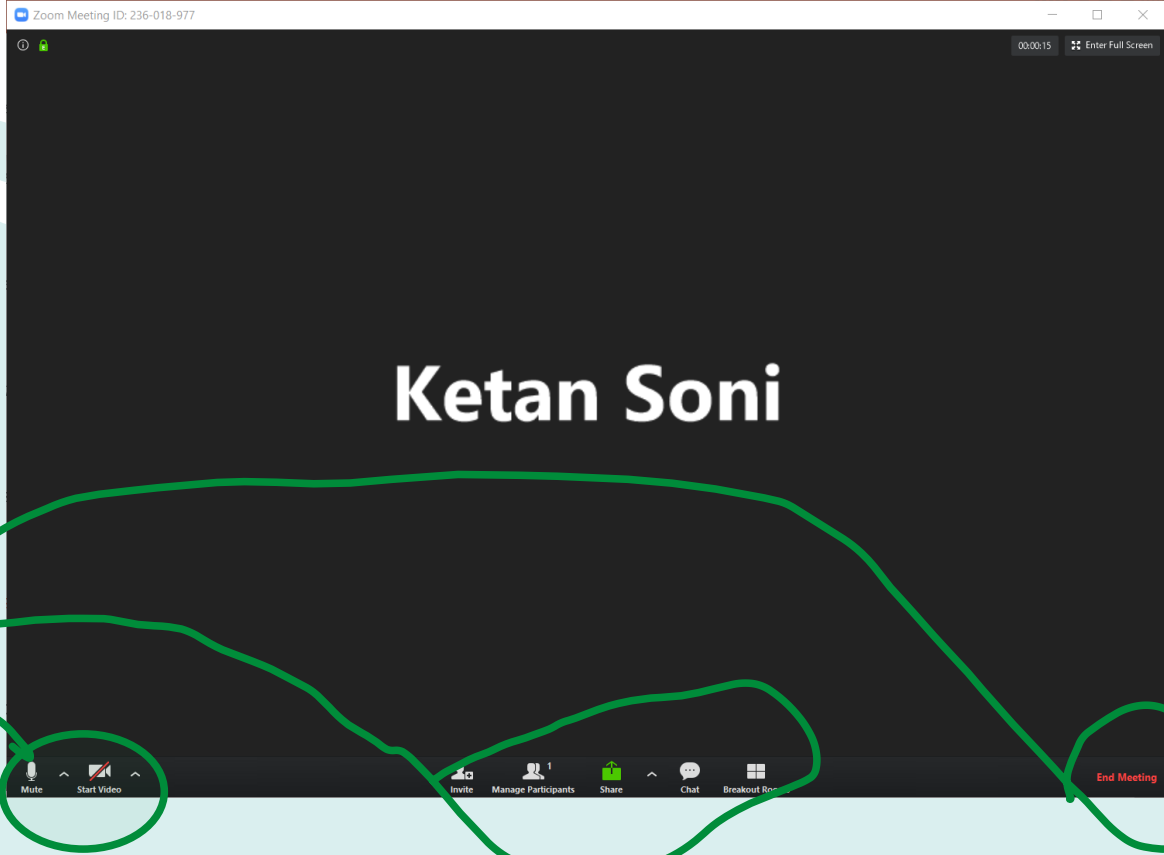
# *Menu*

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

START MEETING

This is what the start of the meeting will look like, except your video will likely be “on”.

All your “control” buttons are at the bottom.

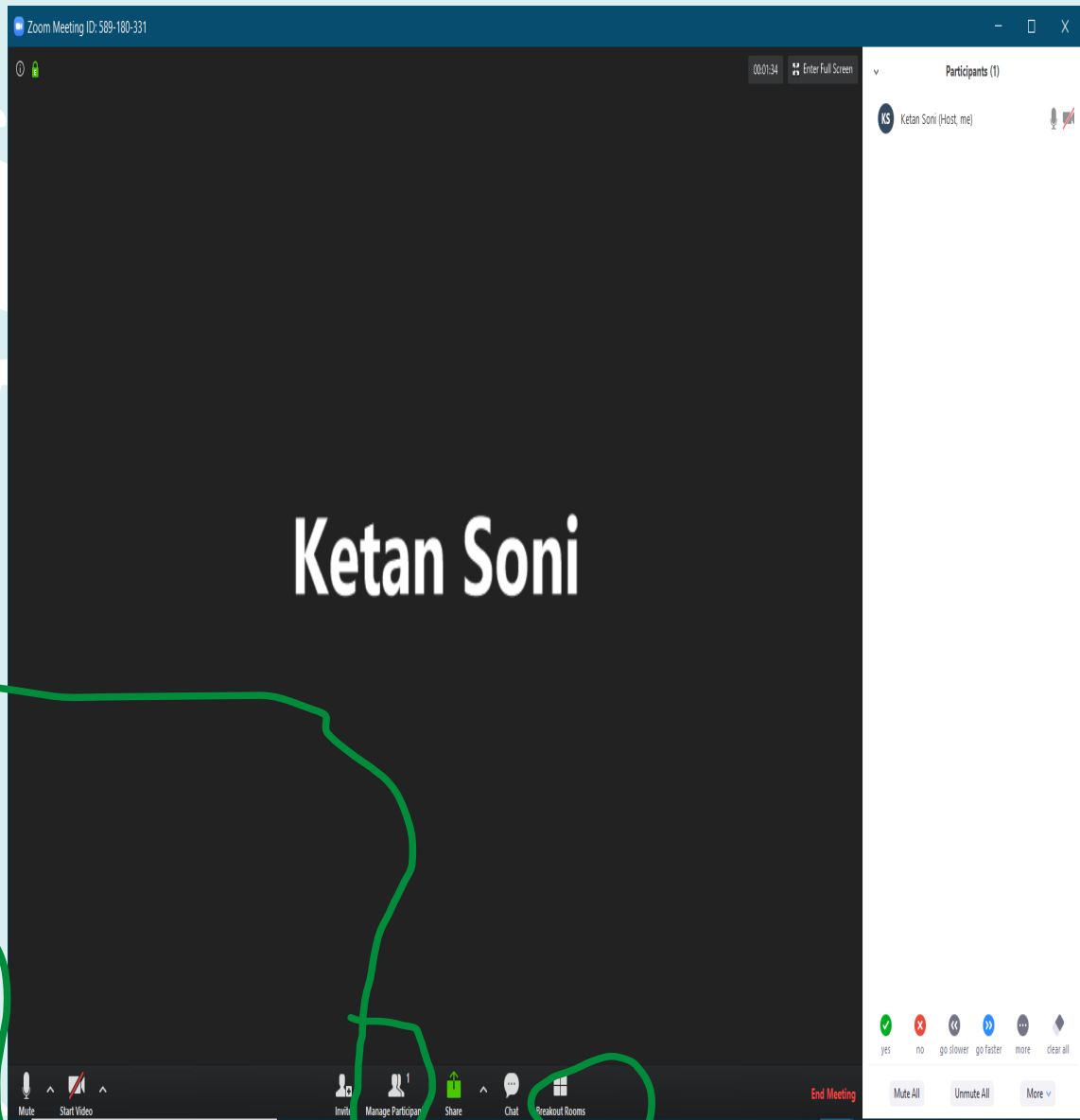


# *Menu*

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
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- E) [Consider this](#)
- F) [Resources and training](#)

BREAKOUT ROOMS

- 1) This is how you “Caucus”
- 2) Click “Manage Participants”. A box will open to the left
- 3) Click “Breakout Rooms”

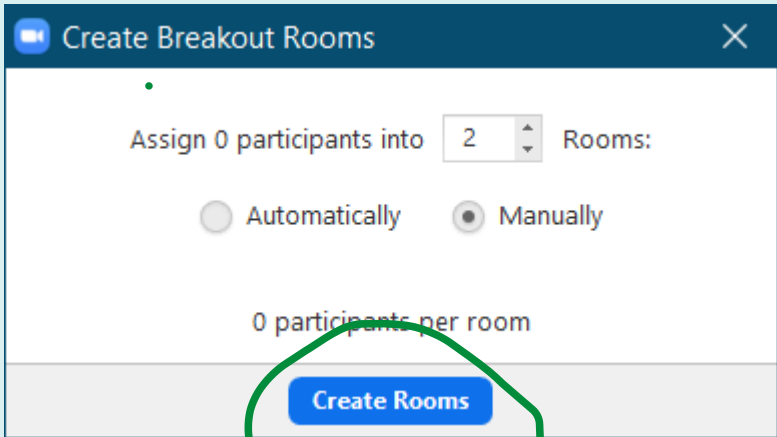


# *Menu*

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

## BREAKOUT ROOMS

- 1) This little box will pop up if you're starting the meeting right now.
- 2) You can also pre-assign breakout rooms if you schedule this in advance, or through outlook
- 3) Click at least "2" rooms, then click "Create Rooms"



# Menu

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

BREAKOUT ROOMS

1) This box will pop up. Here is where you can “assign” people once the meeting starts (or beforehand if you scheduled beforehand)

2) Also, click “Options” to prevent people from going back into the main room on their own.

The screenshot shows the Zoom Breakout Rooms interface. At the top, there are two breakout rooms listed: 'Breakout Room 1' and 'Breakout Room 2', each with an 'Assign' button. A green arrow points from the 'Assign' button in the first room to the text in the first instruction box. Below the room list is a control bar with buttons for 'Recreate ^', 'Options ^', 'Add a Room', and 'Open All Rooms'. A green circle highlights the 'Options ^' button, with a green arrow pointing from the text in the second instruction box to it. Below the control bar is a settings panel with several options:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after:  minutes
  - Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer:  seconds

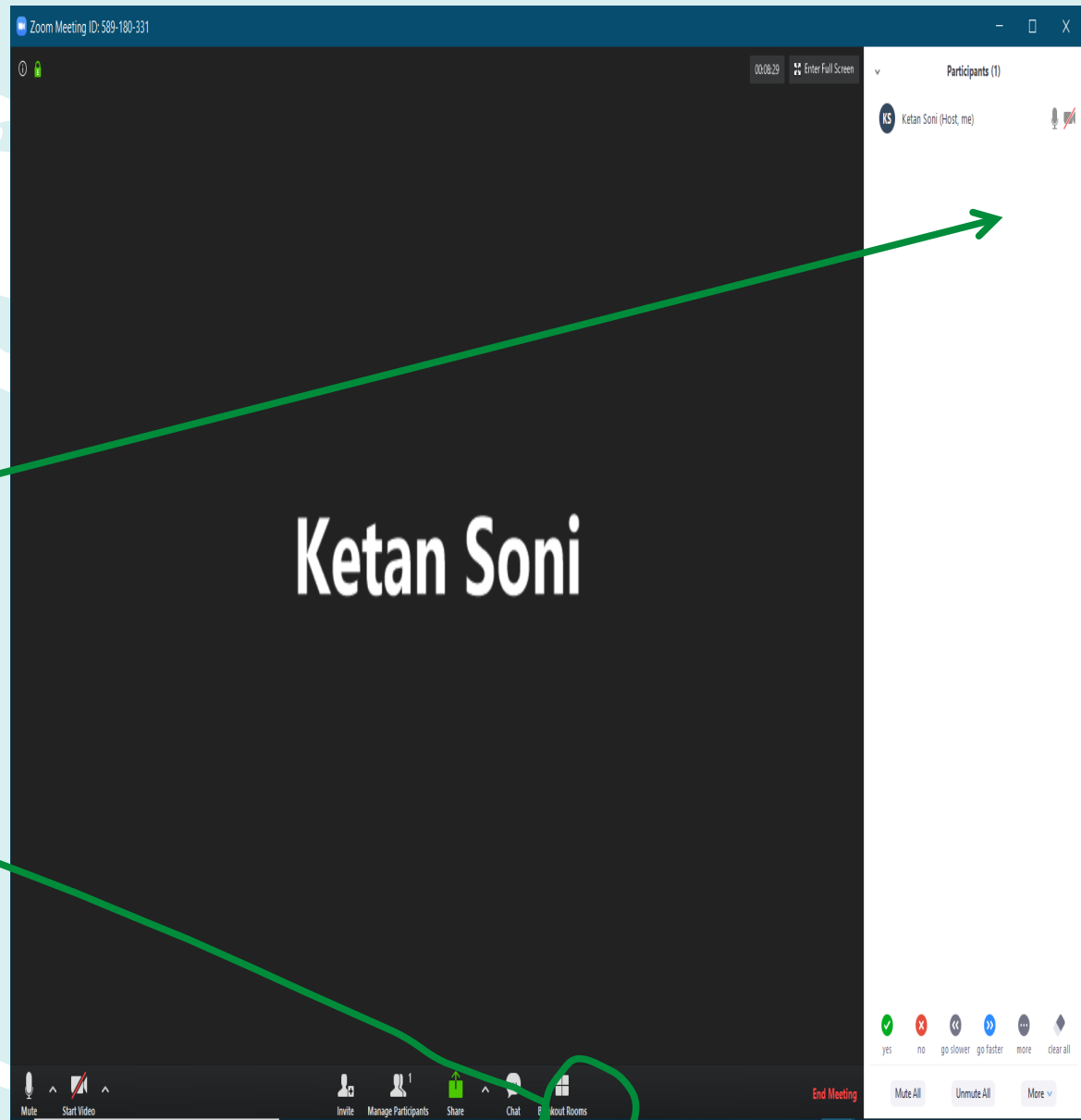
# *Menu*

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
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- E) [Consider this](#)
- F) [Resources and training](#)

## BREAKOUT ROOMS

In the “Main” window, as participants join on the right, you can “assign” them to a particular breakout room

When everyone has entered Zoom, click “Breakout Room” and then click “Open Rooms”



# *Menu*

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)
- (i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

## BREAKOUT ROOMS

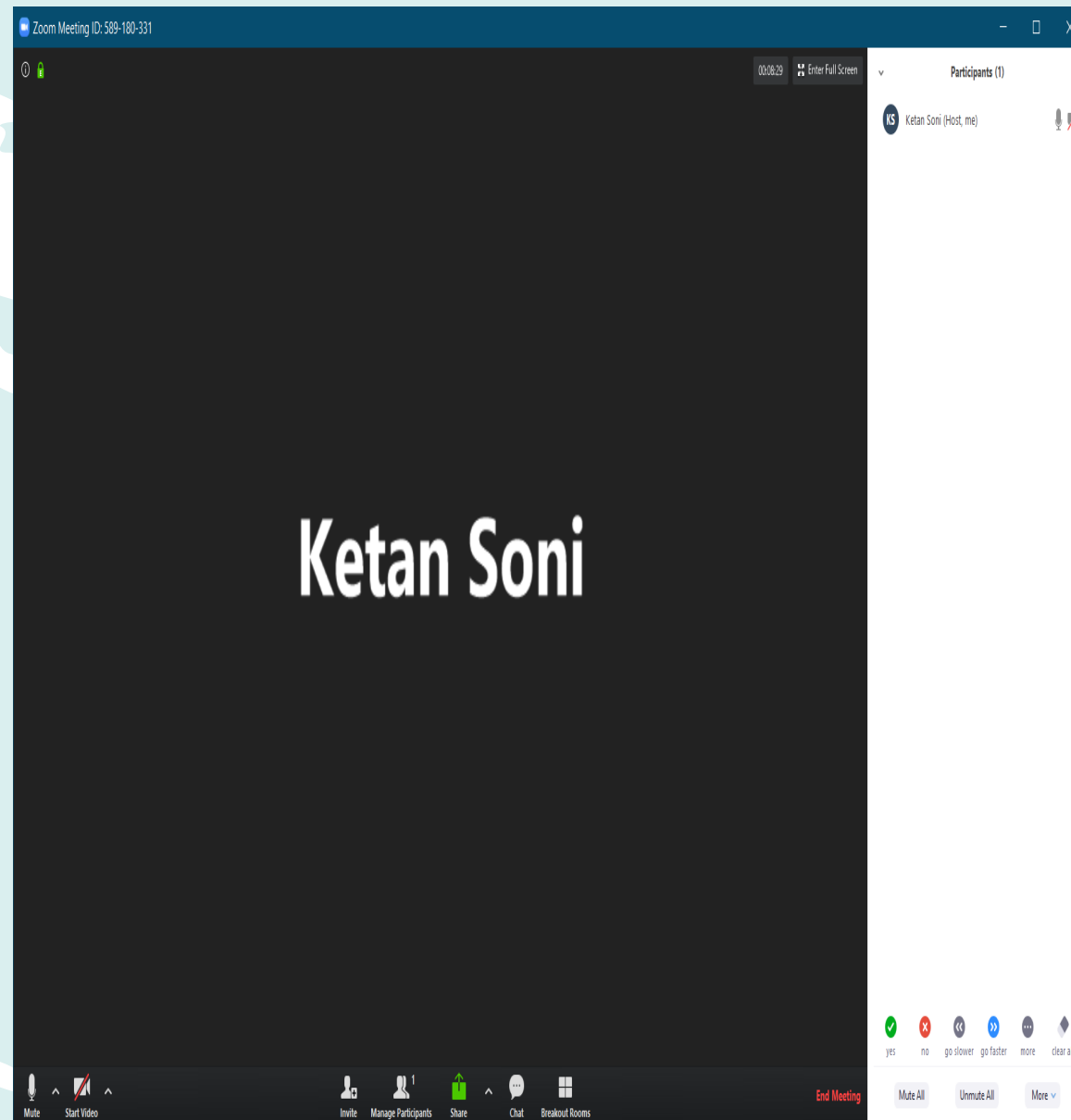
You, as the host, can move between either “Breakout Room”

You can also “Close Rooms” to move everyone back to one big screen share

After you “Close Rooms”, you can create new Breakout Rooms if necessary

You can also simply keep the old Breakout Rooms open, and move participants between each space.

Here is a link to more info:  
<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

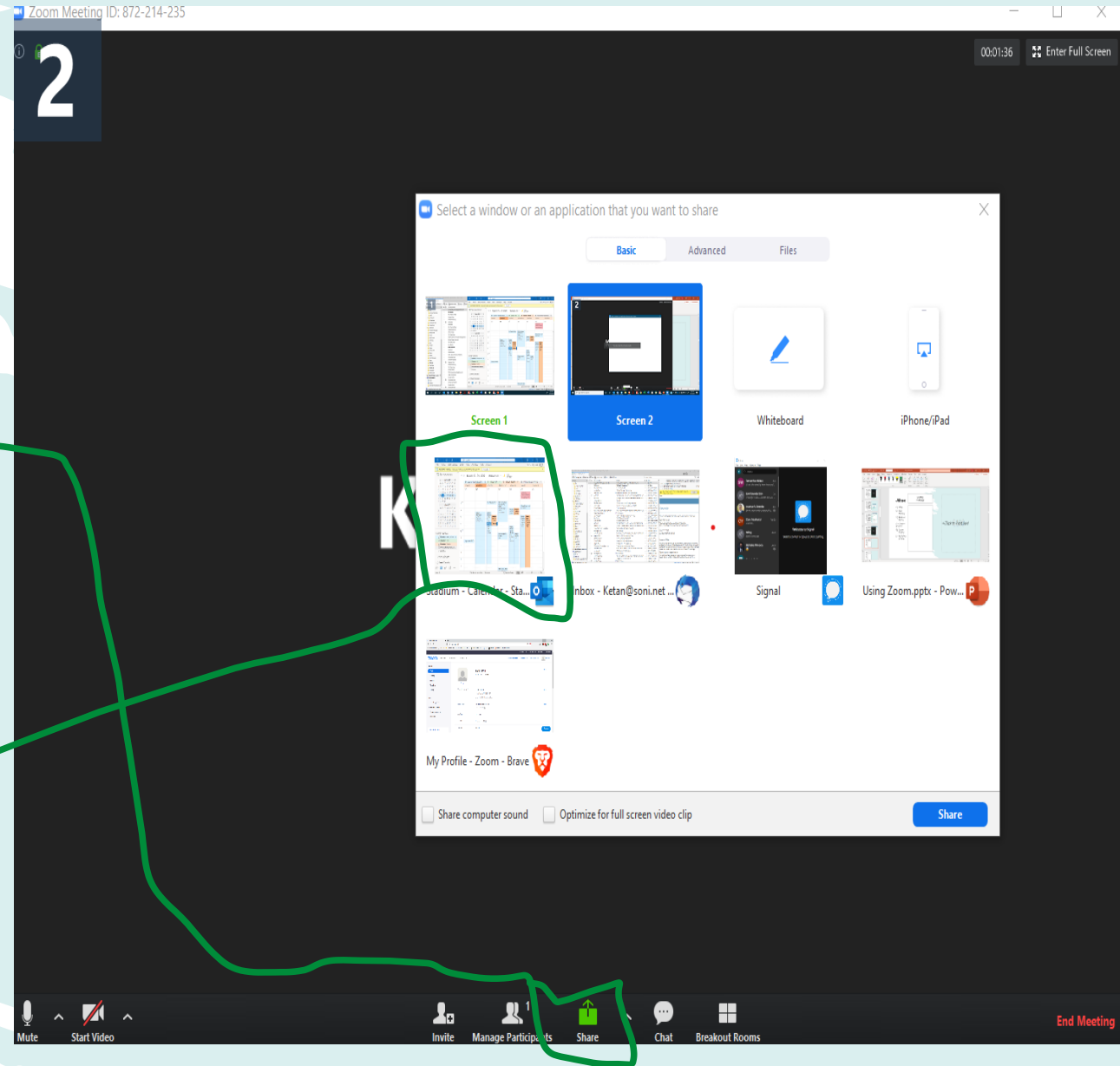


# Menu

- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
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- E) [Consider this](#)
- F) [Resources and training](#)

## SCREEN SHARING

- 1) Click on "Share"
- 2) This box pops up
- 3) Click on either "Entire Computer", **OR** you can pick the particular program you want to share (i.e. only "Calendar" or "MS Word")



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- A) [Setup](#)
- B) [Start Meeting](#)
- C) [Breakout Rooms](#)  
(i.e. Caucus Spaces)
- D) [Screen Sharing](#)
- E) [Consider this](#)
- F) [Resources and training](#)

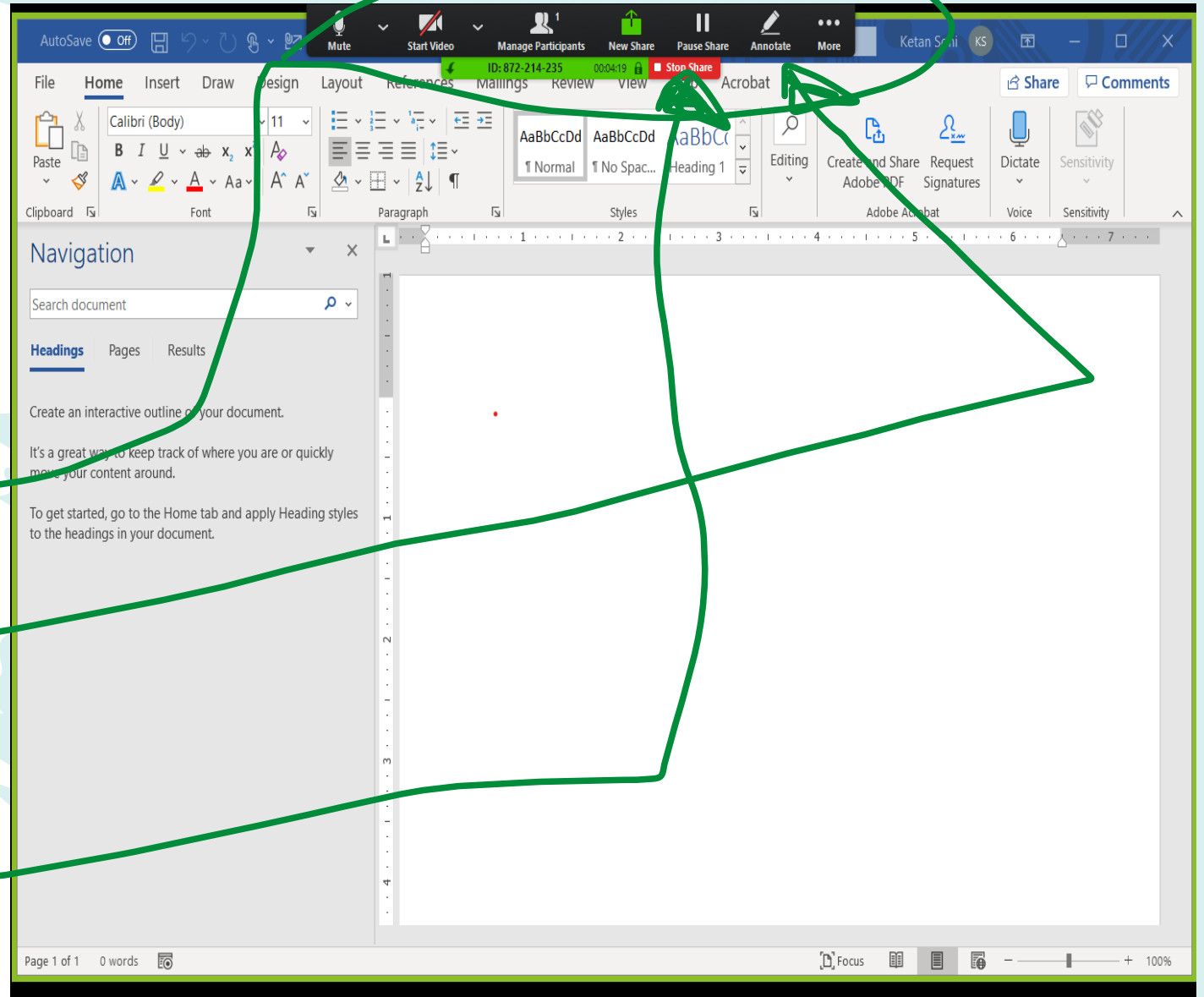
## SCREEN SHARE

This is what it looks like.

The controls are at the top

You can annotate, as well as allow others to annotate.

Click “stop share” to discontinue the screen share





# *Points to Consider*

- 1) The “desktop version” has the most features. It’s free for your participants to download
- 2) This will work on an iPhone and an Android phone, but with fewer features
- 3) Have a decent internet connection. I would avoid using your phone hotspot
- 4) The “web app” works, but also has some limitations on features. Don’t do that. Download the client. It’s a fast download.
- 5) Try it with friends for 5 minutes before jumping right into it.

# ***ZOOM Resources***

- Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
- Meeting Controls: <https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->
- Have someone else schedule a meeting in Outlook for you:
- [https://www.youtube.com/embed/92qdytsYZPg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/92qdytsYZPg?rel=0&autoplay=1&cc_load_policy=1)