COWEN | RODRIGUEZ | PEACOCK

The Trucking Trial Lawyers

A GUIDE TO ZOOM MEDIATIONS

BEFORE GETTING STARTED
YOU (AND THE PARTIES INVOLVED) WILL NEED:

A COMPUTER WITH VIDEO CAMERA

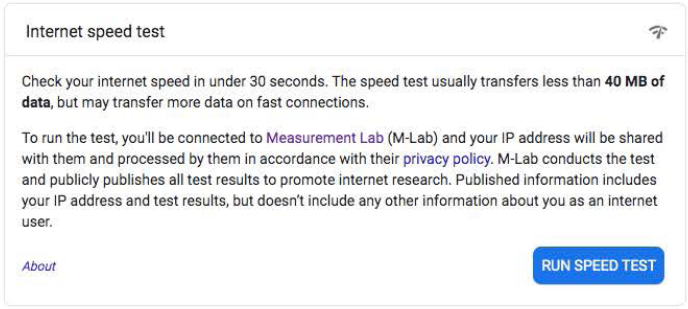
This could include a cell phone or a tablet as well.

A TELEPHONE

Headset is optional

A GOOD INTERNET CONNECTION

We recommend a minimum of 3Mbps download and 3Mbps upload speed for a 1-on-1 call. ***Add 1Mbps for each participant beyond two for new recommended internet speed.*** *To test your connection, go to Google.com, search for "Test Internet Speed," and click the blue Run Speed Test button. This will give you your current download and upload speeds.*



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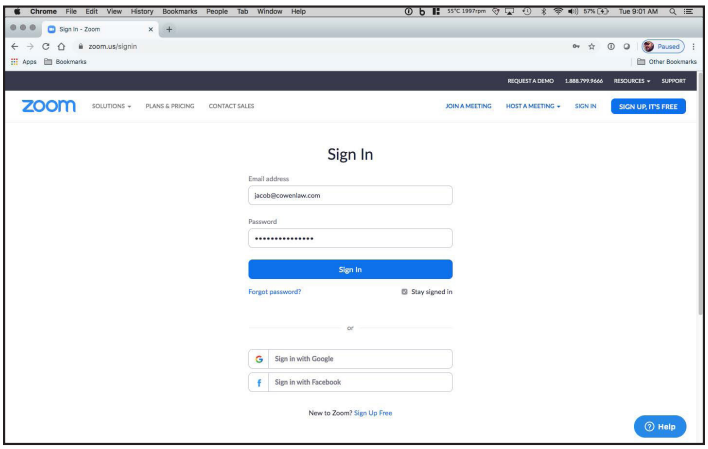
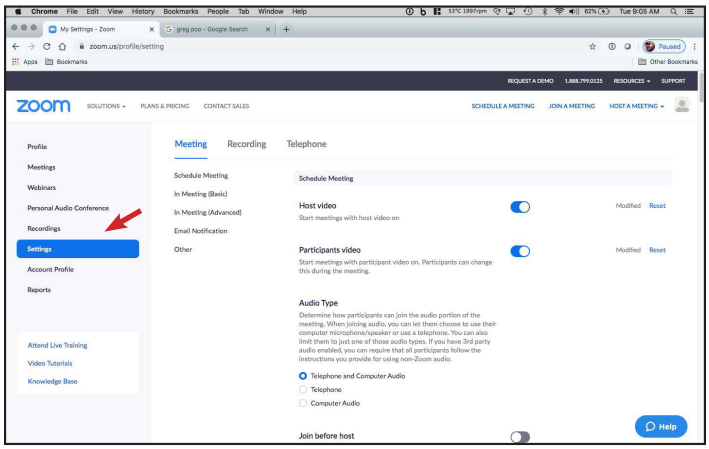
Turn on Breakout Rooms

1. Sign into Zoom

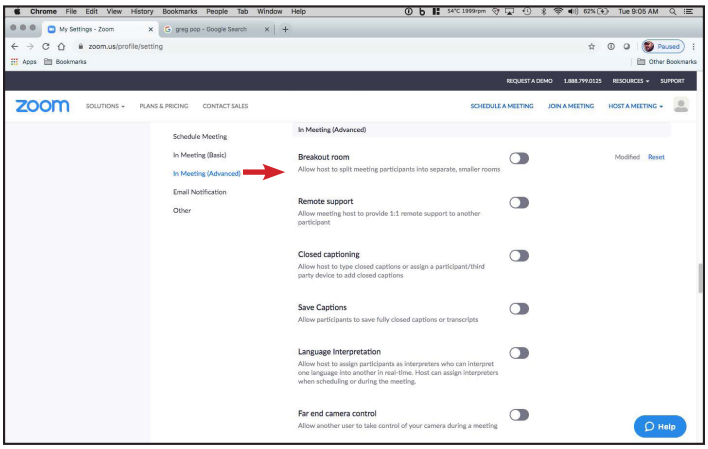


2. Go to "Settings"

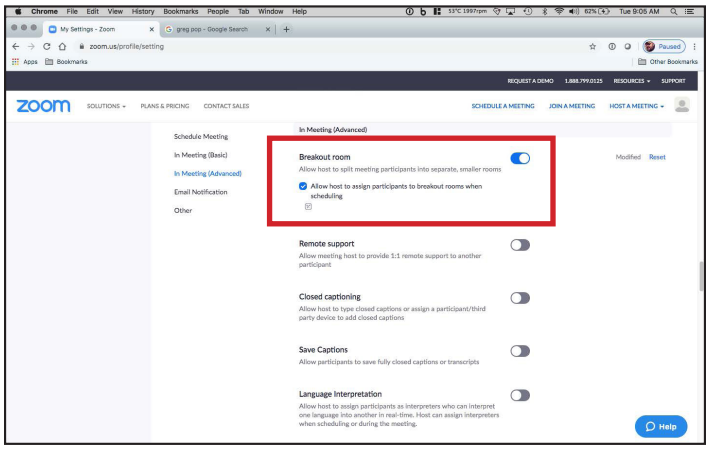
Located in the left toolbar.



3. Go to "In Meeting (Advanced)"



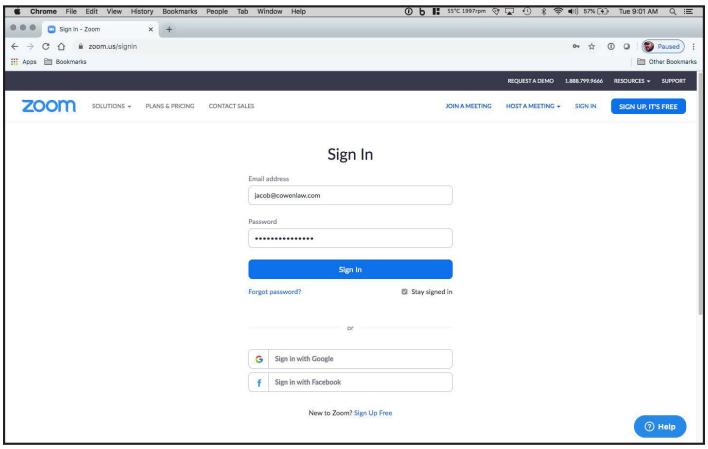
4. Turn on "Breakout Room" *



This is a key setting that needs to be turned on to use the Breakout Room function in Zoom.

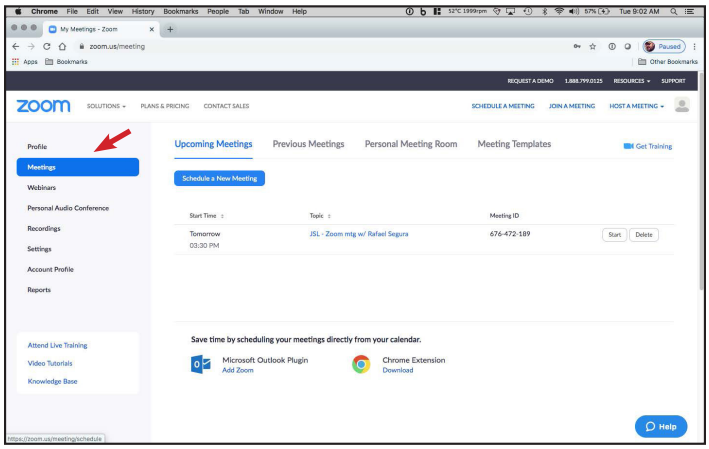
Create Meeting

1. Sign into Zoom

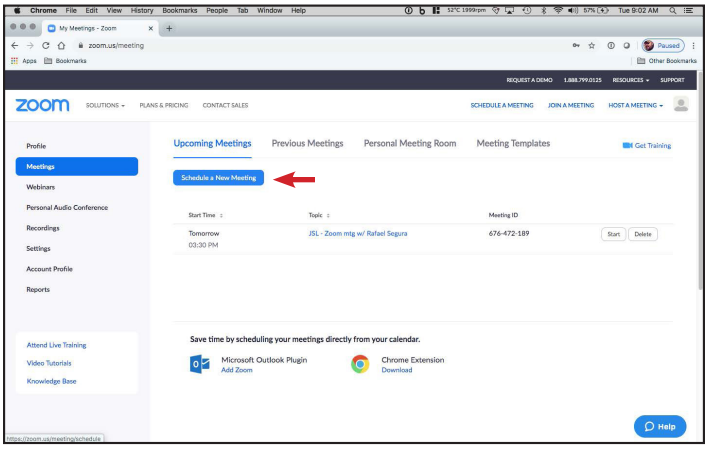


2. Go to "Meetings"

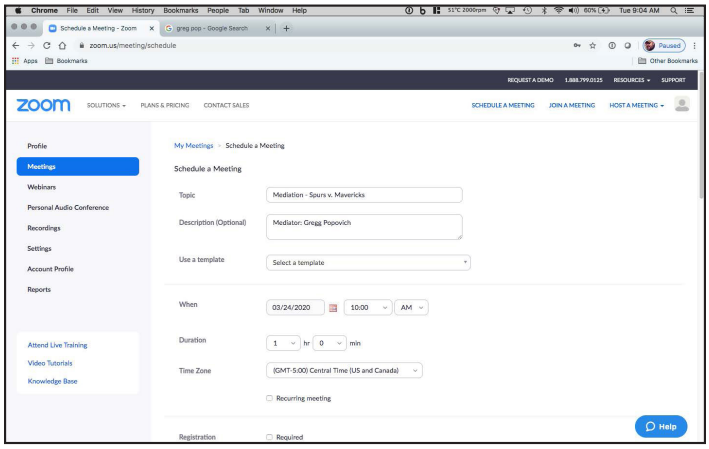
Located in the left toolbar.



3. Click "Schedule a Meeting"

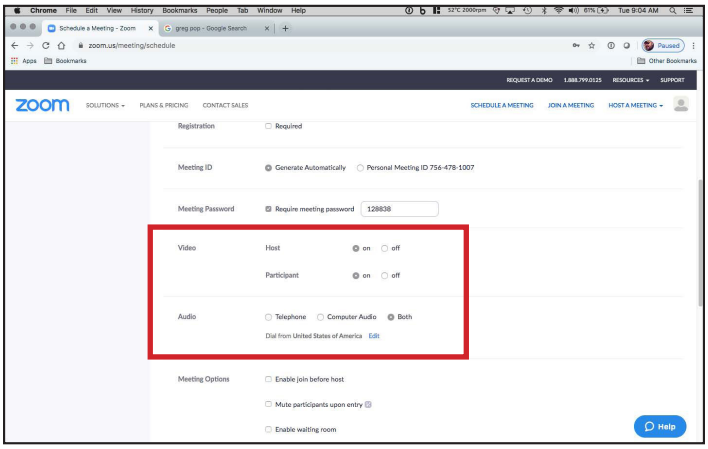


4. Fill in Meeting Information

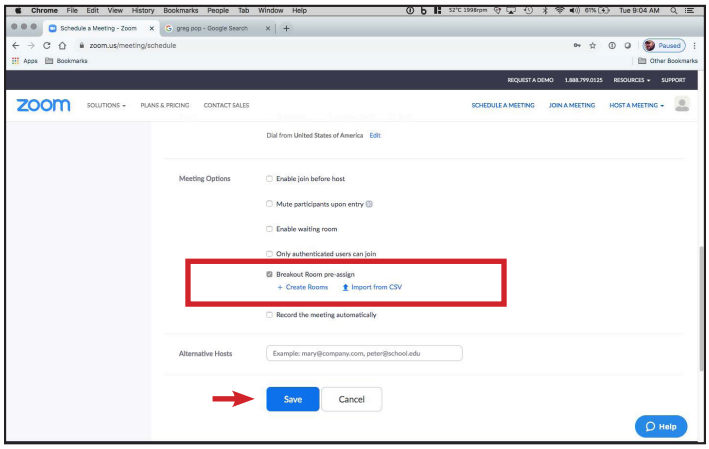


5. Turn Video & Audio On

Video on for Host & Participant, and Audio set to Both.



6. Turn On "Breakout Room Pre-assign" & Save *

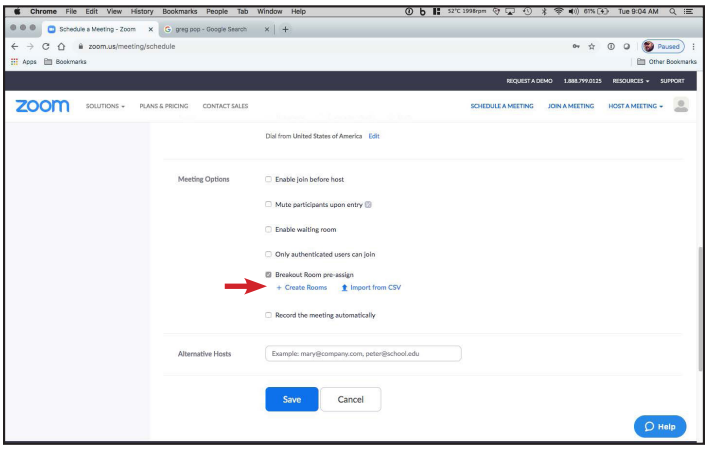


* *Unless it is an unusually large mediation, mediator does not need to pre-assign breakout rooms. Breakout rooms can be assigned once everyone joins the Zoom meeting.*

Create Meeting (Cont.)

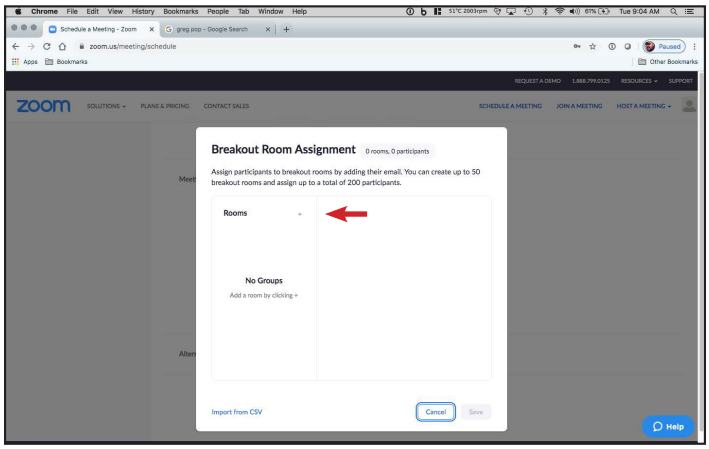
7. Click "+ Create Rooms"

Under Breakout Room pre-assign.



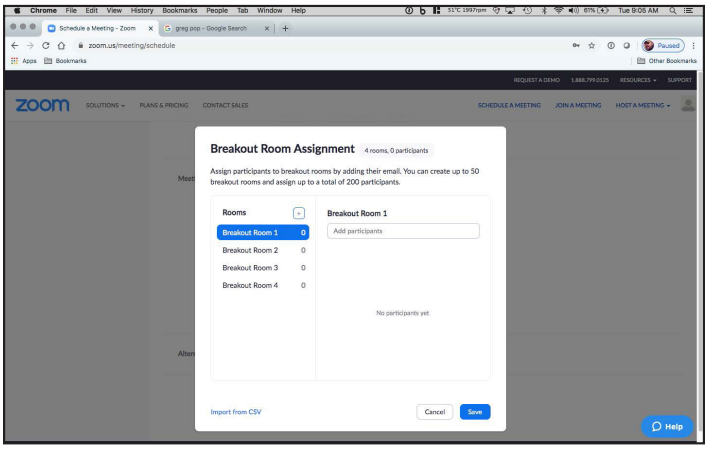
8. Click "+" To Create Rooms

To the right of Rooms, in the left column

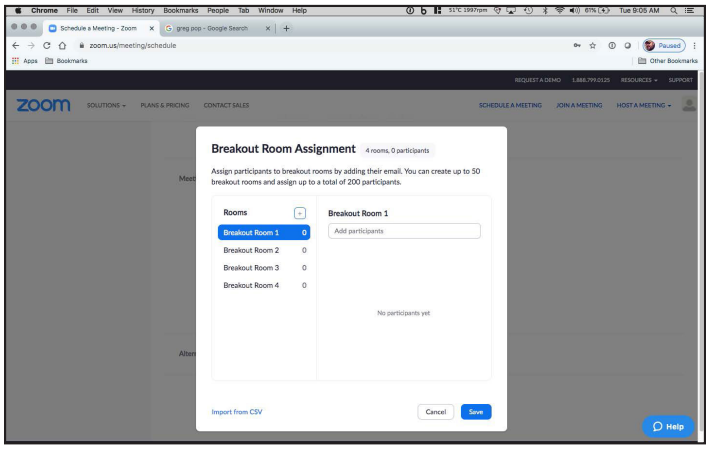


9. Add Participants To Rooms

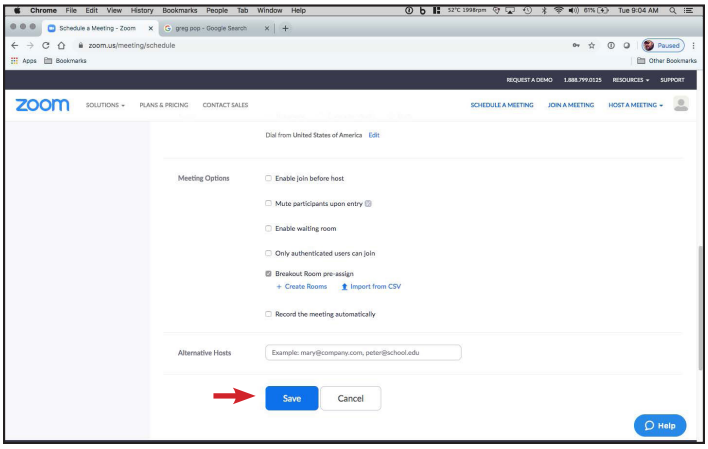
Assign participants by adding their email address.



10. Click "Save" In Window



11. Click "Save"

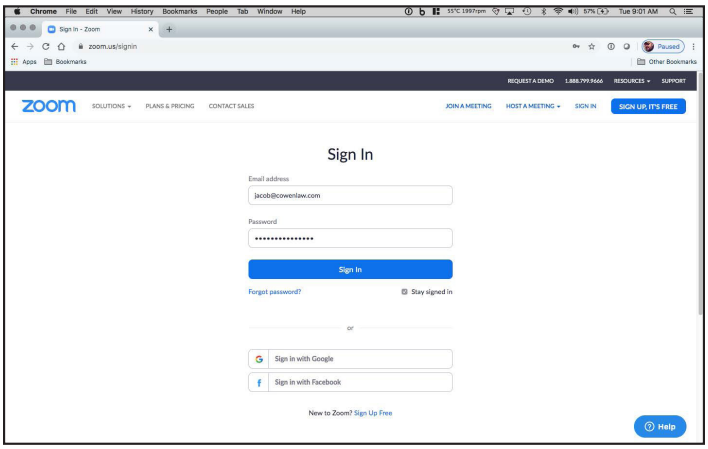


Note:

*You can create up to **50 break-out rooms** and assign up to a **total of 200 participants**.*

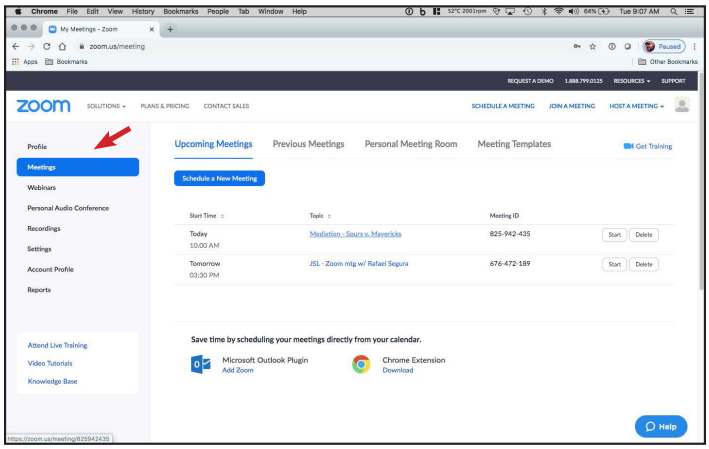
Invite Participants

1. Sign into Zoom

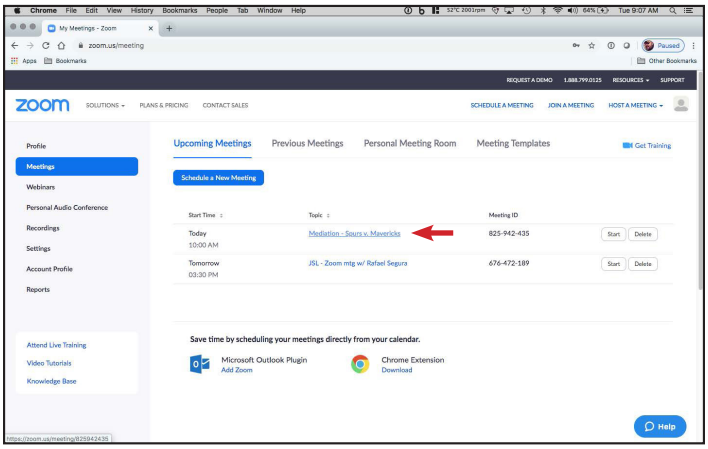


2. Go to "Meetings"

Located in the left toolbar.

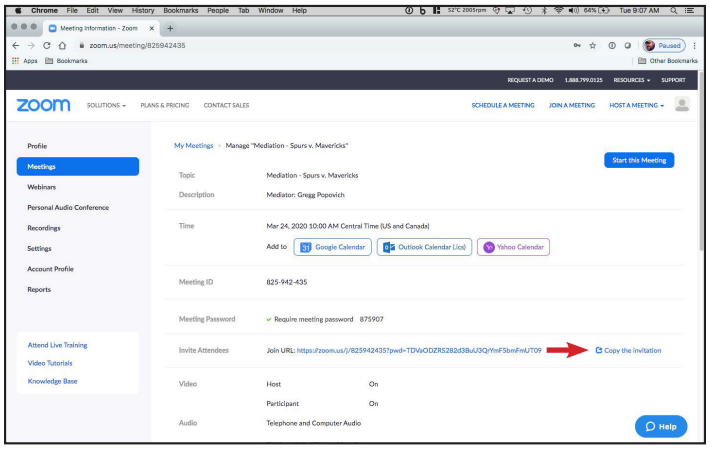


3. Click On Meeting Link



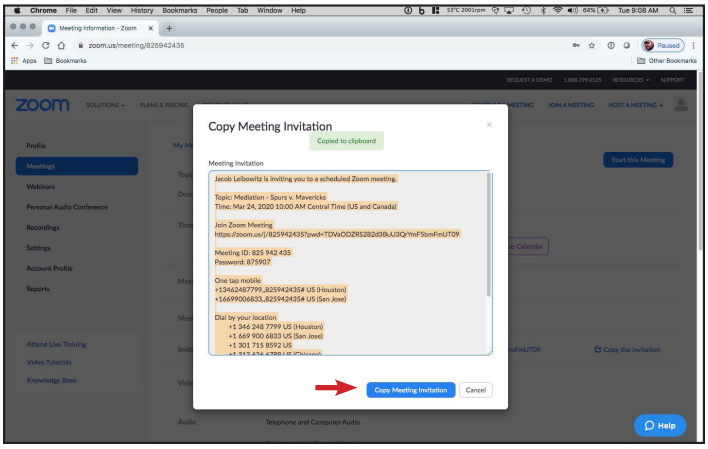
4. Click "Copy The Invitation"

In the Invite Attendees section.

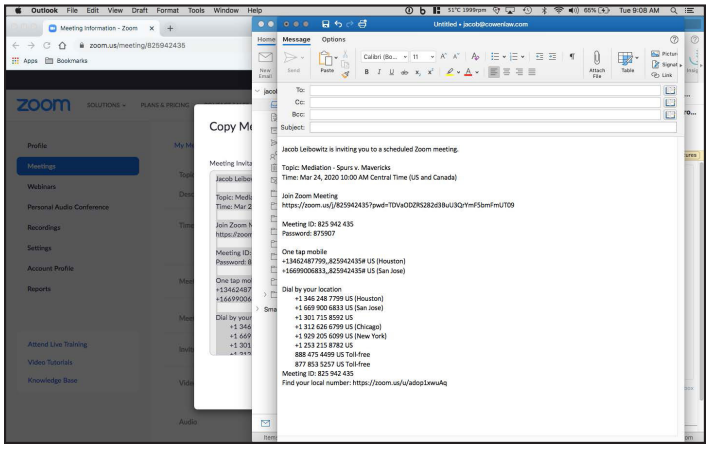


5. Copy Meeting Invitation

Click "Copy Meeting Invitation" to select all and copy.

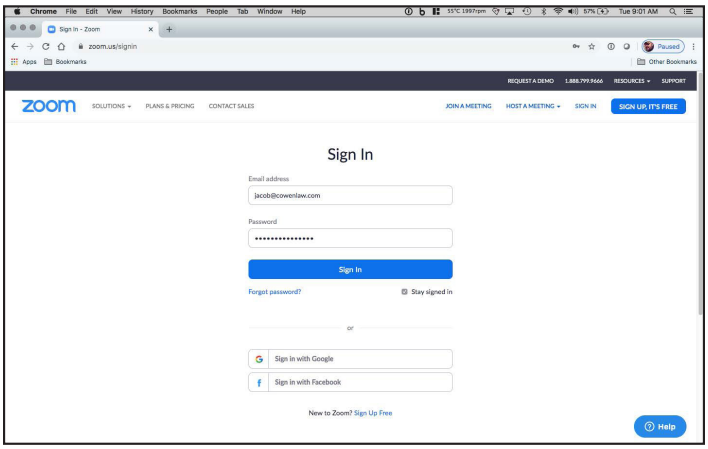


6. Paste Into Email & Send



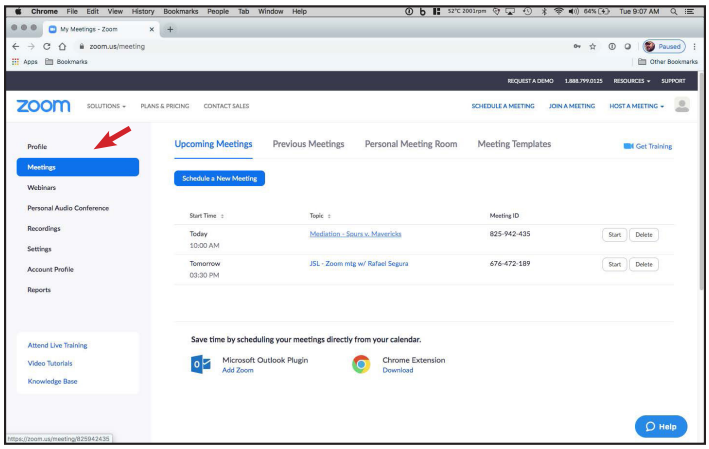
Start Meeting

1. Sign into Zoom

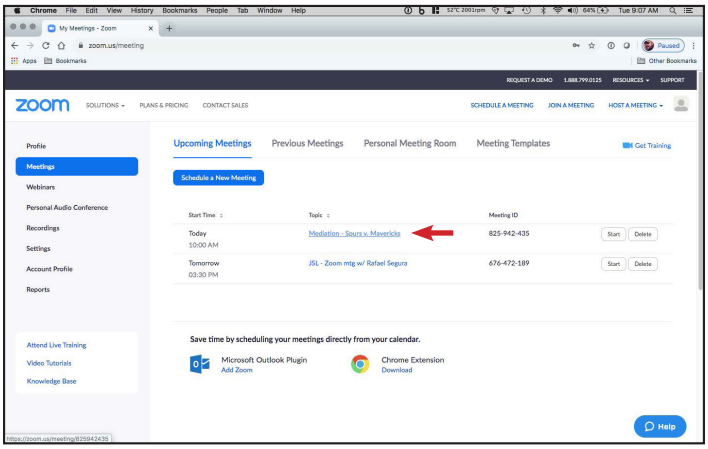


2. Go to "Meetings"

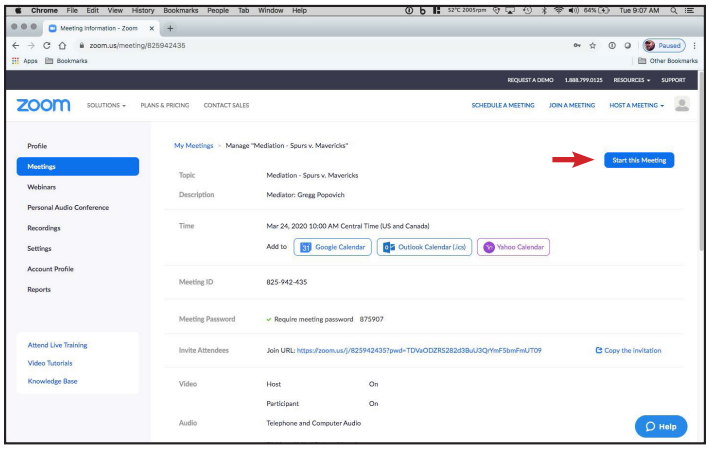
Located in the left toolbar



3. Click On Meeting Link

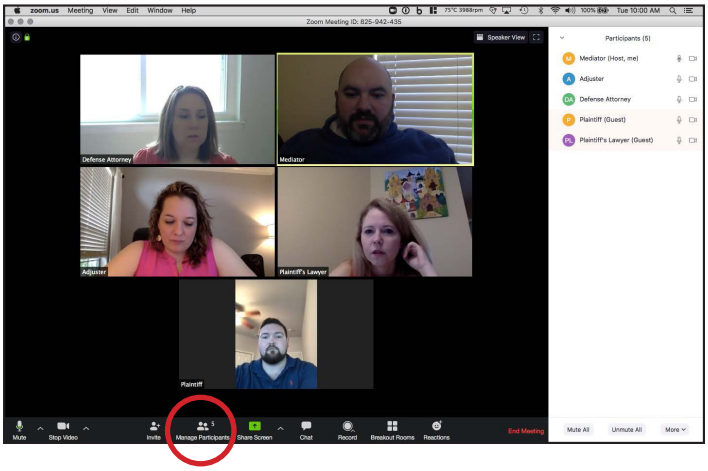


4. Click "Start This Meeting"



5. Click "Manage Participants"

This will display participants in the right column.



Note:

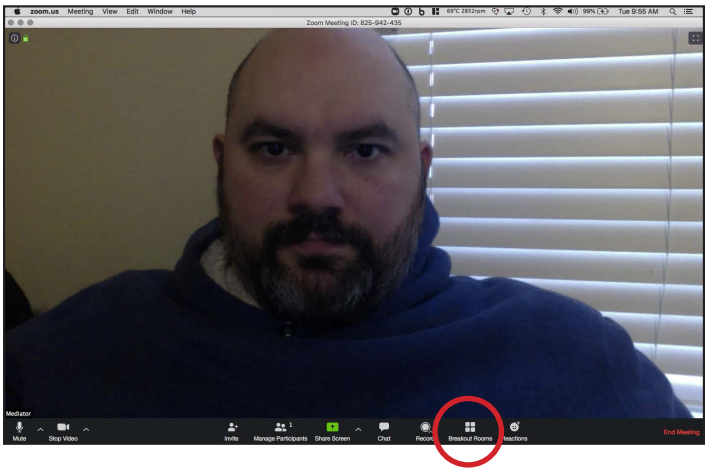
***If necessary**, opening statements can happen here. If not, mediator can go ahead and assign breakout rooms.*

*Plaintiff's lawyers might want to **have their clients mute audio until client goes to breakout room**.*

Assign Breakout Rooms

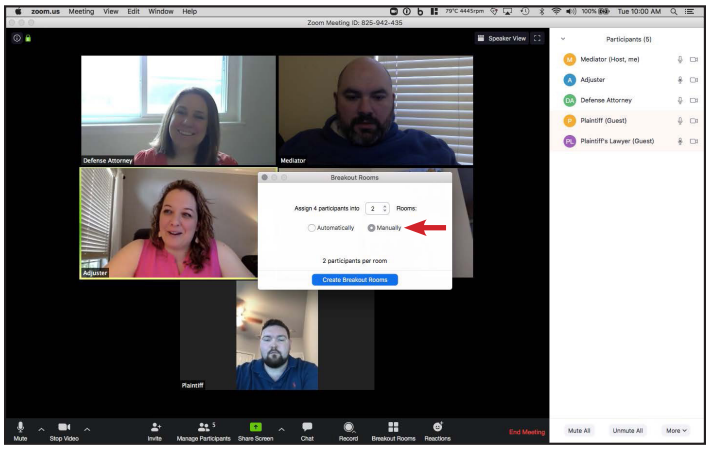
1. Click "Breakout Rooms"

Located in the bottom toolbar.



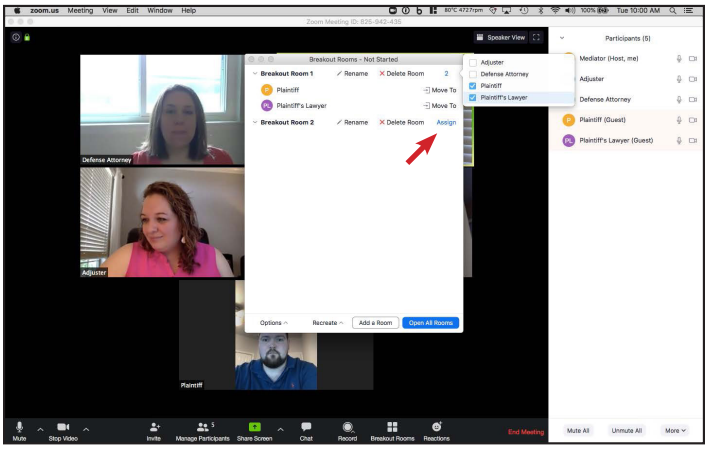
2. Mediator Assigns Rooms

*This must be done **manually**.*



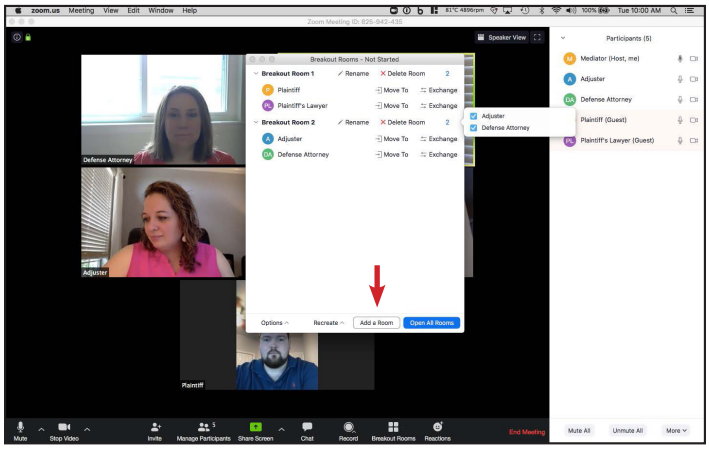
3. Assign Participants

Click "Assign" and choose who to add to room.



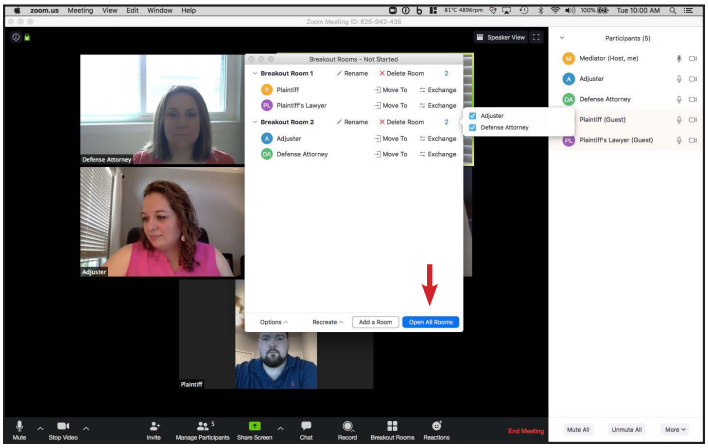
4. Add More Rooms

Click "Add a Room" and repeat steps 3-4 as needed.



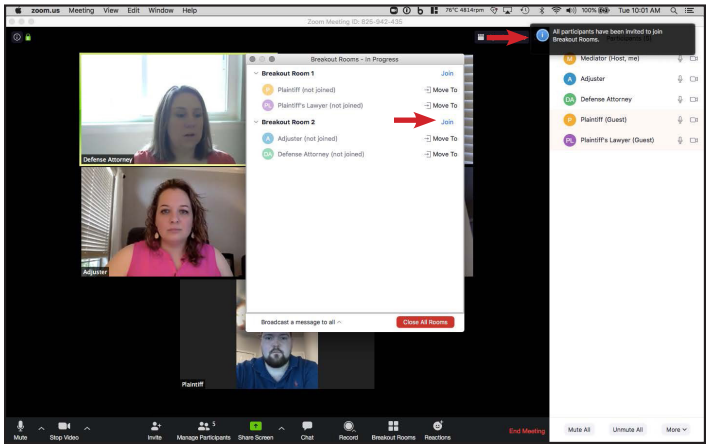
5. Click "Open All Rooms"

Do this only once everyone has been assigned to a room.



6. Notification Will Be Sent

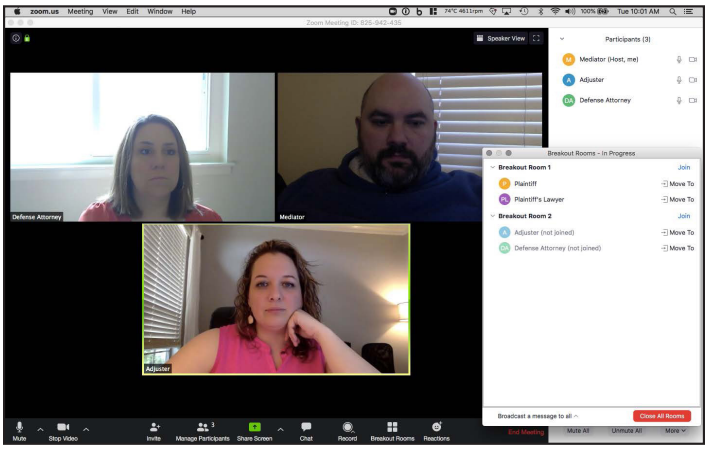
Click this notification or "Join" to join Breakout Room.



Assign Breakout Rooms (Cont.)

7. Participants Will Join Rooms

Name will appear faded if the participant is not in the room.



Note:

Participant's video feed will disappear from the main session as they join their respective break-out rooms. This will go on until only the mediator is left in the main session.

NOW THE MEDIATOR CAN ENTER A BREAKOUT ROOM AND START MEDIATING.

The best practice for this would be for the mediator to announce or "Broadcast" this to everyone before entering the room.

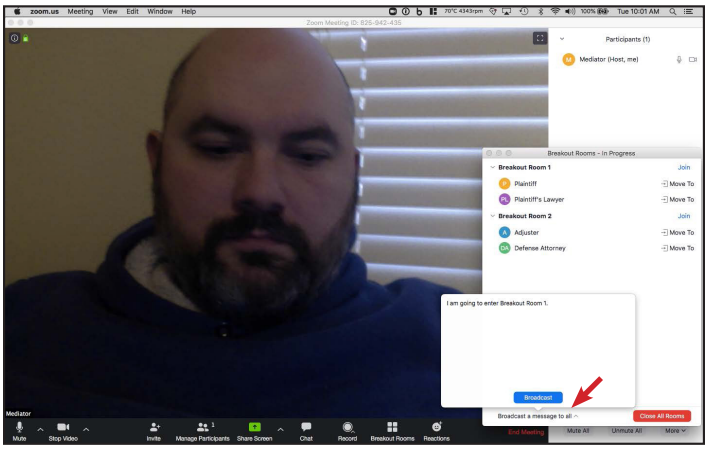
After making this broadcast, the mediator can join the breakout room by clicking "Join."

Detailed instructions for this can be found in the next section.

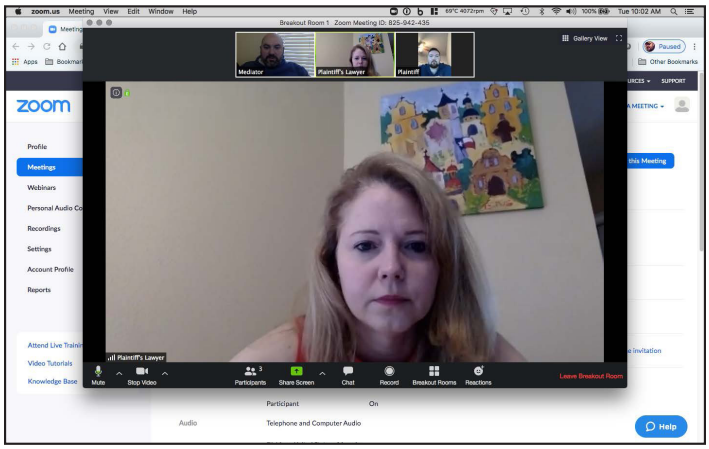
Join Breakout Rooms

1. Broadcast to Participants

Click "Broadcast a message to all," write message & send.

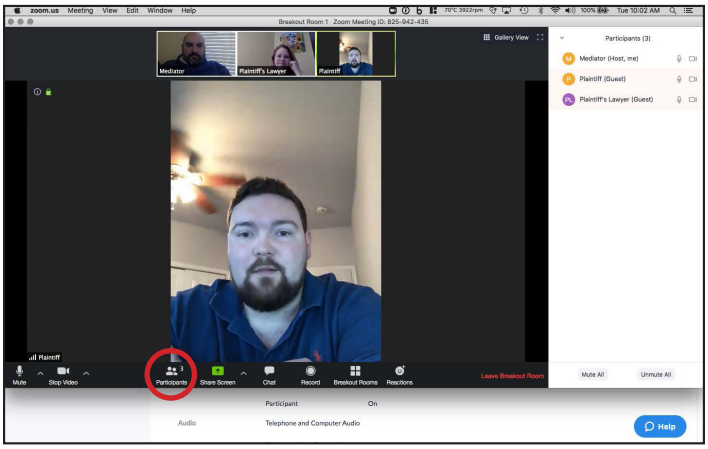


2. Mediator Joins Breakout Room



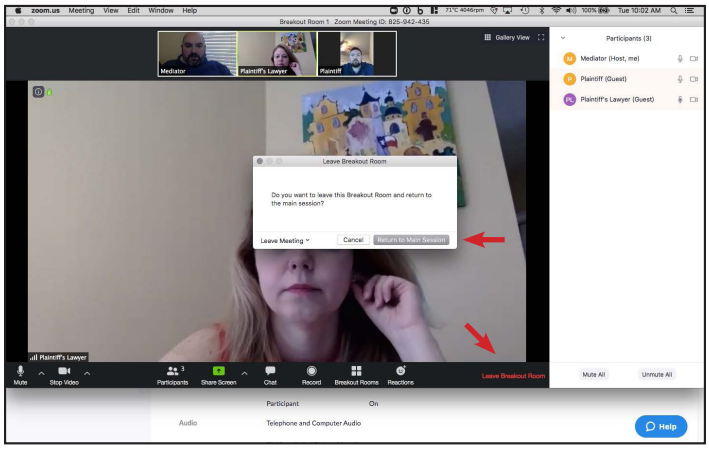
3. Check Privacy

Click "Participants" to see who is in the room.



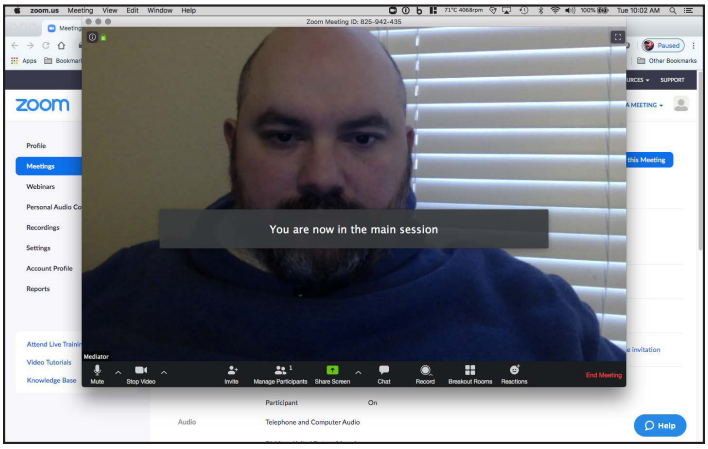
4. Leave Breakout Room

Click "Leave Breakout Room" then "Return to Main Session."



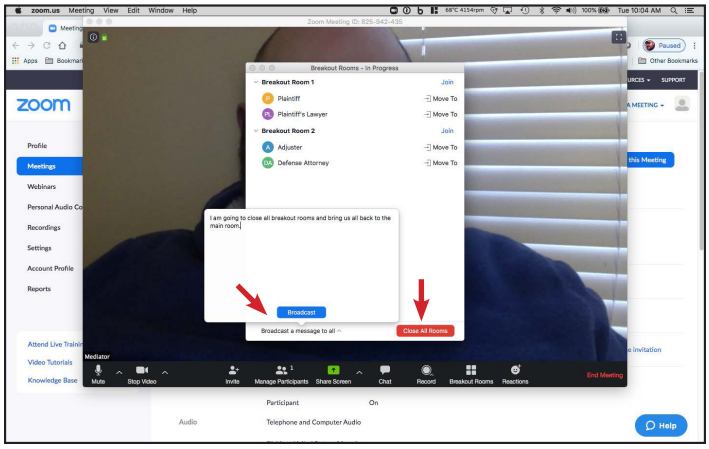
5. Repeat Steps 1-4

Once back in the main session, repeat steps as needed.



6. Close All Rooms

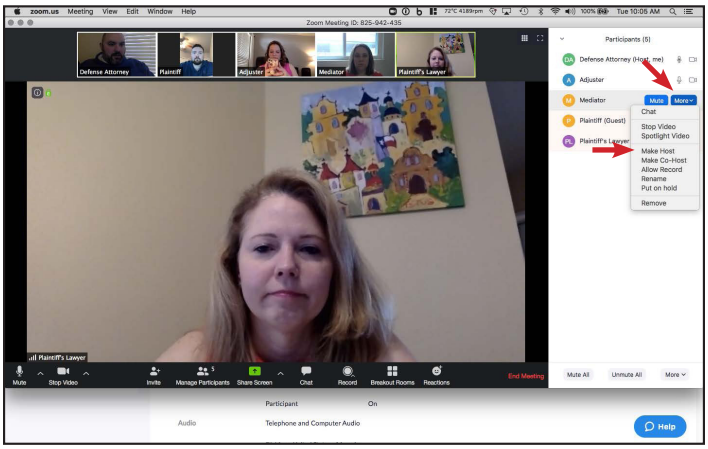
Once complete, broadcast an alert and click "Close All Rooms."



Transfer Host Controls

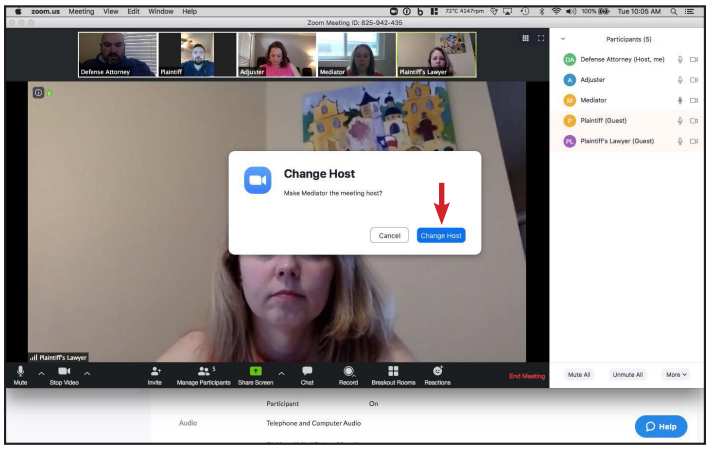
1. Transfer Control

Hover over name of new host, click "More," "Make Host."



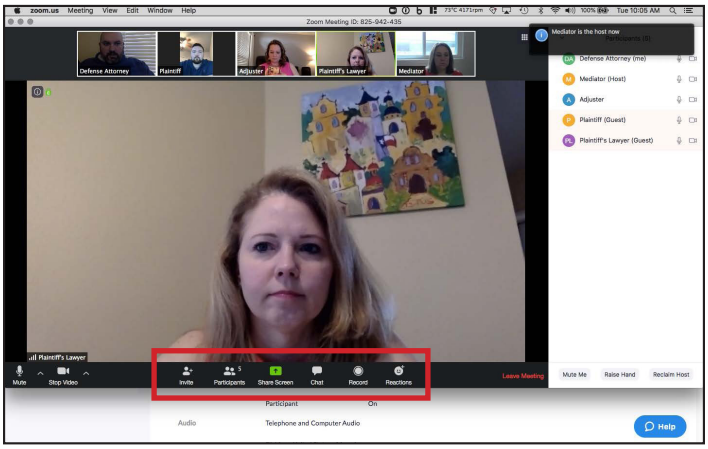
2. Confirm Host Change

Click "Change Host"



3. Notice Toolbar Changes

Breakout Rooms button will disappear.



Note:

New host has now taken control and can assign participants to Breakout Rooms, and perform mediator duties outlined in the previous sections.

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If you have any questions, please contact
Delisi Friday at delisi@cowenlaw.com.