



SAN DIEGO COUNTY
BAR ASSOCIATION®

Zoom Tutorial:

How To Use Zoom for Online Meetings, Collaboration, Depositions and Mediations



<https://www.sdcbalawandtech.org/wfh-resources/>

Use Cases for Legal

- Remote depositions
- Meetings with clients, co-counsel, or opposing counsel
- Remote testimonies
- Virtual mediation
- Administrative and internal meetings



Choose Your Plan

- Zoom Free:
 - unlimited number of meetings
 - capped at 40 minutes in length
 - meetings can't be recorded.
- Zoom Pro:
 - \$14.99 per month
 - create personal meeting IDs for recurring meetings
 - record meetings in the cloud or your device
 - capped at 24 hours duration for a meeting
- Zoom Business:
 - \$19.99 per month
 - branding
 - transcripts of meetings recorded in the cloud
 - dedicated customer support



Security Features for Meeting Host

- Schedule meetings with password
- Start a meeting (with password) / End a meeting / Lock a meeting
- Enable waiting room or wait-for-host to join
- Chat with a participant or all participants
- Mute/un-mute a participant or all participants
- Expel a participant or all participants
- Enable/disable a participant or all participants to record
- Temporarily pause screen-sharing when a new window is opened

<http://d24cgw3uvb9a9h.cloudfront.net/static/23063/doc/Zoom-Security-White-Paper.pdf>



Before starting a meeting....

You should be able to see my screen movements and hear my voice - if you cannot hear me, please call into the meeting using the call-in details in your appt.

Headphones and Mic

- Do not use computer microphone and speakers
- Get a dedicated headset
 - With a boom
 - Without a boom but designed for phone calls
 - Wired or Bluetooth?
- Logitech USB Headset H390 with Noise Cancelling Mic (\$30)
- BlueParrott B450-XT Noise Cancelling Bluetooth Headset (+/- \$120)
- Bose 700 - Noise Cancelling Wireless Bluetooth Headphones (\$400)



Your Environment

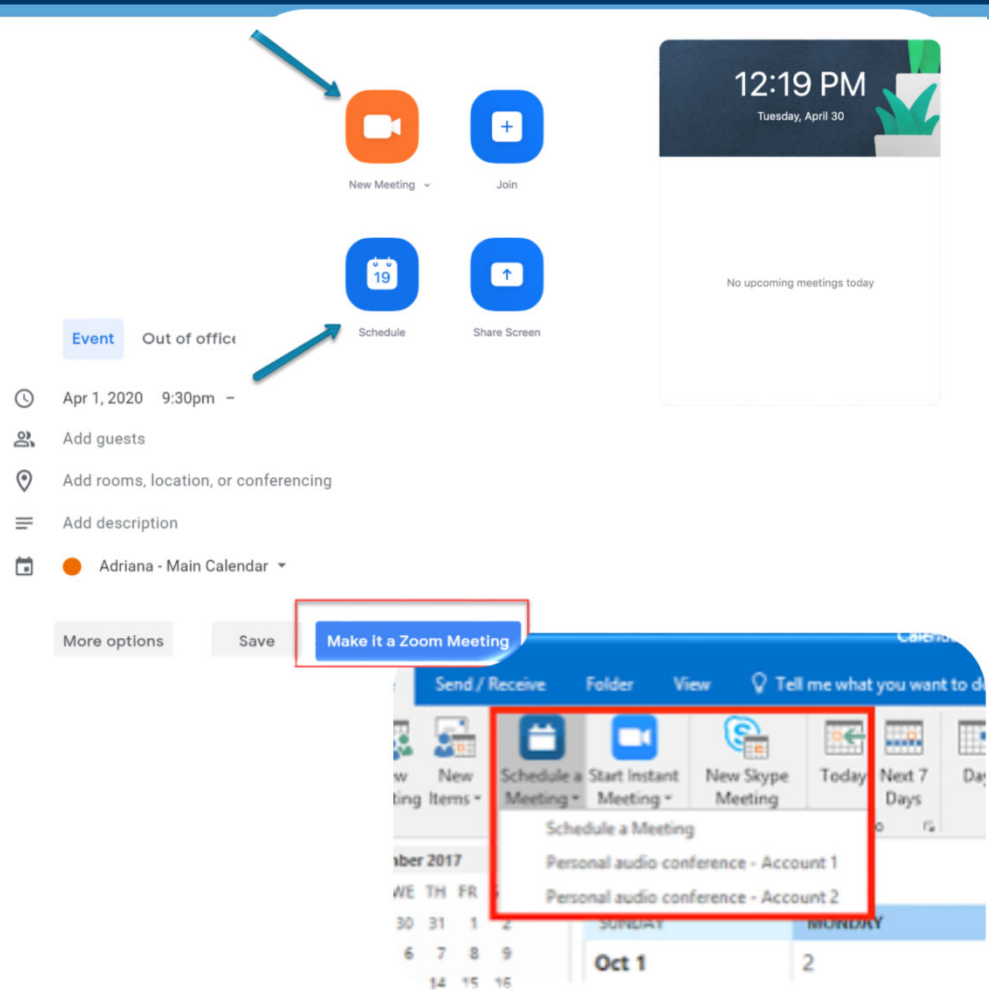


- Present a professional, tidy and quiet environment
- Not possible? Order a green screen (or DIY!)
 - \$50 kit on Amazon
 - \$130 collapsible screen on Amazon
 - A green sheet or blanket will do!
- OR do not use video



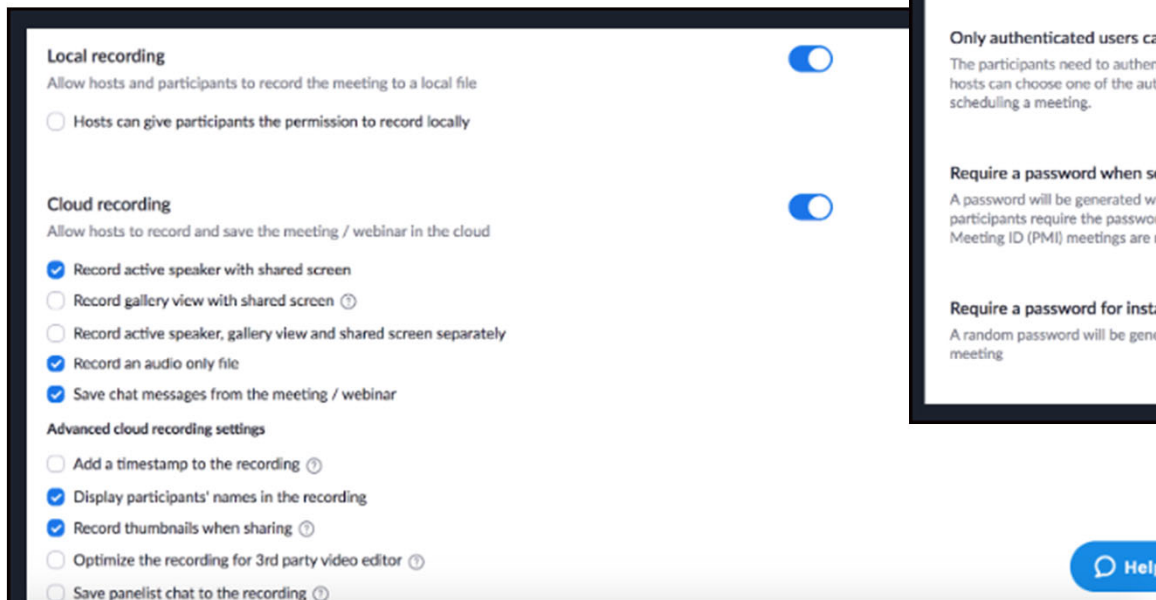
Creating and Inviting to Zoom Meetings

- Options:
 - Via the Zoom app
 - "New Meeting," or "Schedule Meeting" to book a Zoom meeting for the future
 - Calendar client (Outlook, Gmail)
 - @Zoom.us
- Sync Zoom to your calendar
 - Consider privacy
 - Settings > Meetings > Synced Calendars





Review Settings



Local recording

Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Cloud recording

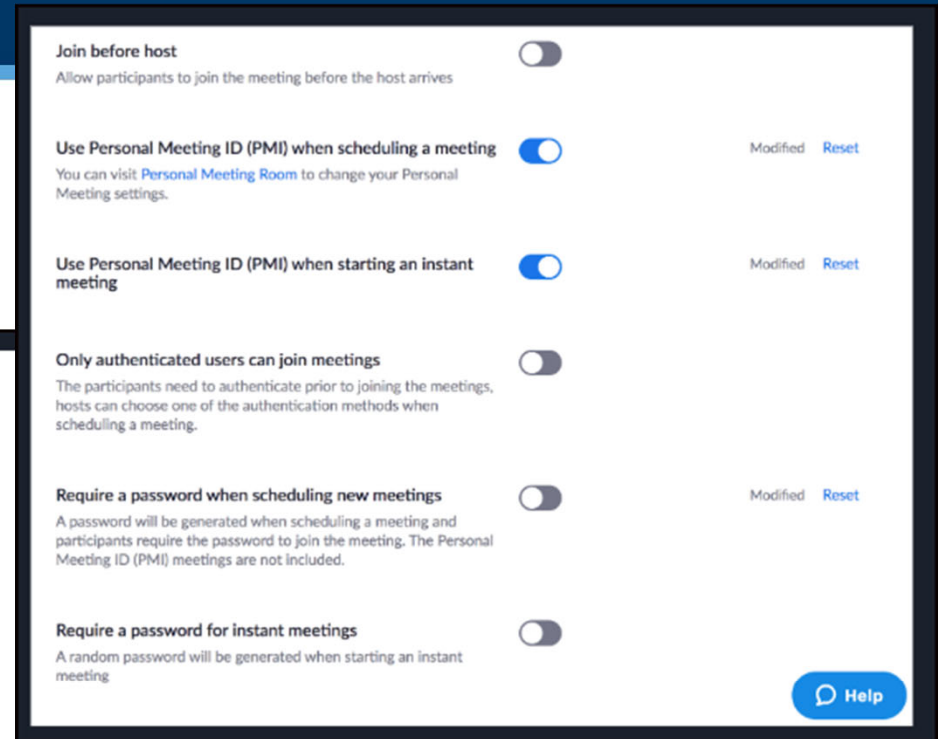
Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ⓘ
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording ⓘ
- Display participants' names in the recording
- Record thumbnails when sharing ⓘ
- Optimize the recording for 3rd party video editor ⓘ
- Save panelist chat to the recording ⓘ

[Help](#)



Join before host

Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting Modified [Reset](#)

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting Modified [Reset](#)

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Require a password when scheduling new meetings Modified [Reset](#)

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings

A random password will be generated when starting an instant meeting

[Help](#)

- You probably want to turn these features off to avoid parties from using it. It's critical in your opening statement you make it clear they cannot record



Suggested Settings:

- Turn join before host “off”
- Control who can share screen
 - Allow participants to share their screen, but host has to allow it
- Lock meeting after meeting is on
- Sometimes audio only may be best if bandwidth issues, make sure you have shared the audio call-in number with participants
- Turn on breakout rooms
- Enable waiting room

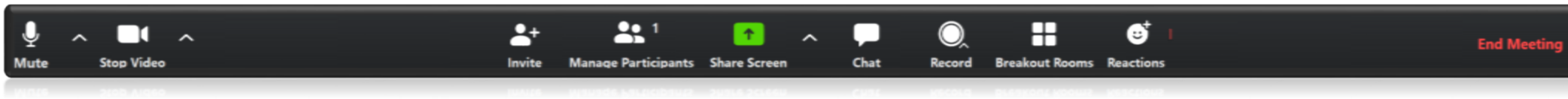
Zoom meeting,
audio only



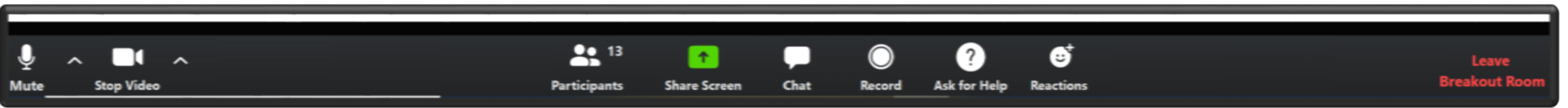
Zoom meeting
with video



Host Controls

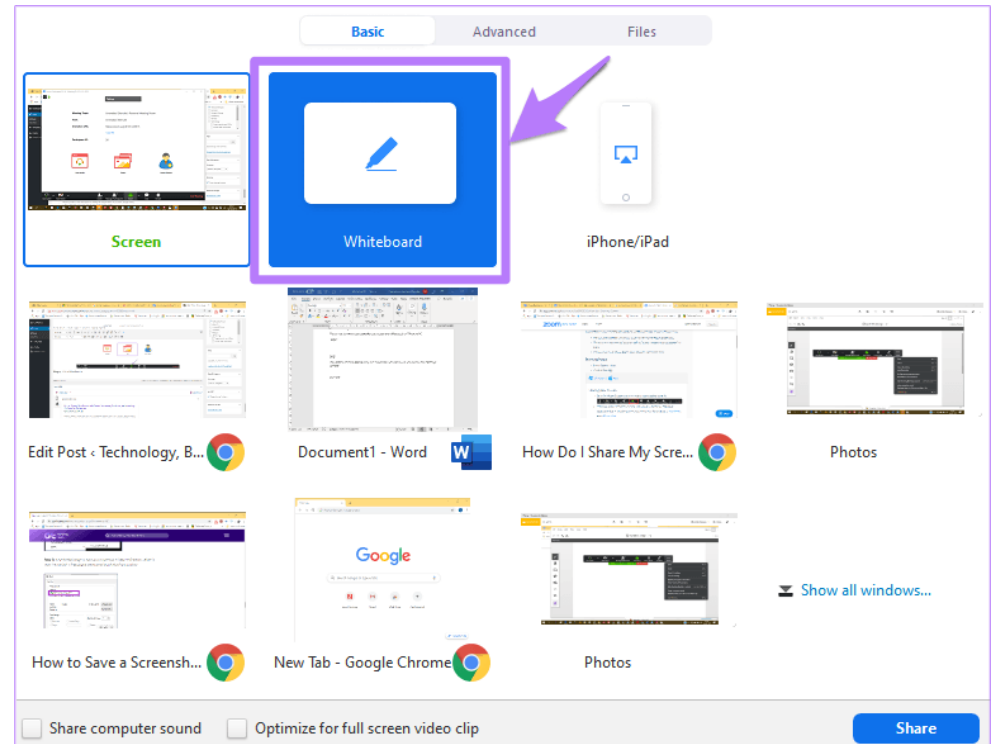


Participant Controls



Sharing Screens and Whiteboards


- Decide if you want screen sharing
- Clean your desktop for screen sharing. Make sure it is presentable as everyone may see it.
- Silence computer notifications and alerts




The Waiting Room

- Enable the waiting room when setting up the mediation.
- You can brand the waiting room with your logo on the paid level
- If you decide not to utilize a waiting room be sure to slide “enable meeting before host” to OFF
- Admit parties into general session and then into breakout rooms if needed

Waiting room

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. 

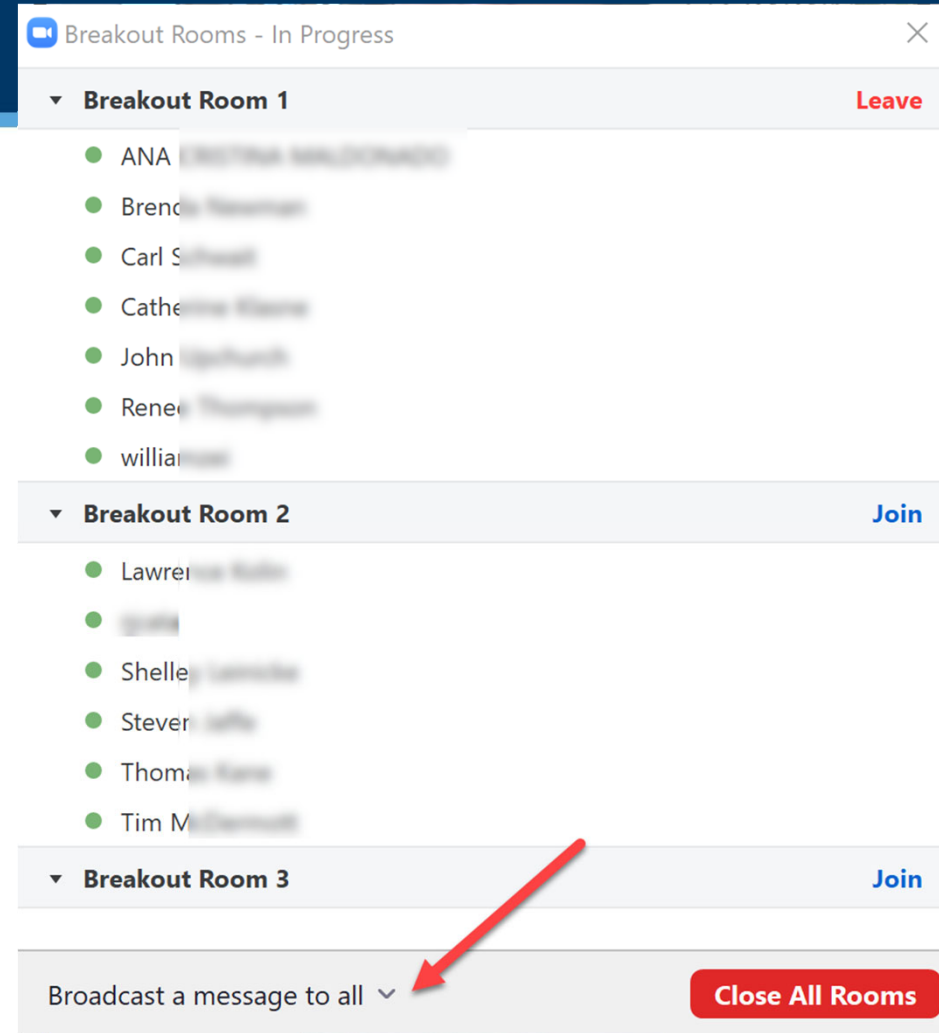
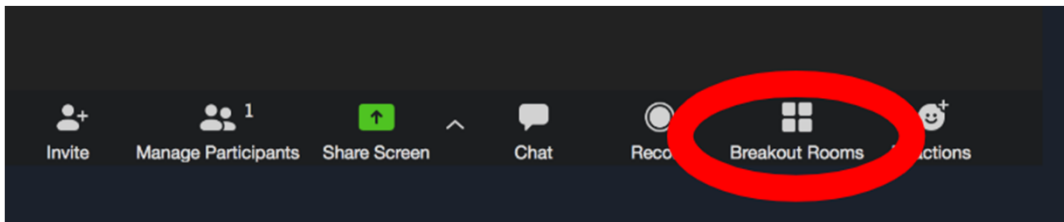
Choose which participants to place in the waiting room:

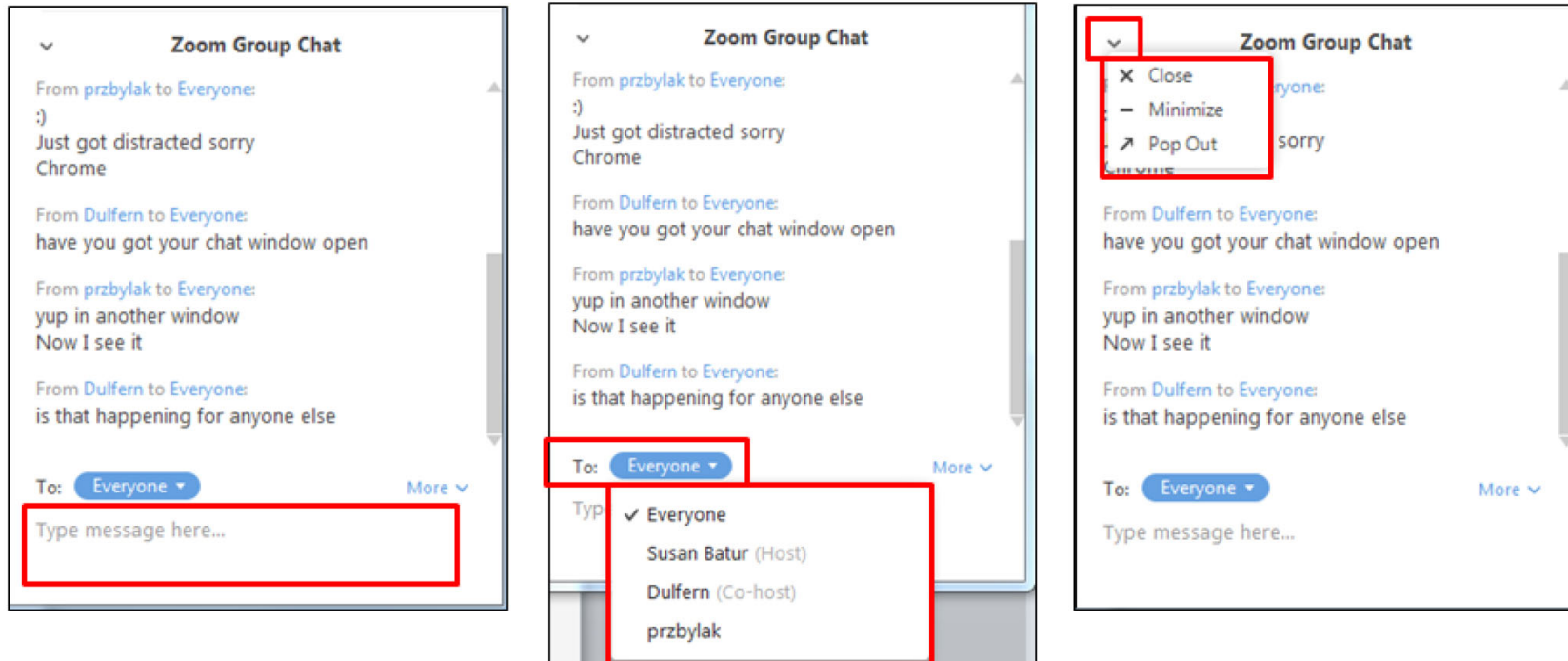
- All participants
- Guest participants only 

Customize the title, logo, and description 

Breakout Rooms

- Must be enabled in Account Settings
- Create a breakout room for yourself - a virtual “kitchen”
- Familiarize yourself with the “Broadcast message to all function”





Enable private group chat but be sure to set it so that the chat cannot be saved



WE OFFER 3 KINDS OF SERVICES

GOOD · CHEAP · FAST

BUT YOU CAN PICK ONLY TWO




GOOD & CHEAP WON'T BE FAST

FAST & GOOD WON'T BE CHEAP

CHEAP & FAST WON'T BE GOOD

Questions?

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