ZOOM Mediation Guide

For more information on using Zoom, please watch this [video](#)

About Zoom Mediations

- Zoom allows you to participate in a session virtually, which means you are able to:
  - view and hear the mediator and the other person over your desktop or laptop computer, tablet or smart phone
  - view documents shared by the mediator or by one of you
  - choose options to match your comfort level (opt out of video, chat privately with the mediator, etc.)
  - have one-on-one time with the mediator (matched by equal time between the mediator and the other person)

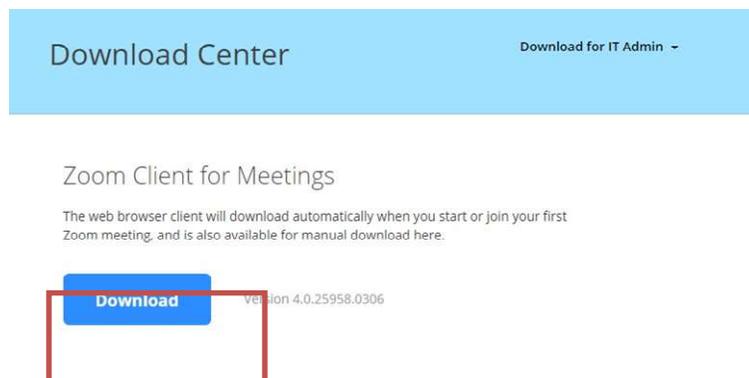## Protocols for Parting Waters Zoom Mediations

- We recommend logging into your session a few minutes before it starts to allow for any necessary troubleshooting.
- **Because mediation is confidential, we ask that you insure that there is no one else in the room or in earshot of the session**.
- If you lose internet connection during the meeting, log back in and the mediator will admit you back into the room.

To Join by Computer

Step 1:

Download plug-in for Zoom software: https://zoom.us/download#client_4meeting

(Although not necessary, this will prevent you from having to download each time you join a session)

Download Center   Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.
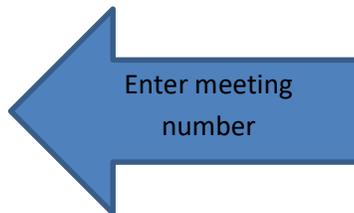
Download   Version 4.0.25958.0306

STEP 2:

A few minutes before the meeting, click the link to Zoom meeting shared in your appointment confirmation email. It will look similar to the link below:

https://app.acuityscheduling.com/schedule.....

OR visit Zoom https://zoom.us/ and enter the meeting number

STEP 3: Select "Open Zoom Launcher" (message appears if you have not downloaded according to step 1)

STEP 4: Connect to Audio

Join through your speakers and microphone. "Test" audio before connecting.
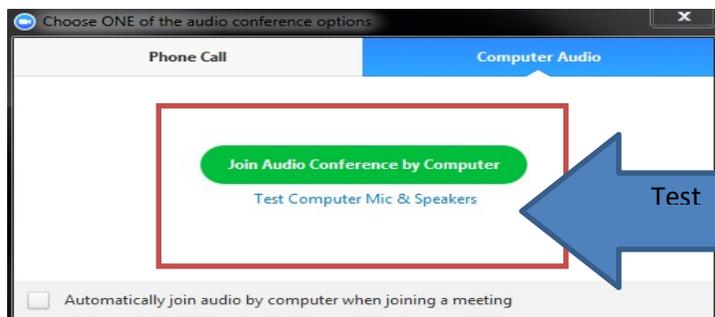
Step 5: Wait for host (mediator) to join and then the session will begin.

Two-Hour Initial Mediation Appointment with Linda

November 30, 2020 5:00pm

Join Meeting: https://us02web.zoom.us/j/sample

Meeting ID: sample

To Join by Smartphone or Tablet:

Step 1: Download the Zoom app

ZOOM Cloud Meetings
Meet Happy
★★★★☆ 533K

Step 2:

A few minutes before the meeting, click the link to Zoom meeting shared in your appointment confirmation email. It will look similar to the link below:
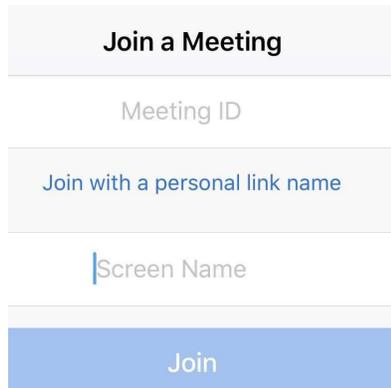
https://app.acuityscheduling.com/schedule.....

OR

Open your Zoom app and click "Join."
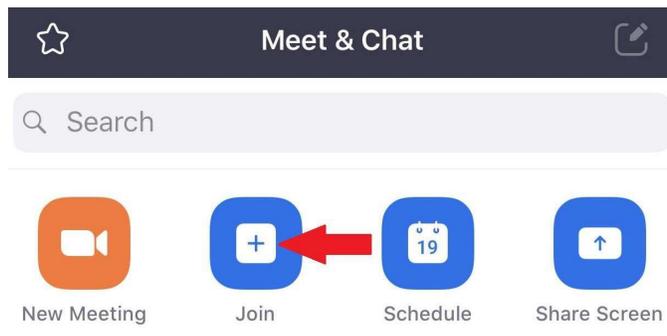
Then enter the meeting ID and choose a screenname.

Step 3:

Once in the meeting, join by Internet Audio
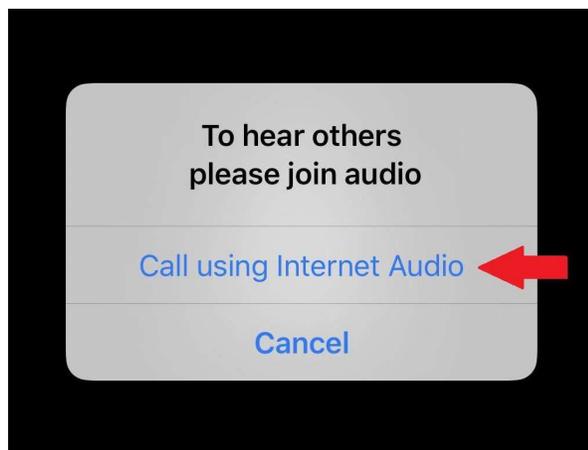
Step 4: Wait for host (mediator) to join and then the session will begin.

Parting Waters Mediation, LLC
Katie Behel and Linda Scher
www.partingwatersmediation.com