



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 <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

Using Google Calendar Integration <https://support.zoom.us/hc/en-us/articles/201974323-How-To-Use-the-Zoom-Chrome-Extension>

Using Outlook Integration <https://support.zoom.us/hc/en-us/articles/200881399-How-To-Use-the-Microsoft-Outlook-Plugin>

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 <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->

Muting/Unmuting All Participants: <https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

5. GALLERY VIEW VS. SPEAKER VIEW

Displaying Participants in Gallery View <https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-gallery-view>

Zoom Room Display Options <https://support.zoom.us/hc/en-us/articles/115003322603-Zoom-Rooms-Display-Options>

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>

8. RECORDING MEETINGS

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

9. SHARING SCREEN

Zoom's Guide to Screen Sharing <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
Zoom's Guide to Sharing Multiple Screens <https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-Simultaneously>
Video Layout Options While Screen Sharing <https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing>

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

16. VANITY URLS

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

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

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 <https://www.onlinemediators.com/PrivacyConfidSecurity.jpeg>

In-Meeting Security Options: <https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options>

Zoom's Guide to Security: <https://support.zoom.us/hc/en-us/sections/201728933-Security>

20. ZOOM WEBINARS

Zoom's Tutorial https://www.youtube.com/embed/dz4KVADtZxg?rel=0&autoplay=1&cc_load_policy=1

Customized Webinar Branding Settings <https://support.zoom.us/hc/en-us/articles/115002548166-Customizing-webinar-branding-settings>

Customized Email Settings for Webinars <https://support.zoom.us/hc/en-us/articles/203686335-Customizing-webinar-email-settings>

21. CONNECTING ZOOM TO FACEBOOK LIVE

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

22. CONNECTING ZOOM TO YOUTUBE LIVE

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

23. BEST PRACTICES

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

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	Pro	Business	Enterprise
Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	\$14.99 /mo/host	\$19.99 /mo/host	\$19.99 /mo/host
Sign up, It's Free	Buy Now	Buy Now	Contact Sales
Host up to 100 participants	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants?	Includes 300 participants Need more participants?	Enterprise includes 500 participants Enterprise Plus includes 1,000 participants
40 mins limit on group meetings	Meeting duration limit is 24 hrs	Dedicated phone support	Unlimited Cloud Storage
Unlimited number of meetings	User management	Admin dashboard	Dedicated Customer Success Manager
Ticket Support	Admin feature controls	Vanity URL	Executive Business Reviews
+ Video Conferencing Features	Reporting	Option for on-premise deployment	Bundle discounts on Webinars and Zoom Rooms
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains	
+ Group Collaboration Features	Assign scheduler	Single sign-on	
+ Security	1GB of MP4 or M4A cloud recording	Company branding	
	REST API	Custom emails	
	Skype for Business (Lync) interoperability	LTI integration	
	+ Optional Add-on Plans	Cloud Recording Transcripts	
		+ Optional Add-on Plans	

25. USE IN SPECIFIC PRACTICE AREAS

Mediation

Mediating with Zoom <https://www.mediate.com/articles/online-mediating-zoom.cfm>

Mediating from a Distance [https://www.mediatebc.com/sites/default/files/Guidelines_Mediating-from-a-Distance-\(Second-edition\)_0.pdf](https://www.mediatebc.com/sites/default/files/Guidelines_Mediating-from-a-Distance-(Second-edition)_0.pdf)

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: <https://www.2civility.org/pritzker-issues-executive-order-addressing-notaries-and-remote-witnessing-of-document-signings/>

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 palmerlaw@gmail.com, Julie King at juliecking@jckinglaw.com or Cari Rincker at cari@rinckerlaw.com.

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.