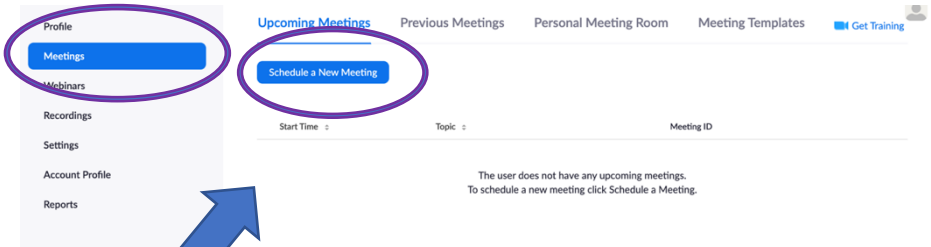


How to Set-Up a Zoom Meeting:

1. When logged into Zoom, you will see a screen like this. Click on the “Meetings” button on the left side of your screen.



2. Then click “Schedule a New Meeting.”
3. Give your meeting a Topic.
Set the Time, Duration & Time Zone.

A screenshot of the 'Schedule a Meeting' form in Zoom. The form is titled 'My Meetings > Schedule a Meeting' and 'Schedule a Meeting'. It contains several fields: 'Topic' with the value 'My Meeting', 'Description (Optional)' with the placeholder 'Enter your meeting description', 'When' with the date '04/02/2020', time '4:00', and 'PM', 'Duration' with '1' hour and '0' minutes, and 'Time Zone' with '(GMT-5:00) Central Time (US and Canada)'. There is also a checkbox for 'Recurring meeting' which is currently unchecked.

Notes:

- (A) As the host, you can open the meeting before your scheduled time. Only after you are logged-in can participants join.
- (B) If you are using the same Zoom account across your organization, you can only have one meeting running at a time.

This scheduling function is an internal function—it’s not going to prevent someone from starting a new meeting, even if another one is running; it will instead just end the meeting that is in progress. So, the entire organization should be aware of this usurping function and be cognizant of when they log-in.

Also, whoever is scheduling the mediation should include an adequate buffer time between uses.

4. Consider the Different Meeting Options.
We suggest:

- a. Keep Meeting ID as “Generate Automatically.”
- b. Click “Require Meeting Password.”
- c. Click Video “On” for both Host and Participant.
- d. Click “Both” for audio access.

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 664-854-4499

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

5. Recommendations:

- a. Enable waiting room.
 - i. This allows participants to wait separately, rather than awkwardly waiting with you for everyone to log-in.
 - ii. Process is streamlined.

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

6. Considerations:

- a. Mute participants upon entry.
 - i. Best if you expect a bigger group, or if you expect a lot of background noise.

Alternative Hosts

7. Do not recommend:

- a. Enable join before host.
 - i. This allows participants to join beforehand. It is best if you arrive first.
- b. Record the meeting automatically.
- c. Only authenticated users can join.
 - i. Participants have to enter in extra information to join; this step adds more work and is not necessary.



8. If you are co-mediating, consider adding your co-mediator to be an alternative host.

9. Click Save.

10. To invite participants, there are three main options:

(A) Click “Copy Invitation.” [Recommended]

- i. Pros:
 - 1. Technological back-up is ready. (Meeting ID available to dial in via phone.)
 - 2. Once you copy the invitation and paste it into an e-mail, you can edit it to make it more personal and/or add more specific information.
- ii. Cons:
 - 1. Takes a couple of extra steps. See Step 11.

(B) Simply copy the URL link and send it out.

- i. Pros:
 - 1. Simple and easy.
 - 2. If you know the person has used Zoom before and you know they will be joining via computer, then you can just send the URL link.
- ii. Con:
 - 1. If there are technological difficulties, there is no safety net.

Q: Why is the Meeting ID important?

A: It’s helpful to include in case someone prefers to call-in, or if their technology isn’t working. A person dialing by phone would simply call the listed number and join the Zoom call by entering the Meeting ID number.

(C) Set-up through your Outlook or Yahoo calendar.

- i. Pros:
 - 1. Outlook adjusts to the time zones for people accordingly.
- ii. Cons:
 - 1. Not everyone uses Outlook or Yahoo calendars.

The screenshot shows a Zoom meeting invitation page for a meeting titled "Mediation". The page includes a "Start this Meeting" button, a "Topic" field with the value "Mediation", and a "Description" field with the value "How to set-up a Zoom Mediation". The "Time" field shows "Apr 3, 2020 09:00 AM Central Time (US and Canada)". Below the time field, there are two buttons: "Add to Outlook Calendar (.ics)" and "Add to Yahoo Calendar". A purple oval labeled "C" encircles these two buttons. The "Meeting ID" field shows "599-816-758". The "Meeting Password" field shows "× Requires meeting password". Below the password field, there is a "Join URL" field with the value "https://mitchellhamline.zoom.us/j/599816758". A purple oval labeled "B" encircles this URL. To the right of the URL field, there is a "Copy the invitation" button. A purple oval labeled "A" encircles this button.

11. The “Copy Meeting Invitation” includes more information than needed. Here are some recommendations:
- a. After you’ve pasted the invitation into an e-mail, click “enter” after the URL link so that it becomes a hyperlink.
 - b. Delete Meeting ID number below the “Join Zoom Meeting.” Instead, keep the Meeting ID number listed below the phone numbers. (No need to list the Meeting ID number twice.)
 - c. Delete One Tap Mobile numbers. (They’re unnecessary.)
 - d. Leave all other phone numbers.

The screenshot shows a Zoom meeting invitation titled "Copy Meeting Invitation" with a close button (X) in the top right corner. The invitation content is as follows:

Meeting Invitation

Topic: Mediation
Time: Apr 3, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://mitchellhamline.zoom.us/j/599816758>

Meeting ID: 599 816 758

One tap mobile
+13126266799,,599816758# US (Chicago)
+16465588656,,599816758# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US

Meeting ID: 599 816 758

Annotations on the screenshot include:

- A blue box highlights the "Copy Meeting Invitation" title.
- A blue box highlights the "Join Zoom Meeting" link.
- A blue box highlights the "Meeting ID: 599 816 758" text.
- A blue box highlights the "One tap mobile" numbers.
- A blue box highlights the "Dial by your location" numbers.
- A blue box highlights the "Meeting ID: 599 816 758" text at the bottom.
- A purple callout box with an arrow pointing to the link says "Press 'enter' after link".
- A purple callout box with an arrow pointing to the "Meeting ID: 599 816 758" text says "Keep this Meeting ID #".
- A white "Delete" button is positioned over the "One tap mobile" numbers.

At the bottom of the invitation, there are two buttons: "Copy Meeting Invitation" (blue) and "Cancel" (white).

Zoom Mediation Security Recommendations

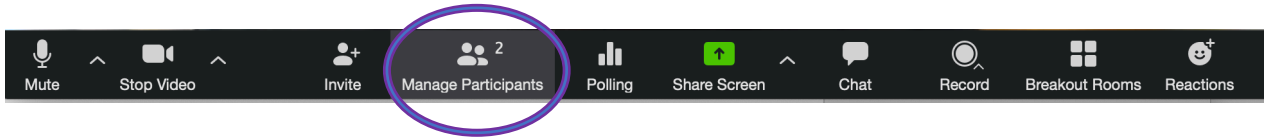
- (A) Use a password to join meeting. (See Step 4.)
- (B) Lock meeting after all participants have joined.

Q: Why Lock the Meeting?

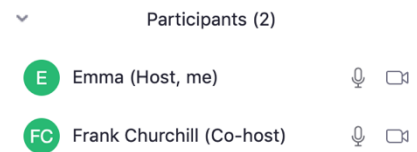
A: There has been news that people have been joining Zoom meetings without permission (sometimes sharing illicit material). Locking the meeting ensures that no one else who has the link can join your meeting.

How to Lock a Meeting:

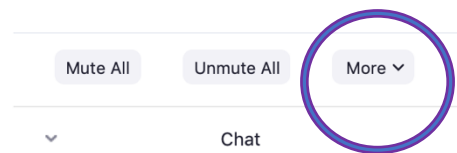
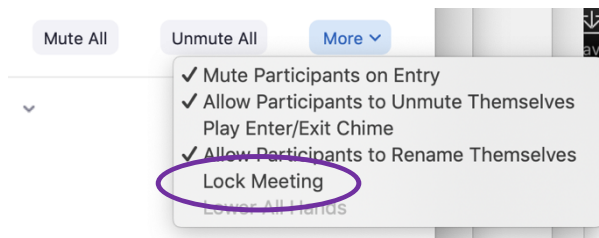
1. Go to Manage Participants and click on the icon.



2. On the right side of your screen, you will see all participant names pop-up. In the middle of that window you will see a “More” button. Click on that.



3. The drop-down window will then give you an option to “Lock Meeting.” Click on that.



4. Click “Okay.” The meeting is then locked. To unlock, simply go back to the “More” drop down window and click “Unlock Meeting.”

