

Champaign County Bar Association's Guide to Zoom for Lawyers

May 2020



1. JOIN A MEETING

Zoom's tutorial https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

2. SENDING INVITATIONS/ SCHEDULING A MEETING

Zoom's tutorial <u>https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-</u> Using Google Calendar Integration <u>https://support.zoom.us/hc/en-us/articles/201974323-How-To-Use-the-Zoom-Chrome-Extension</u> Using Outlook Integration <u>https://support.zoom.us/hc/en-us/articles/200881399-How-To-Use-the-Microsoft-Outlook-Plugin</u>

3. TURNING ON/OFF VIDEO

Zoom's Guide to Configuring Video https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-

4. MUTE/UNMUTE AND SOUND CHECK/TESTING MICROPHONE

Zoom's Guide to Configuring Audio <u>https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-</u> Muting/Unmuting All Participants: <u>https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All</u>

5. GALLERY VIEW VS. SPEAKER VIEW

Displaying Participants in Gallery View <u>https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-gallery-view</u> Zoom Room Display Options <u>https://support.zoom.us/hc/en-us/articles/115003322603-Zoom-Rooms-Display-Options</u>

6. BACKGROUNDS

Zoom's Guide to Virtual Backgrounds https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background

7. WAITING ROOMS

Zoom's Guide to Using Waiting Rooms When You Are the Host: https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room

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8. RECORDING MEETINGS

Zoom's tutorial to record meetings <u>https://support.zoom.us/hc/en-us/sections/200208179-Recording</u> Managing Cloud Recordings <u>https://support.zoom.us/hc/en-us/articles/205347605-Recording-Management</u> Recording Layouts <u>https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts</u>

9. SHARING SCREEN

Zoom's Guide to Screen Sharing <u>https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-</u> Zoom's Guide to Sharing Multiple Screens <u>https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-</u> <u>Simultaneously</u>

Video Layout Options While Screen Sharing <u>https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing</u>

10. CHAT BOX

Zoom's Guide to In Person Chats https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat

11. FILE TRANSFER

Zoom's Guide to In-Meeting File Transfer: https://support.zoom.us/hc/en-us/articles/209605493-In-meeting-file-transfer

12. BREAKOUT ROOMS

Zoom's Guide to Breakout Rooms https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Video-Breakout-Rooms

13. PIN/UNPIN

Zoom's Guide to Pinning or Spotlighting a Video https://support.zoom.us/hc/en-us/articles/115000505583-Pin-or-Spotlight-Video

14. CLOSED CAPTIONING

Zoom's Guide to Closed Captioning https://support.zoom.us/hc/en-us/articles/207279736

15. SHORTCUTS

Hot Keys and Keyboard Shortcuts for Zoom <u>https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom</u>

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16. VANITY URLS

(This is only available with the business or enterprise plans.)

Customized Branding Settings for Your Vanity URL <u>https://support.zoom.us/hc/en-us/articles/201363233-Customizing-branding-settings-for-your-vanity-URL</u>

17. ZOOM SETTINGS

Changing Settings https://support.zoom.us/hc/en-us/articles/201362623-Changing-settings-in-the-desktop-client-or-mobile-app

18. OUTLOOK INTEGRATION

Scheduling Privilege using Outlook Plug-In https://support.zoom.us/hc/en-us/articles/200881399-How-To-Use-the-Microsoft-Outlook-Plugin

19. PRIVACY AND SECURITY

Privacy, Confidentiality and Security <u>https://www.onlinemediators.com/PrivacyConfidSecurity.jpeg</u> In-Meeting Security Options: <u>https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options</u> Zoom's Guide to Security: <u>https://support.zoom.us/hc/en-us/sections/201728933-Security</u>

20. ZOOM WEBINARS

Zoom's Tutorial <u>https://www.youtube.com/embed/dz4KVADtZxg?rel=0&autoplay=1&cc_load_policy=1</u> Customized Webinar Branding Settings <u>https://support.zoom.us/hc/en-us/articles/115002548166-Customizing-webinar-branding-settings</u> Customized Email Settings for Webinars <u>https://support.zoom.us/hc/en-us/articles/203686335-Customizing-webinar-email-settings</u>

21. CONNECTING ZOOM TO FACEBOOK LIVE

Streaming a meeting or webinar on Facebook Live <u>https://support.zoom.us/hc/en-us/articles/115000350406-Streaming-a-meeting-or-webinar-on-Facebook-Live</u>

22. CONNECTING ZOOM TO YOUTUBE LIVE

Streaming a Meeting or Webinar on YouTube Live <u>https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live</u>

23. BEST PRACTICES

Do's and Don'ts of Online Video Meetings <u>https://www.nytimes.com/2020/03/25/technology/personaltech/online-video-meetings-etiquette-virus.html?action=click&module=Top%20Stories&pgtype=Homepage</u>

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24. CROSS COMPARISON ON PAID VS. FREE ACCOUNTS

There are four different plans with Zoom. The free plan only allows for a 40-minute call before it will shut off. This may be embarrassing to happen in the middle of a client meeting, mediation or settlement conference. If using a free account, be sure to let the participants know that at 40 minutes, you will be sending them a new meeting code and link in order to continue the conference. Or, you may upgrade!

The "Pro" version is \$14.99/mo and is recommended for small teams. The business version is \$199.90/mo and allows for 10 hosts and company branding. If you search the web for Zoom coupons you may be able to find some discounts. You can also pay a little less by paying annually rather than monthly.

Below is the cross comparison of available packages from https://zoom.us/pricing

Basic Personal Meeting Free	Pro Great for Small Teams \$14.99/mo/host	0	Business Small & Med Businesses \$19.99 /mo/host	0	Enterprise Large Enterprise-Ready \$19.99 /mo/host	•
Sign up, It's Free	Buy Now		* Starting at 10 hosts for \$199.90/m Buy Now		* Starting at 100 hosts for \$1,999/mo	
Host up to 100 participants () Unlimited 1 to 1 meetings 40 mins limit on group meetings Unlimited number of meetings	All Basic features + Includes 100 participants Need more participants?	0	All Pro features + Includes 300 participants Need more participants? Dedicated phone support	0	All Business features + Enterprise includes 500 participants Enterprise Plus includes 1,000 participants Unlimited Cloud Storage	
Ticket Support Video Conferencing Features	User management Admin feature controls Reporting	0 0 0	Admin dashboard Vanity URL Option for on-premise	0 0 0	Dedicated Customer Success Manager Executive Business Reviews	
Web Conferencing Features Group Collaboration Features Security	Custom Personal Meeting ID Assign scheduler 1GB of MP4 or M4A cloud	0	deployment Managed domains Single sign-on	6	Bundle discounts on Webinars and Zoom Rooms	
	recording REST API Skype for Business (Lync) interoperability	0	Company branding Custom emails LTI integration	0 0		
	+ Optional Add-on Plans		Cloud Recording Transcripts + Optional Add-on Plans	0		

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25. USE IN SPECIFIC PRACTICE AREAS

Mediation

Mediating with Zoom <u>https://www.mediate.com/articles/online-mediating-zoom.cfm</u> Mediating from a Distance <u>https://www.mediatebc.com/sites/default/files/Guidelines_Mediating-from-a-Distance-(Second-edition)_0.pdf</u>

Witnessing/Notarizing

Illinois Guidance for Remote Notaries and Consumers:

https://www.cyberdriveillinois.com/departments/index/notary/electronicnotary0320.pdf

Executive Order: https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-14.aspx

Illinois Supreme Court Commission on Professionalism Summary: <u>https://www.2civility.org/pritzker-issues-executive-order-addressing-notaries-and-remote-witnessing-of-document-signings/</u>

26. ZOOM TRAINING

There are live trainings available via Zoom.com https://support.zoom.us/hc/en-us/articles/360029527911

27. HELP FROM CHAMPAIGN COUNTY BAR ASSOCIATION

If you need additional assistance, please reach out to the Champaign County Bar Association as you may be paired with another member to provide individual assistance. For more information contact Mark Palmer at <u>palmerlaw@gmail.com</u>, Julie King at <u>juliecking@jckinglaw.com</u> or Cari Rincker at <u>cari@rinckerlaw.com</u>.

BONUS: *4 Ethical Questions For Operating a Virtual Law Office* by Mark C. Palmer https://www.2civility.org/4-ethical-questions-for-operating-a-virtual-law-office/

All information and links as of 5/1/2020 and subject to change.

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