



How to Join a Mediation Using Zoom

This guide provides step-by-step instructions for joining a mediation via Zoom. Use one of the two options below: 1) Use the Zoom App; or 2) Use your web browser (without having to download the app.).

Prior to the mediation, make sure that your bandwidth is sufficient for smooth connectivity. If you have a problem with bandwidth, this link offers common fixes for home networking issues:

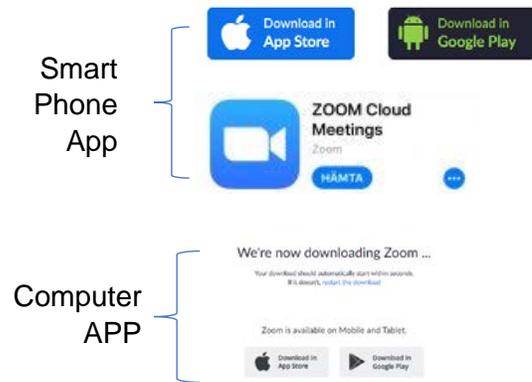
<https://uit.stanford.edu/guide/telecommuting/bandwidth>

Please have the meeting information and your telephone with you at all times during the meeting. In the case of a technical difficulty or disconnection, promptly call in to the meeting using your telephone and the call-in number. See option #3 for call in instructions.

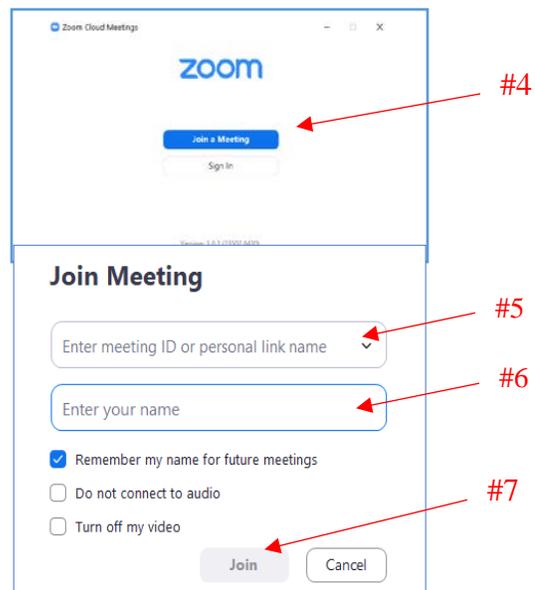
OPTION 1 – Download the Zoom Application on your device

Download the Zoom App at least one day before your scheduled mediation date. This will enable you to test out your device and equipment.

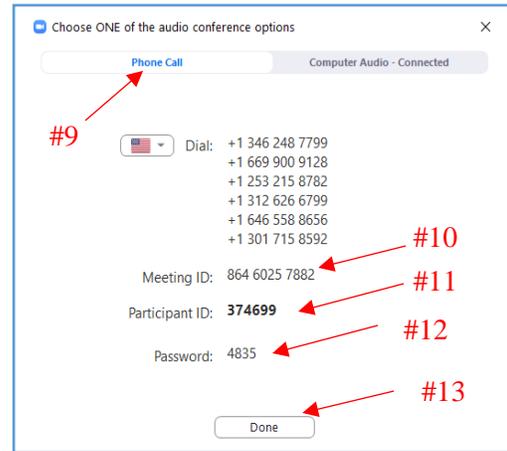
1. Download the Zoom App on your smart device.
2. On your computer or laptop, you may download using this link:
<https://www.zoom.us/support/download>
3. On the date of your mediation, open the app.



4. Click JOIN A MEETING
5. Enter the MEETING ID provided by the court.
6. Enter your name. This will help your mediator check you in for the hearing.
7. Click JOIN.
8. Enter the MEETING PASSCODE if prompted.



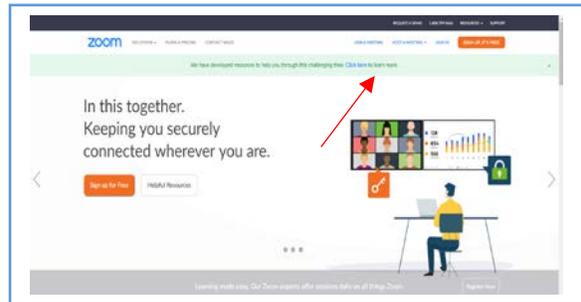
8. If your device **does not have a microphone**, a prompt to choose your audio will also appear and you should following these instructions:
9. Click PHONE CALL. Dial one of the numbers provided.
10. When prompted, enter the MEETING ID followed by the # sign.
11. When prompted, enter the PARTICIPANT ID followed by the # sign.
12. Enter the MEETING PASSCODE, if prompted.
13. Click DONE.



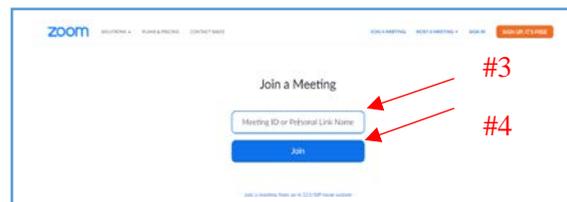
OPTION 2 - Join using the desktop client (no need to download Zoom App.)

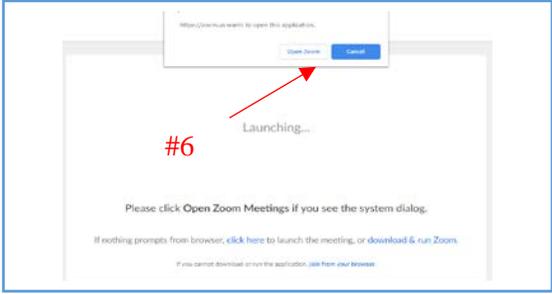
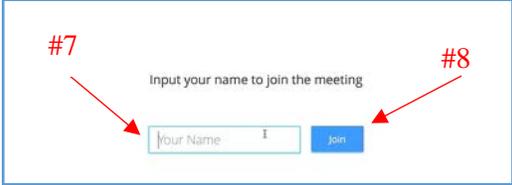
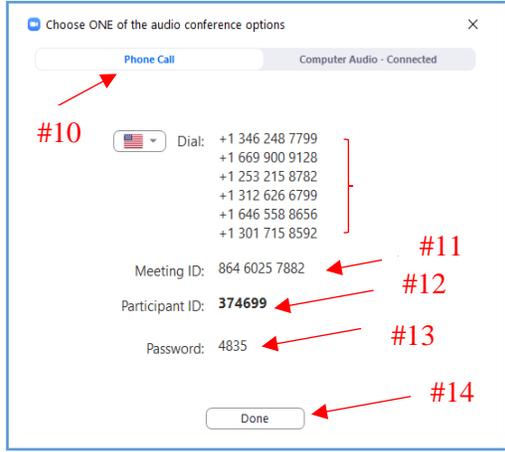
You may use any browser: Use any of the following web browsers: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher.

1. Go to www.Zoom.us
2. Click JOIN MEETING



3. Enter the MEETING ID number provided by the court.
4. Click JOIN.



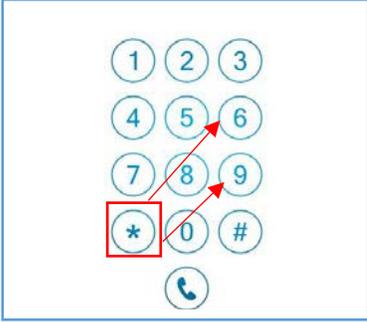
<p>5. Enter the MEETING PASSWORD if prompted.</p> <p>6. Zoom will launch. Click OPEN ZOOM.</p>	
<p>7. Enter your name. This will help your mediator check you in for the hearing.</p> <p>8. Click JOIN.</p>	
<p>9. If your device does not have a microphone, a prompt for you to choose your audio will appear and you should follow these instructions:</p> <p>10. Click PHONE CALL. Dial one of the numbers provided.</p> <p>11. When prompted, enter the MEETING ID followed by the # sign.</p> <p>12. When prompted, enter the PARTICIPANT ID followed by the # sign.</p> <p>13. Enter the MEETING PASSWORD, if prompted.</p> <p>14. Click DONE.</p>	

OPTION 3 – Join by phone

Note: It will be up to your mediator to allow for participation by phone or not.

If your mediator agrees to allow for phone participation, you may join the mediation by phone. You may call in using a land line phone or a cell phone.

<p>1. Dial the phone number provided by your mediator, or by whomever schedules the mediation and generates the Zoom invitation.</p>	
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<p>2. You will be prompted to enter your Participant ID number. If you do not have one, press the # key.</p>	
<p>3. Please identify yourself by name when prompted. This will help the mediator to identify you and allow you into the mediation.</p> <p>4. To mute yourself press *6 on your key pad.</p> <p>5. To get the mediator’s attention during the hearing, press *9 on your key pad. This will be seen as a raised hand on the Zoom web conference.</p>	

MEDIATION TIPS & ETIQUETTE

Before the meeting

- Download the Zoom App and test the equipment you plan to use for the video conference at least one day in advance.
- **Locate a quiet, private, well-lit location without distractions.**
- Situate yourself in front of a neutral background, such as a wall, or room divider.
- Place your camera at face-height. Make sure your lighting is good—bright but not too bright—and spotlight your face. If the light is behind you, you will be backlit and your face will be in a shadow.
- Dress appropriately.
- Close all other programs on your computer or smart phone.
- Please have any materials you plan to share ready

During the meeting

- Log into the meeting at least ten (10) minutes before the scheduled mediation start time.
- If you participate via video conference, please pay attention to the screen.
- Keep yourself on mute unless speaking.
- Keep your telephone close during the meeting in case of technical difficulties, but make sure your phone is on silent.
- **Do not record the meeting in any way in accordance with mediation confidentiality protocol.**