

THE NUTS & BOLTS OF ZOOM MEDIATION & GETTING AGREEMENTS SIGNED

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FLORIDA ACADEMY OF PROFESSIONAL MEDIATORS

JANUARY 26, 2021

WWW.ZOOM.US



- Unicorn company – already over \$1 billion value before COVID 19.
- Competitors: GoToMeeting, WebEx, Google Hangouts, and Microsoft Teams.
- ZOOM is the #1 video conference platform.
- Went from 10 million to 200 million users in March and April 2020.
- Most Florida courts have adopted the platform.

APRIL 15, 2020
PALM BEACH COUNTY



Judge Samantha Schosberg Feuer

Wednesday at 2:43 PM · 🌐



Zoom video conferencing for 4 weeks now....15th judicial circuit is and has been open for business.

#accesstocourts

#socialandphysicaldistancing

#inthezoomwhereithappens



ZOOM MEETINGS



Meetings

Online Meetings, Training &
Technical Support

[Watch Video](#) | [Learn More](#)



Video Webinar

Marketing Events & Town Hall
Meetings

[Watch Video](#) | [Learn More](#)



Conference Rooms

Build Collaboration-Enabled
Conference Rooms

[Watch Video](#) | [Learn More](#)



Phone System

The next generation enterprise
phone system

[Learn More](#)



Chat

Cross-Platform Messaging & File
Sharing

[Watch Video](#) | [Learn More](#)

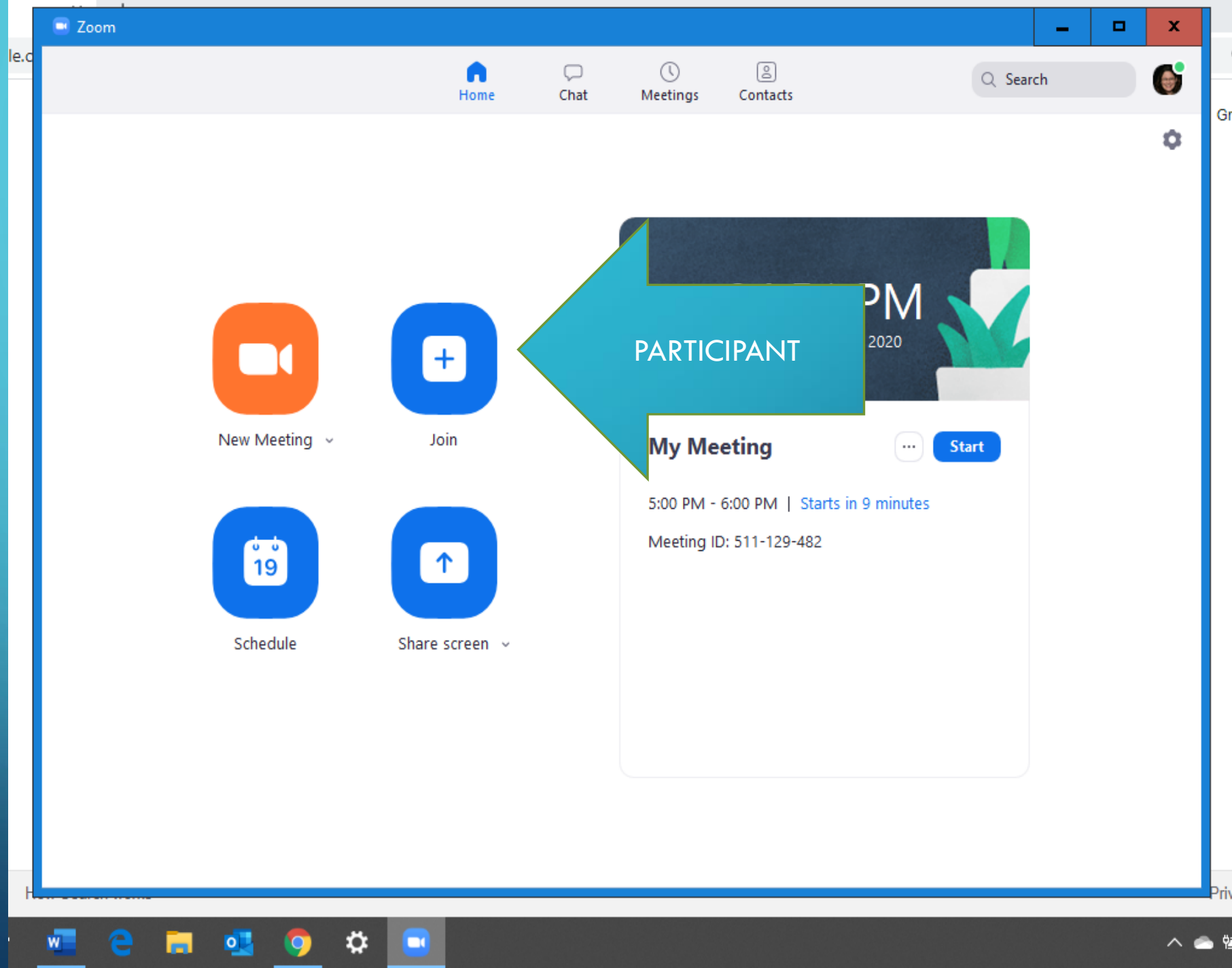
Zoom Meetings Zoom Phone Zoom Video Webinar Zoom Rooms Zoom United Business

Special Offer: New to Zoom? Make the switch to Pro Annual today and save 25% off your first year with CONNECT25. [Switch to Annual](#) ✕

<p>BASIC</p> <p>Personal Meeting</p> <p>Free</p> <p>Sign Up, It's Free</p> <ul style="list-style-type: none">• Host up to 100 participants• Group meetings for up to 40 minutes• Unlimited one-on-one Meetings	<p>PRO</p> <p>Great for Small Teams</p> <p>\$30 SAVINGS</p> <p>\$149.90 /year/license</p> <p>Buy Now</p> <ul style="list-style-type: none">• Host up to 100 participants• Group meetings for up to 30 hours• Social Media Streaming• 1 GB Cloud Recording (per license)	<p>BUSINESS</p> <p>Small & Med Businesses</p> <p>\$400 SAVINGS</p> <p>\$199.90 /year/license</p> <p>Buy Now</p> <ul style="list-style-type: none">• Host up to 300 participants• Single Sign-On• Recording Transcripts• Managed Domains• Company Branding• All features included in Pro and more	<p>ZOOM UNITED BUSINESS</p> <p>Meetings. Phone. Chat</p> <p>SAVE 1</p> <p>\$300 /year/license</p> <p>Buy Now</p> <p>Phone</p> <ul style="list-style-type: none">• Includes all the phone features of Zoom United Pro• Unlimited calling within the U.S. and Canada• Optional add-on: add unlimited calling in up to 18 other countries
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TWO WAYS TO USE ZOOM



TWO WAYS TO USE ZOOM

HOST

HOST



New Meeting ▾



Join



Schedule



Share screen ▾

PARTICIPANT

My Meeting



Start

5:00 PM - 6:00 PM | Starts in 9 minutes

Meeting ID: 511-129-482

TWO WAYS TO LOG IN

1. THE ONLINE PORTAL (VIA BROWSER)

Open www.zoom.us and log in.

2. THE APPLICATION (MOBILE APP or .EXE)

This is what you download.

ZOOM calls it the “Meeting Client.”

***“Luke, you
must learn
the ways of
the force”***



***“I’m ready,
Obi Wan.”***



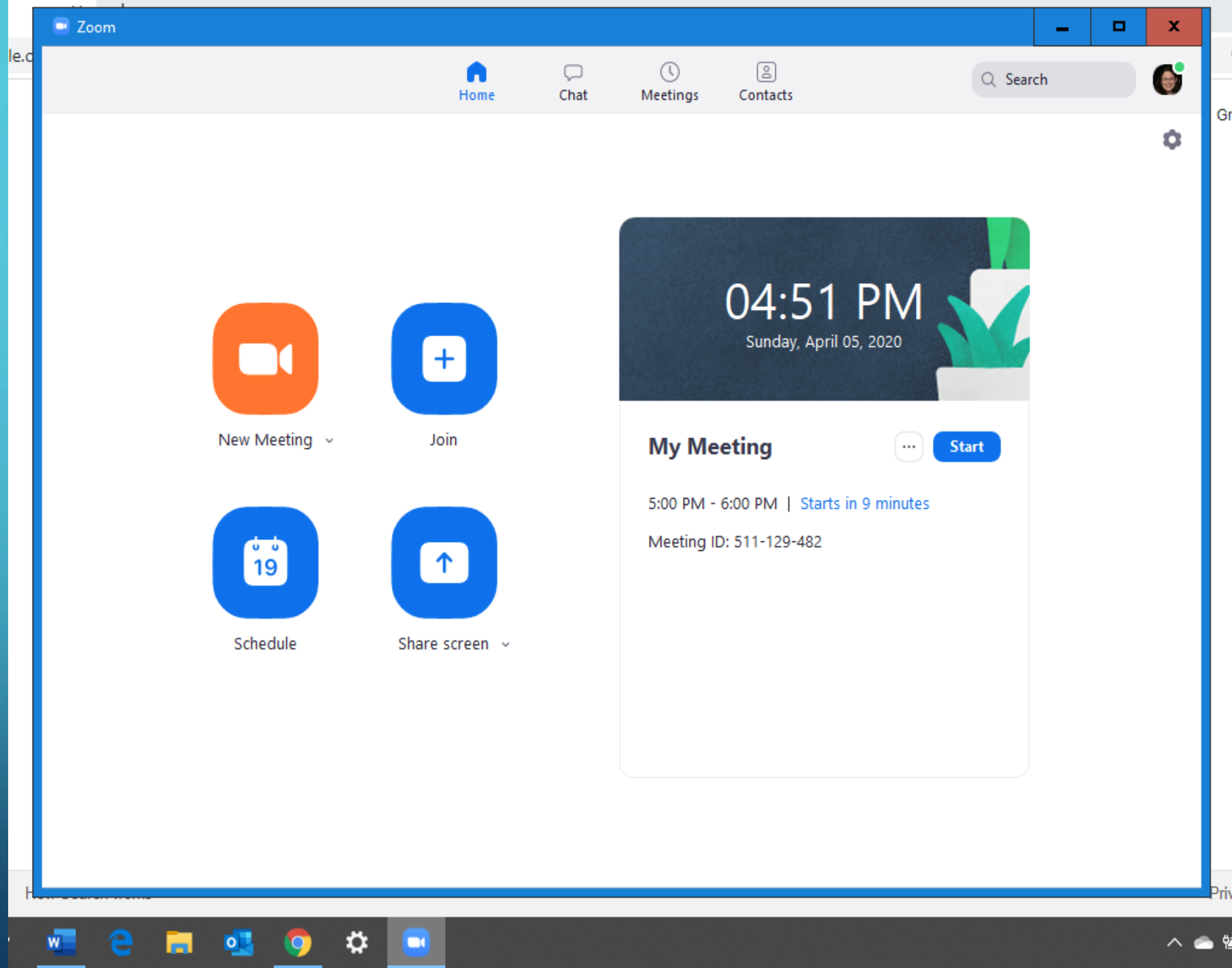
LOGGED IN VIA BROWSER (ZOOM.US)

The screenshot shows a web browser window with the address bar displaying 'zoom.us/profile'. The page features a dark blue header with navigation links: 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and action links: 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon.

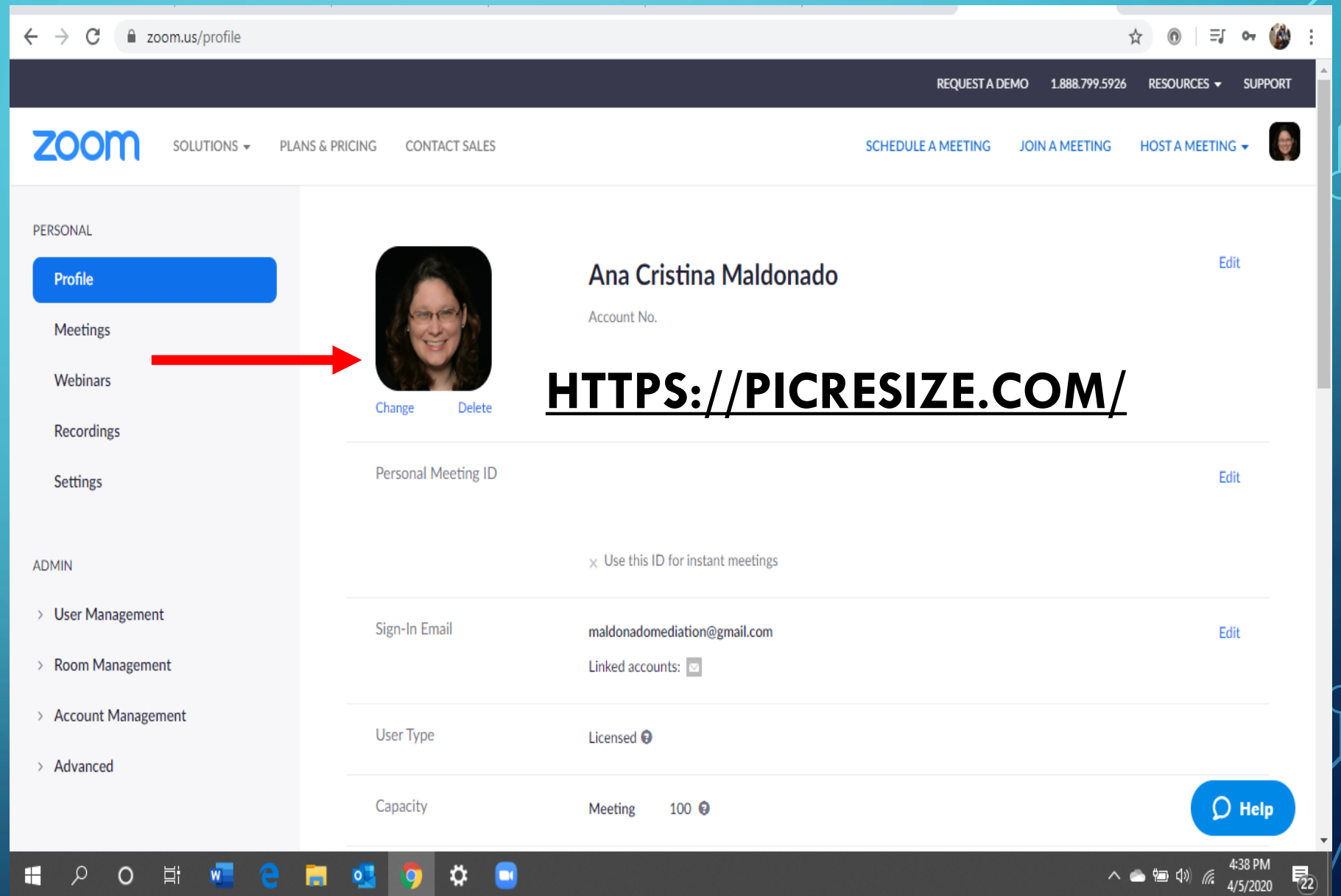
The main content area is divided into a left sidebar and a right main panel. The sidebar has two sections: 'PERSONAL' with links for 'Profile' (highlighted in blue), 'Meetings', 'Webinars', 'Recordings', and 'Settings'; and 'ADMIN' with expandable links for 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main panel displays the user's profile for 'Ana Cristina Maldonado'. It includes a profile picture with 'Change' and 'Delete' options, an 'Account No.' field, and a 'Personal Meeting ID' field with an 'Edit' link and a note: 'x Use this ID for instant meetings'. Below these are fields for 'Sign-In Email' (maldonadomediation@gmail.com), 'User Type' (Licensed), and 'Capacity' (Meeting, 100). A blue 'Help' button is located in the bottom right corner of the main panel.

The browser's taskbar at the bottom shows various application icons (Windows, Search, File Explorer, Word, Edge, Chrome, Settings, Zoom) and a system tray on the right indicating the time as 4:38 PM on 4/5/2020.

LOGGED IN TO
APPLICATION
(APP OR .EXE)



UPLOAD A
PROFESSIONAL
PHOTO OR
LOGO HERE



zoom.us/profile

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Ana Cristina Maldonado

Account No.

[Change](#) [Delete](#)

[HTTPS://PICRESIZE.COM/](https://picresize.com/)

Personal Meeting ID [Edit](#)

× Use this ID for instant meetings

Sign-In Email [Edit](#) maldonadomediation@gmail.com

Linked accounts:

User Type [Help](#) Licensed

Capacity Meeting 100 [Help](#)

Help

Windows taskbar: 4:38 PM 4/5/2020

LOGGED IN VIA BROWSER & ZOOM.US

COMPLETE ACCESS
TO SETTINGS AND
TOOLS FOR
SCHEDULING &
HOSTING

The screenshot shows the Zoom.us profile page for Ana Cristina Maldonado. A green oval labeled "BROWSER TAB" points to the address bar showing "zoom.us/profile". A red arrow points from this oval to the address bar. The page layout includes a left sidebar with "PERSONAL" (Profile, Meetings, Webinars, Recordings, Settings) and "ADMIN" (Management) sections. The main content area displays the user's profile picture, name, account number, personal meeting ID, sign-in email, user type, and capacity. A "Help" button is in the bottom right corner. The Windows taskbar is visible at the bottom.

zoom.us/profile

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Management

Ana Cristina Maldonado

Account No. [REDACTED]

Change Delete

Personal Meeting ID [REDACTED]

https://us02web.zoom.us/j/4956629267?pwd=MFJLVGI5U2U3Y3llaEFJcGVzZU9xZz09

× Use this ID for instant meetings

Sign-In Email maldonadomediation@gmail.com

Linked accounts: [REDACTED]

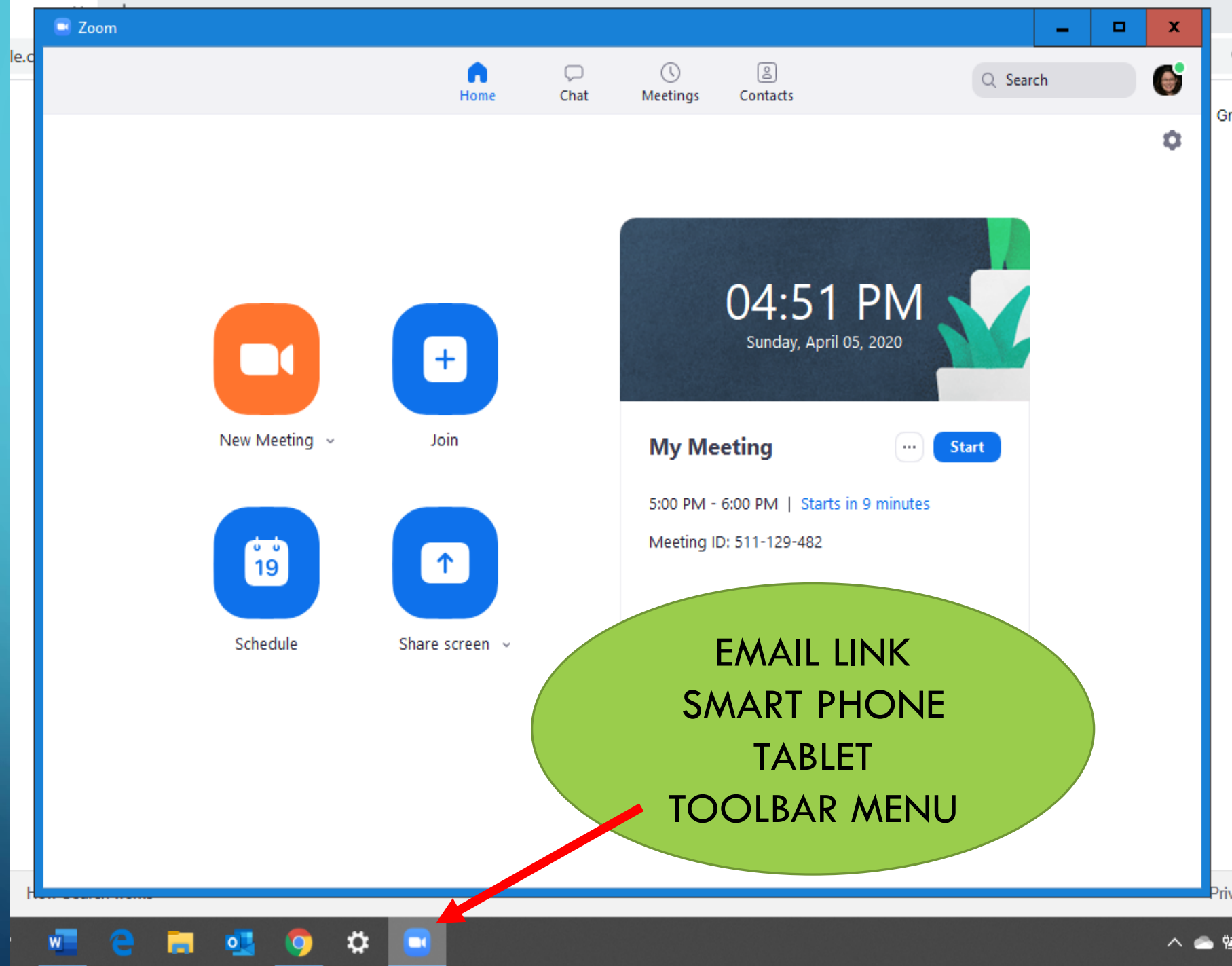
User Type Licensed

Capacity Meeting 100

Help

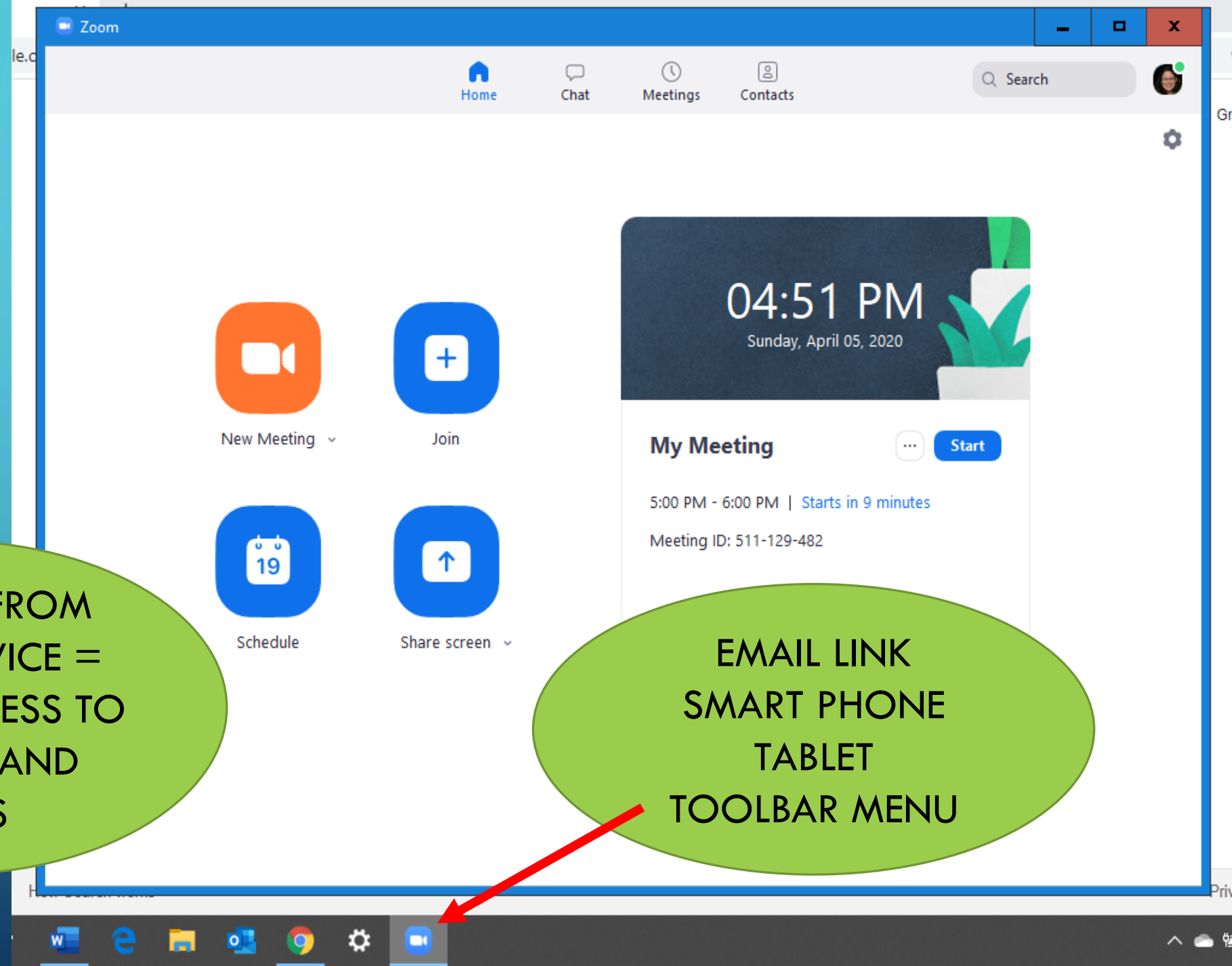
4:38 PM 4/5/2020

LOGGED IN TO APPLICATION



LOGGED IN TO APPLICATION

HOSTING FROM
MOBILE DEVICE =
LIMITED ACCESS TO
SETTINGS AND
TOOLS



TIME TO JOIN A VIDEOCONFERENCE!

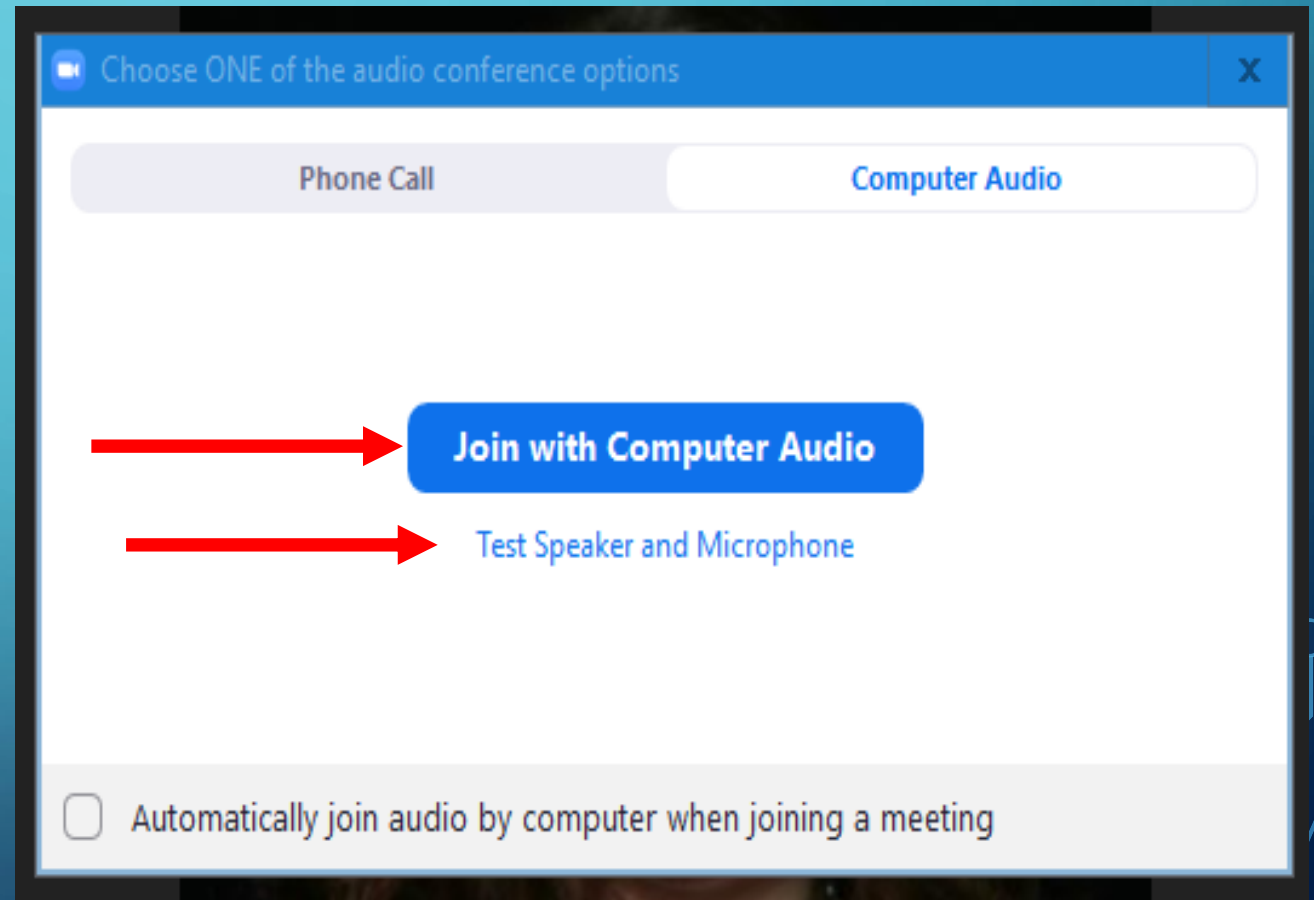
- <https://www.youtube.com/watch?v=JMOOG7rWTPg>
- “A Video Conference in Real Life” (3.5 minutes)
- OPEN PPT → CLICK SCREEN SHARE CHOOSE PPT THUMBNAİL → CLICK SHARE → START PPT PRESENTATION.
- CLICK YOUTUBE LINK → NEW SHARE → CHOOSE YOU TUBE THUMBNAİL → CLICK SHARE. CLICK OPTIMIZE COMPUTER SOUND.
- VIDEO ENDS: NEW SHARE → PPT THUMBNAİL → CLICK SHARE → NEW SLIDE.

DIFFERENT LEVELS OF FAMILIARITY

- Some people are not comfortable with technology
- Some people are fine with technology, but just unfamiliar or inexperienced with this program
- PRACTICE & PREPARE – on your own or with a group

AVOID TECH HARDWARE ISSUES

- Click on any prompts to “Join Audio” and “Join Video.”
- Be prepared! Test your tech ahead of time
- Use the ZOOM audio and video tests before and in-meeting if needed.



IN-MEETING TROUBLESHOOTING FOR AUDIO AND VIDEO

Select a Microphone

- ✓ Microphone Array (Realtek High Definition Audio) Same as System

Select a Speaker

- ✓ Speakers / Headphones (Realtek High Definition Audio) Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

Ana Cristina

Mute Start Video Security

Settings

General Video **Audio** Share Screen Chat Virtual Background Recording Profile Statistics Keyboard Shortcuts Accessibility

Speaker Test Speaker Speakers / Headphones (Realtek ...) Output Level: Volume: Automatically adjust volume

Microphone Test Mic Microphone Array (Realtek High ...) Input Level: Volume: Automatically adjust volume

- ☐ Use separate audio device to play ringtone simultaneously
- ☐ Automatically join audio by computer when joining a meeting
- ☐ Mute my microphone when joining a meeting
- ☒ Press and hold SPACE key to temporarily unmute yourself
- ☒ Sync buttons on headset

Advanced

TROUBLESHOOT HARDWARE ISSUES



- Did the audio or video device fail?

TIP: Check the computer control panel settings to make sure headsets and web-cams are connected, active and selected.

- Still having trouble?

ZOOM Video FAQ & YouTube university!

BEST POSSIBLE INTERNET CONNECTION

- Perfect: 1.5 Mbps internet connection & be hard-wired from your laptop to the router with an ethernet cable.
- Good enough: minimum 600 Kbps internet connection & private, password protected home or office wifi network.
- Avoid: Public, unsecured wifi networks & “speakerphone” audio in public places.
- Check your internet speed using SpeedTest.net.

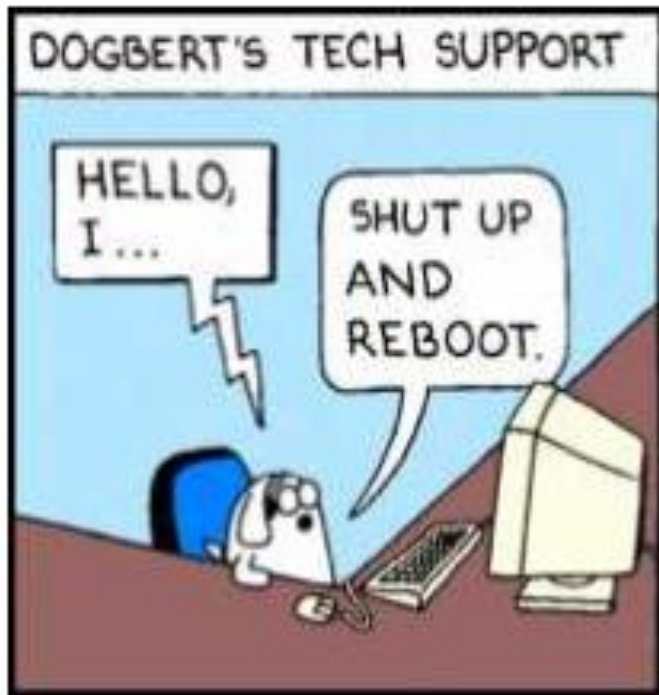


USB A / ethernet adapter

INTERNET CONNECTION/ PROCESSING TROUBLESHOOTING

Top Five Tips:

1. Plan B: Get participant cell phones at the beginning.
2. Internet traffic might affect bandwidth.
3. Keep open desktop applications to a minimum.
4. Turn off video and proceed on voice-only.
5. If all else fails, REBOOT.





CORONAVIRUS

Broward Judge to Attorneys: Get Out of Bed, Get Dressed for Zoom Hearings

Broward Circuit Judge Dennis Bailey made the plea in a letter published by the Weston Bar Association

Published April 14, 2020 • Updated on April 14, 2020 at 5:55 pm



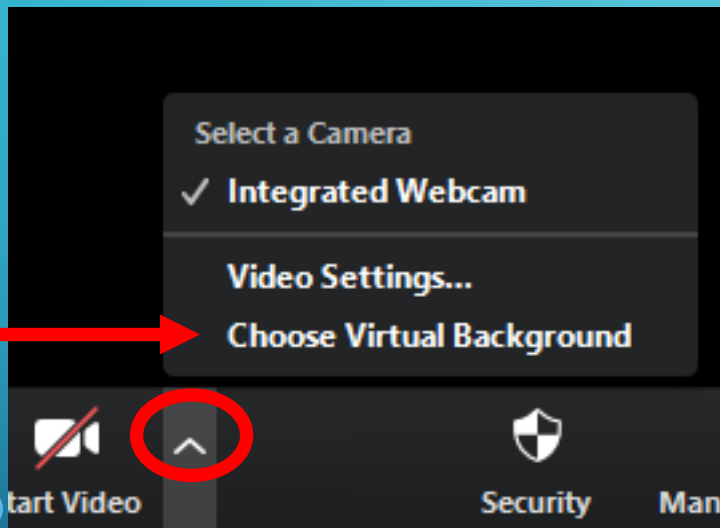
LOOK PROFESSIONAL!

Top Five Tips:

1. Lighting from the front.
2. Camera at eye level.
3. Normal tone of voice.
4. Solid color tops & ties.
5. Tidy and non-distracting background.



SETTING UP A VIRTUAL BACKGROUND



A solid color video background is required. Green color is preferred. ?

Choose Virtual Background +



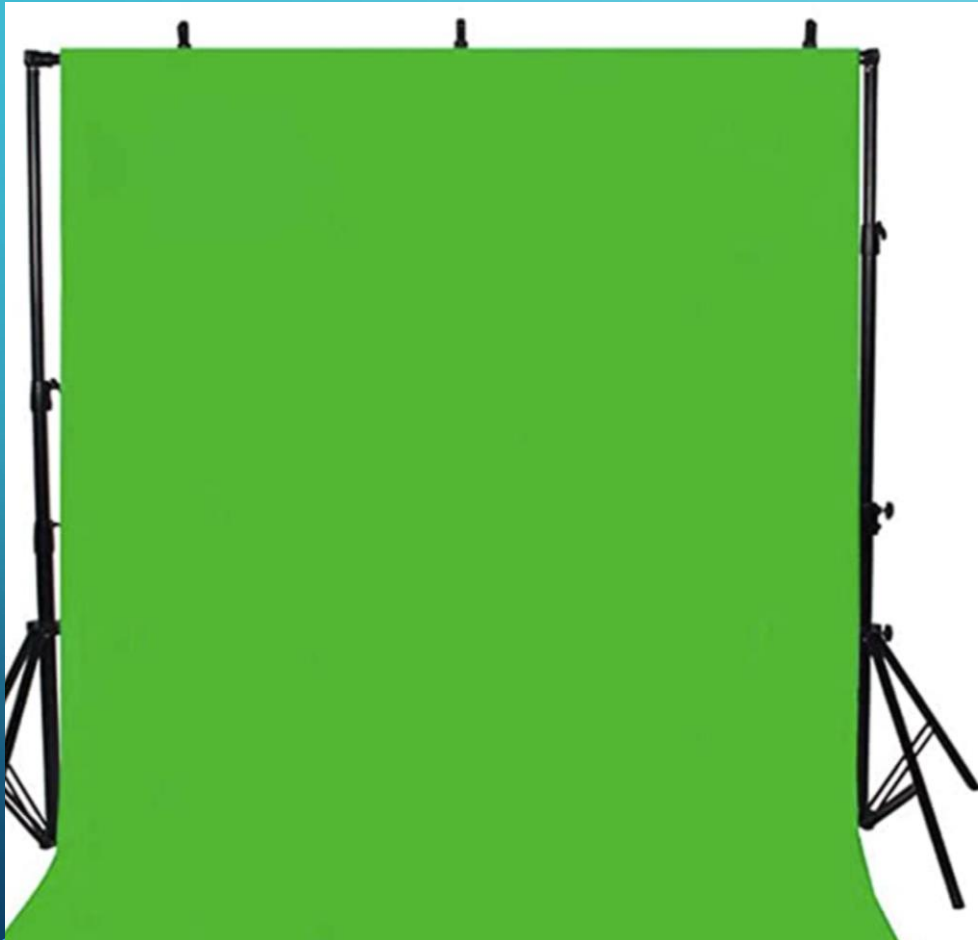
Manually pick the color of the background if the detected color is not accurate. ?

Choose Virtual Background



☒ I have a green screen ? ☒ Mirror my video

GREEN SCREEN, ANYONE?



Photography Cloth Solid
Color Photo Studio Prop
Background Studio Cloth
Multi-Color Backdrop Photo
Background Studio Green
Screen Photography
Background for Photo Studio
(Green, 1.51)

Brand: ZWIFEJIANQ

★★★★☆ 171 ratings

Price: **\$14.99** & **FREE Shipping** on orders over
\$25.00 shipped by Amazon. [Details](#)
& **FREE Returns**

Get a **\$100 Amazon.com Gift Card** upon approval
for the Amazon Business American Express Card.
Terms apply.

Size: **1.5*1**

\$14.99

& **FREE Shipping** on orders over
\$25.00 shipped by Amazon.

[Details](#) & [FREE Returns](#)

Arrives: **Sunday, Jan 31** [Details](#)

Fastest delivery: **Wednesday,
Jan 27**

Order within 12 hrs and 49 mins
[Details](#)

In Stock.

Qty: 1



Add to Cart



Buy Now



Secure transaction

Ships from Amazon

Sold by ZWIFEJIANQ

LOCK YOUR DOORS!



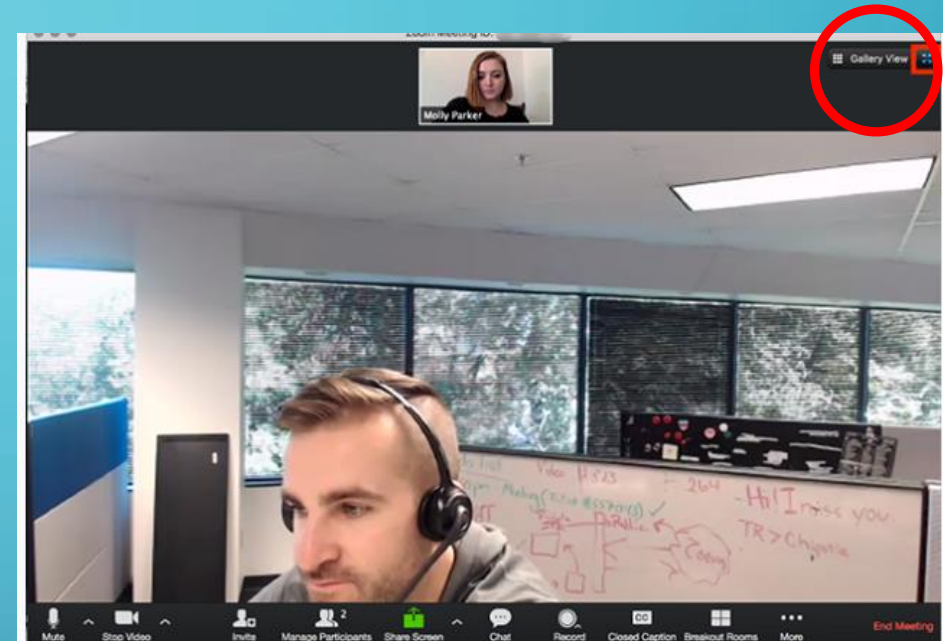
ZOOM TOOLS

- DIFFERENT WAYS TO VIEW PARTICIPANTS
- CALENDAR INTEGRATION DURING SCHEDULING
 - OUTLOOK, GOOGLE AND ICAL
- RECORDING
- BREAKOUT ROOMS
- CHAT
- FILE SHARING
- WHITEBOARD, ANNOTATE & REACTIONS
- SCREENSHARE
- CO-HOSTS
- CLOSED CAPTION (EITHER WITH A TOKEN OR WITH A DESIGNATED PERSON)
- REMOTE DESKTOP CONTROL
- SPOTLIGHT SPEAKER OR PIN VIDEOS

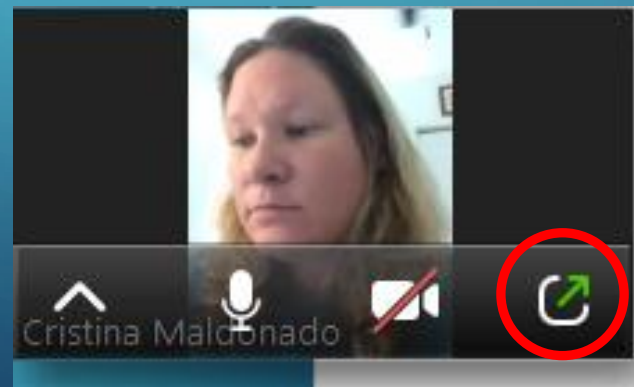
GALLERY VIEW



SPEAKER VIEW

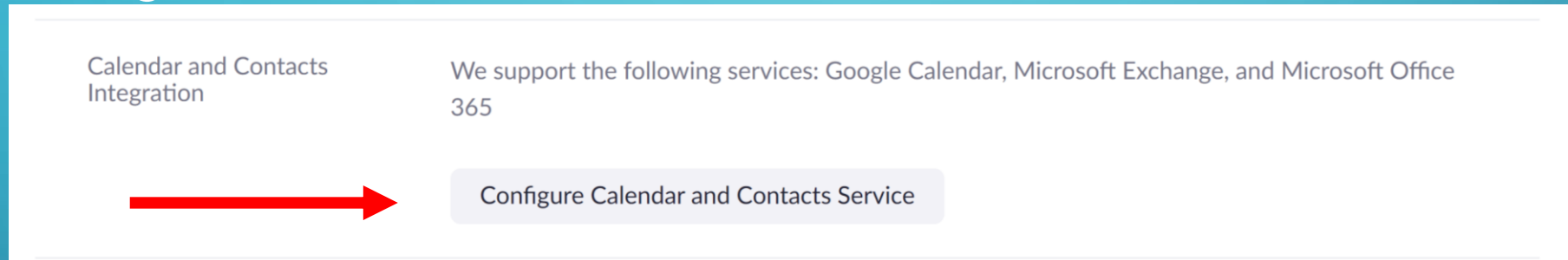


MINI-WINDOW:

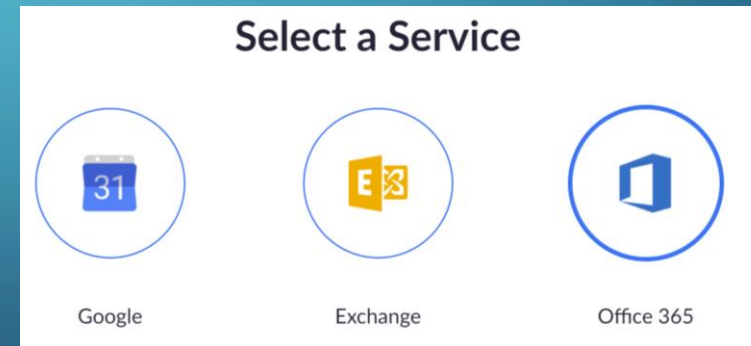


CALENDAR INTEGRATION DURING SCHEDULING

1. Go into your Profile through Web Portal to “Configure Calendar and Contacts Service”



The program supports
Google, Exchange, and
Office 365 (Outlook)



2. Sign out and sign back in.
3. Add a Zoom plug in to your email program if available.

Schedule meeting

Schedule Meeting

Topic

Ana Cristina Maldonado's Zoom Meeting

Start: Sat January 23, 2021 02:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Security

☒ Passcode 843666 Only users who have the invite link or passcode can join the meeting

☒ Waiting Room Only users admitted by the host can join the meeting

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Save

Cancel

Edit Meeting

Start: Mon January 25, 2021 10:00 AM

Duration: 3 hours 0 minute

☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID

☒ Generated ID 860 4568 0476 ☐ Personal Meeting ID

Security

☒ Passcode 907242 Only users who have the invite link or passcode can join the meeting

☒ Waiting Room Only users admitted by the host can join the meeting

Video

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

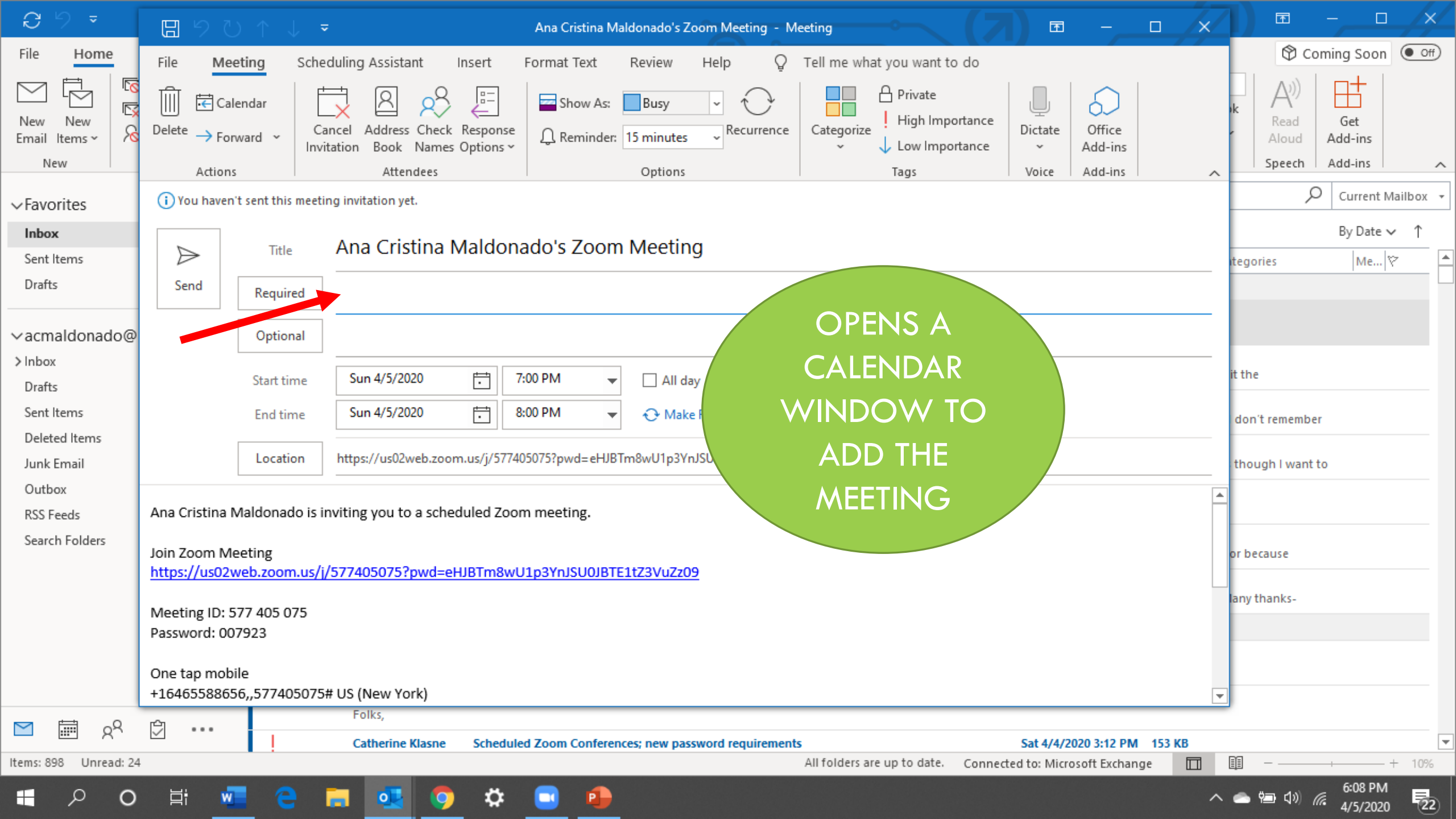
Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options

Save

Cancel



You haven't sent this meeting invitation yet.



Send

Title Ana Cristina Maldonado's Zoom Meeting

Required

Optional

Start time Sun 4/5/2020 7:00 PM

End time Sun 4/5/2020 8:00 PM

Location <https://us02web.zoom.us/j/577405075?pwd=eHJBTm8wU1p3YnJSU0JBTE1tZ3VuZz09>

Ana Cristina Maldonado is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/577405075?pwd=eHJBTm8wU1p3YnJSU0JBTE1tZ3VuZz09>

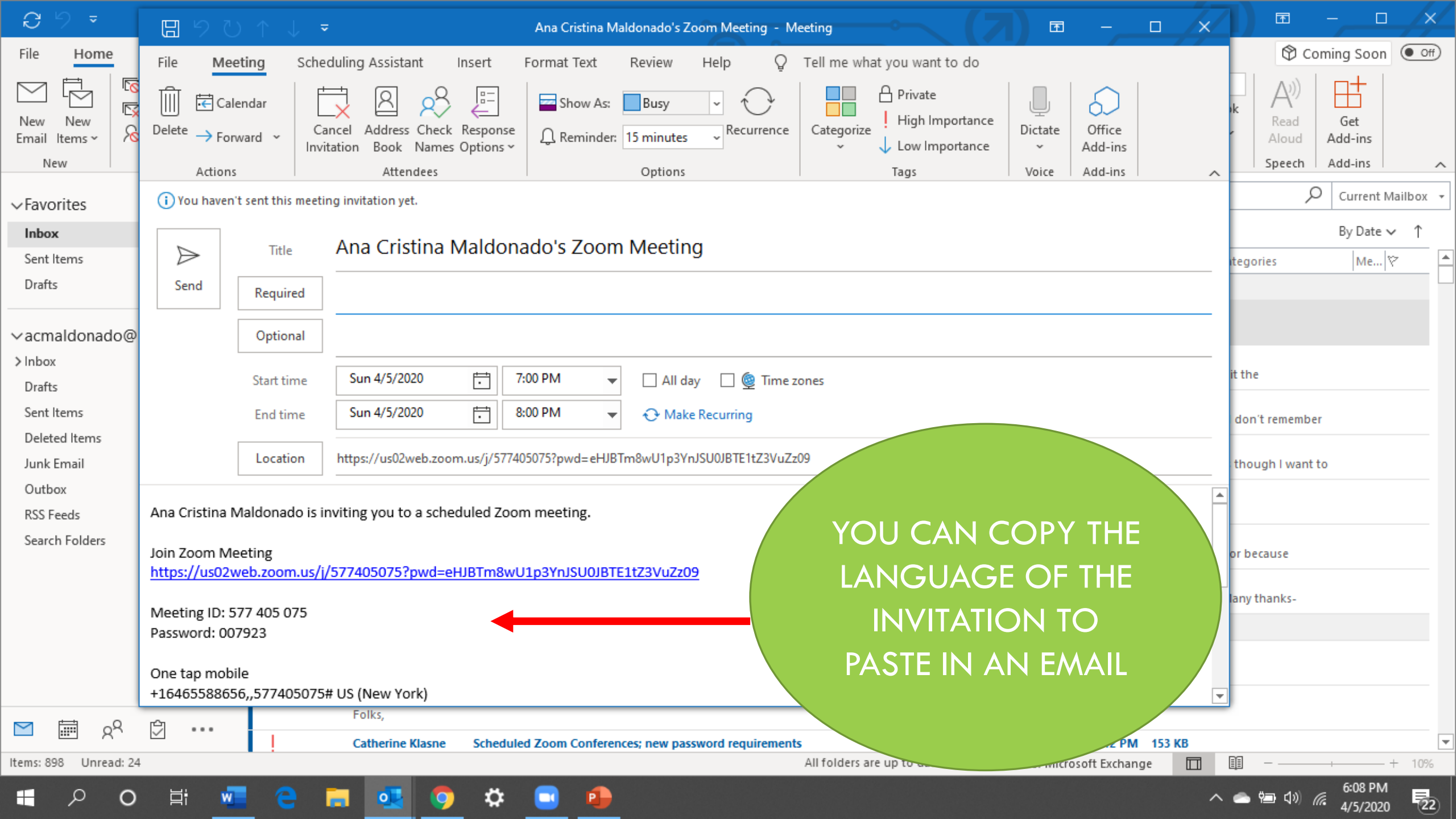
Meeting ID: 577 405 075

Password: 007923

One tap mobile

+16465588656,,577405075# US (New York)

OPENS A
CALENDAR
WINDOW TO
ADD THE
MEETING



YOU CAN COPY THE
LANGUAGE OF THE
INVITATION TO
PASTE IN AN EMAIL

Zoom

Home

Chat

Meetings

Contacts

Search

Upcoming

Recorded

Craig S. Barnard Inns of Court - How to ZOOM

12:00 PM-1:00 PM

Meeting ID: 827-4610-1393

Thu, Apr 23

Lee mediation

10:00 AM-1:00 PM

Meeting ID: 941-066-262

DRC - How to ZOOM

4:00 PM-5:00 PM

Meeting ID: 863-8273-8962

Fri, Apr 24

FMTC Family Mediator Training - Day 4

8:30 AM-5:00 PM

Meeting ID: 897-0985-0562

Craig S. Barnard Inns of Court - How to ZOOM

12:00 PM - 1:00 PM

Meeting ID: 827-4610-1393

Start

Copy Invitation

Edit

Delete

[Hide Meeting Invitation](#)

Ana Cristina Maldonado is inviting you to a scheduled Zoom meeting.

Topic: Craig S. Barnard Inns of Court - How to ZOOM

Time: Apr 21, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82746101393?pwd=V2trbzU5VFRMeisrRi85dDUrZGYrQT09>

Meeting ID: 827 4610 1393

Password: 167239

One tap mobile

+16465588656,,82746101393#,,#167239# US (New York)

+13126266799,,82746101393#,,#167239# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

USE UNIQUE
(AUTOGENERATED)
MEETING ID AND NOT
PERSONAL MEETING ID

AND

ALWAYS USE A
PASSWORD

Schedule meeting

Schedule Meeting

Topic

Ana Cristina Maldonado's Zoom Meeting

Start: Sun April 5, 2020 07:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Password

☒ Require meeting password 002970

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

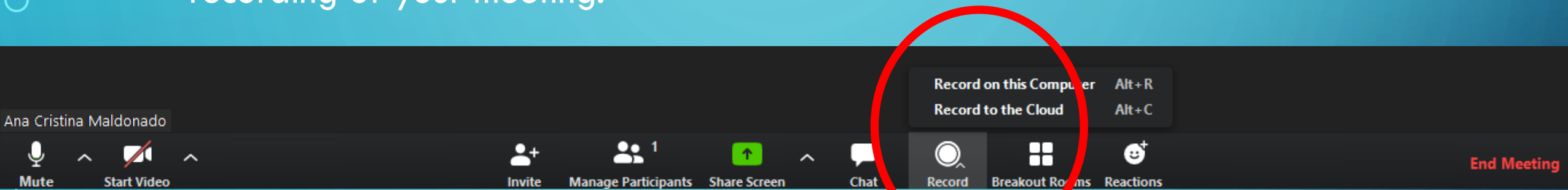
☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options

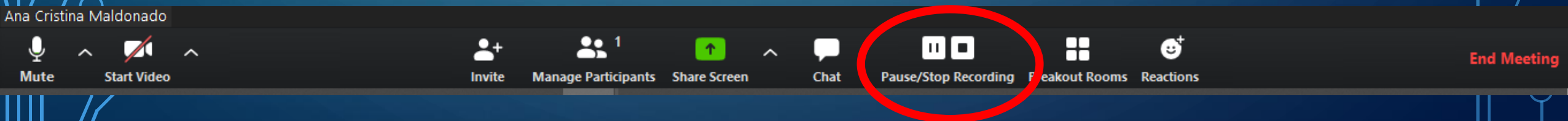
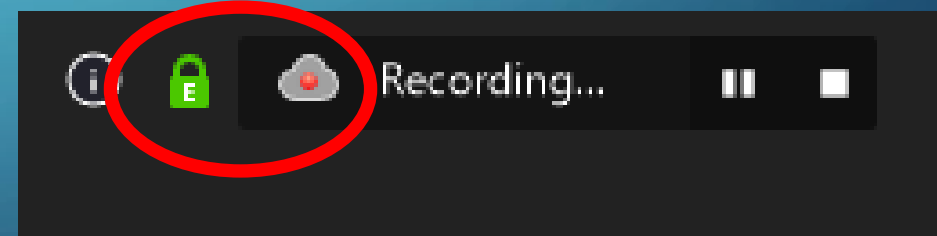
[Schedule](#) [Cancel](#)

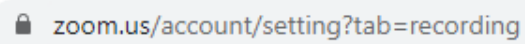
RECORDING

- ZOOM's default is to allow recording of your meeting.



- Once it's on, the program tells you it is recording and allows you to pause and stop.





SUPPORT

[HOST A MEETING](#) ▼

Settings

Reports

☐ Save panelist chat to the recording (?)

TURN OFF RECORDING WHEN SCHEDULING

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☒ Outlook ☐ Google Calendar ☐ Other Calendars

Advanced Options ^

☒ Enable Waiting Room

☐ Enable join before host

☒ Mute participants upon entry

☐ Only authenticated users can join: Sign in to Zoom

☒ Automatically record meeting

☒ Locally ☐ In the cloud

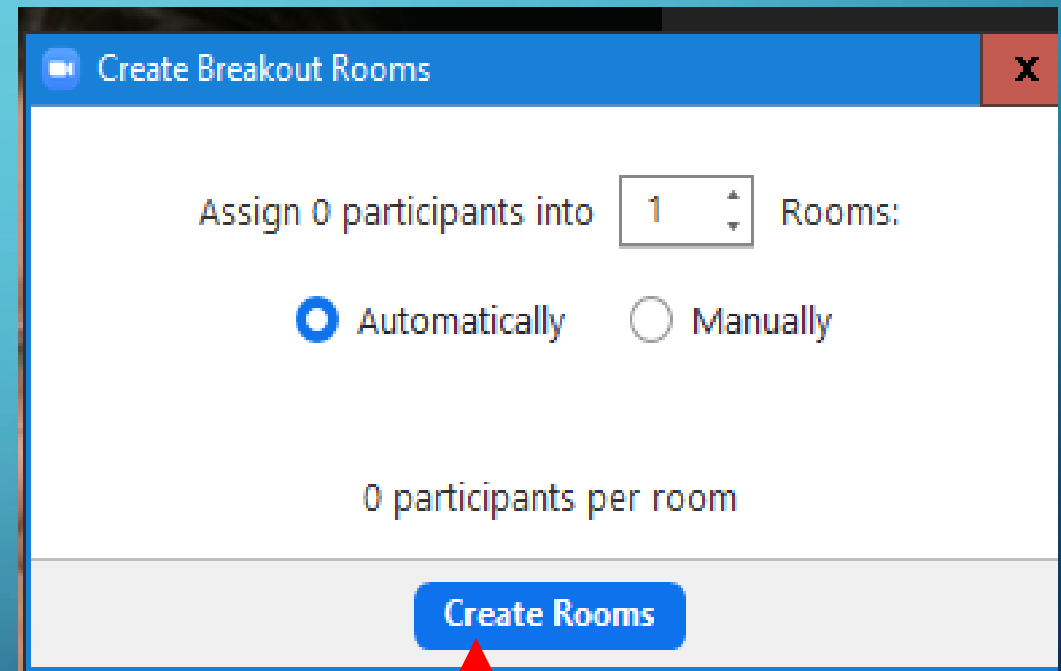
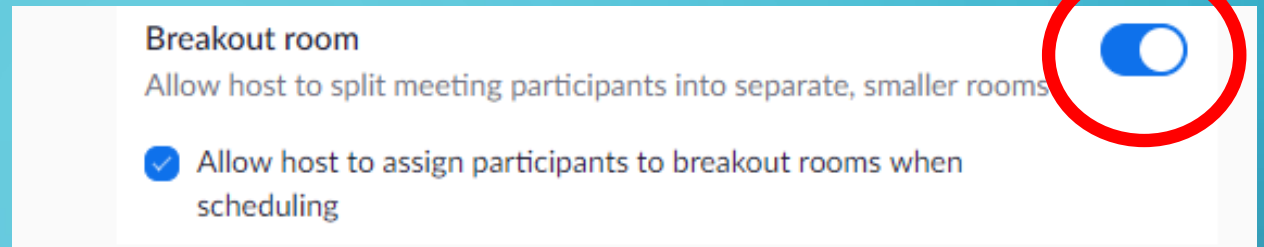
Alternative hosts

Example:john@company.com:peter@school.edu

[Schedule](#) [Cancel](#)

BREAKOUT ROOMS

- If you are hosting on a tablet or phone you won't be able to use this feature.
- Even on a laptop, you must first enable Breakout Rooms in advanced settings.
- Always create one extra room: aka “the kitchen”



BREAKOUT ROOMS

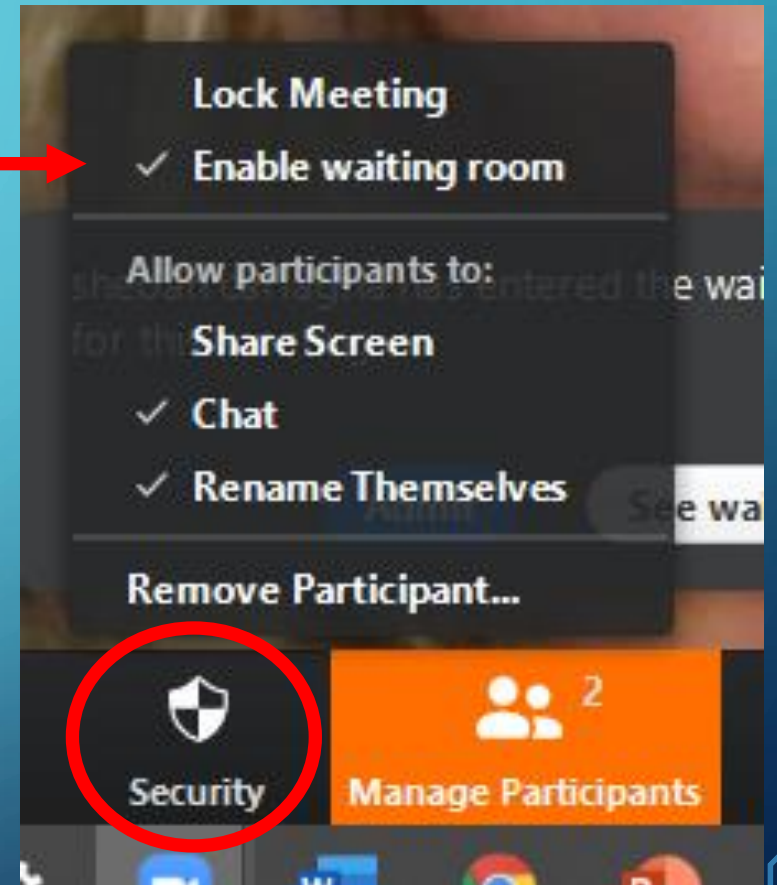
- Only Host can open Breakout Rooms.
- Host decides how many Breakout Rooms and can re-name them.
- Host assigns Participants to Breakout Rooms. Default is automatic, but manual assignment is recommended.
- There is now a setting where participants can “self-select” which breakout room to go to but it must be enabled – not useful for mediation. You want to be the one assigning people so they don’t end up in the wrong place.
- Host opens Breakout Rooms. Participants may be asked to click “Join Breakout Room.”

BREAKOUT ROOMS, CONTINUED.

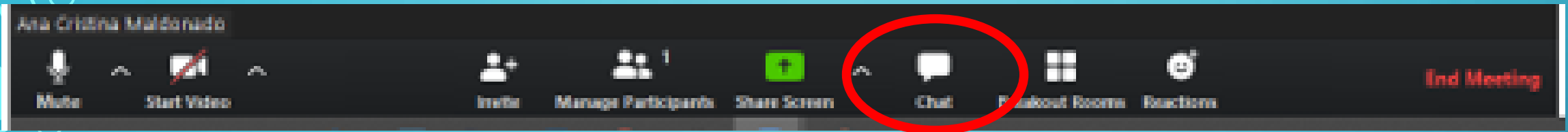
- Host chooses which Breakout Room to join and can move from room to room.
- Host can also move - “ re-assign” - participants from room to room.
- Participants can see who else is in their room by clicking “Participants”
- Participants can click “Leave Breakout Room” and return to the Main Session.
- To bring everyone back together, Host closes Breakout Rooms. All Participants receive 60 seconds notice (which can be extended).
- When Breakout Rooms close, everyone returns to the Main Session.

BREAKOUT ROOMS TIP

- Wait until everyone is on the call to assign participants and open Breakout Rooms.
- Then, before you go into Breakout Rooms:
 - go to your Security icon
 - turn off the Waiting Room.
- *If someone gets disconnected they will go right back to the Breakout Room.*



CHAT




- If enabled, you can chat with the people in your room.
- Chat can go to “Everyone” or, if enabled, to an individual, using the dropdown box.
- You can’t chat with someone who is not in your room.
- Communication Backups:
 - If you are in a Breakout Room, click “ASK FOR HELP” to call the host.
 - Get cell phones at the beginning of the meeting if you will need to be able to have conversations with people in other Breakout Rooms.

CHAT CONFIDENTIALITY

Chat

Allow meeting participants to send a message visible to all participants



☐ Prevent participants from saving chat 

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



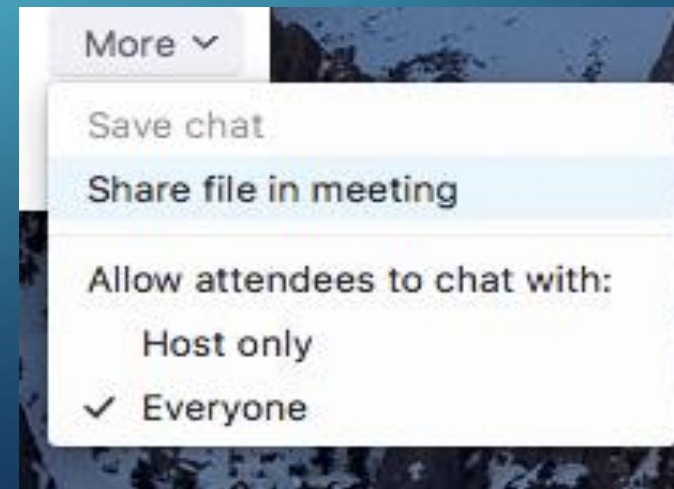
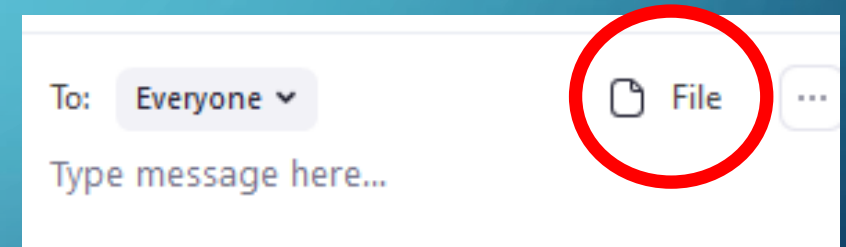
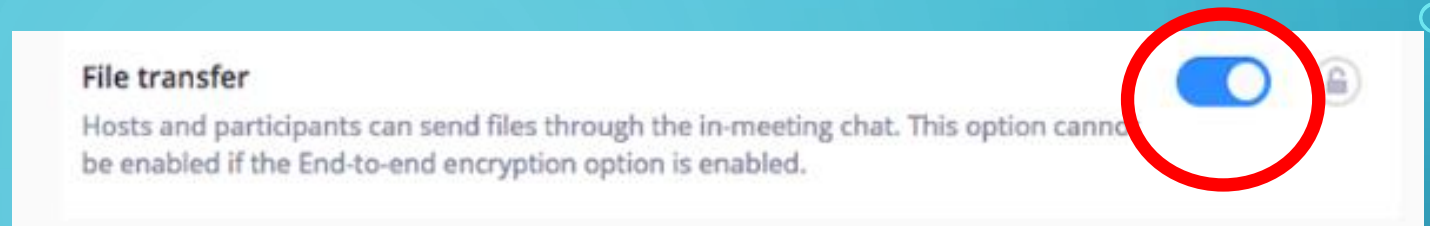
Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

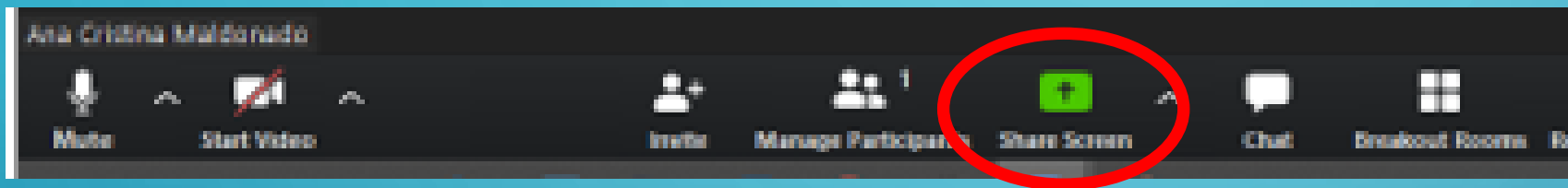


FILE SHARING

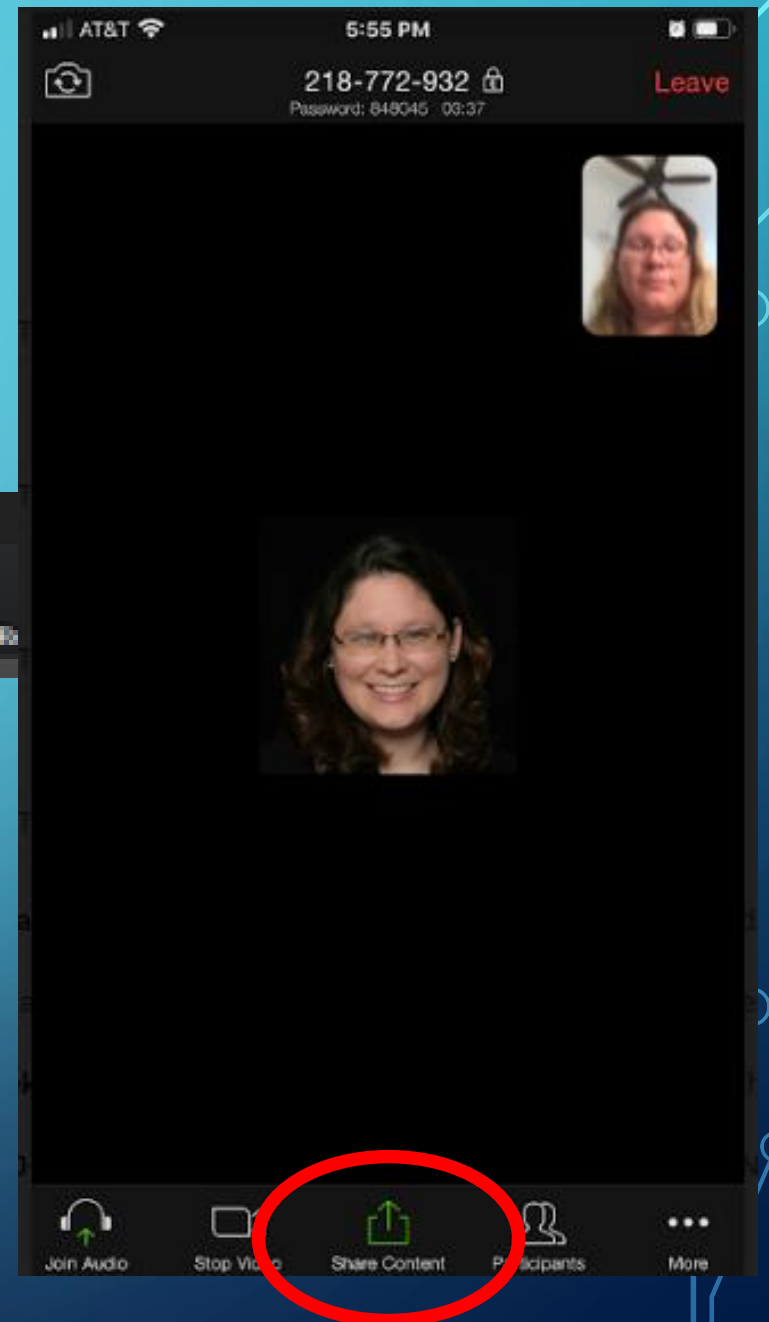
- File sharing must be enabled.
- It can be limited to specific types of files.
- In-meeting, file sharing can be accessed through the “Chat” tool
- It works like an email attachment.



SCREENSHARE



CLICK SCREEN SHARE



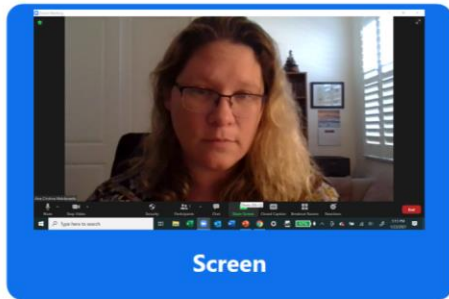
CHOOSE WHICH SCREEN TO SHARE *THEN* SHARE

Select a window or an application that you want to share

Basic

Advanced

Files



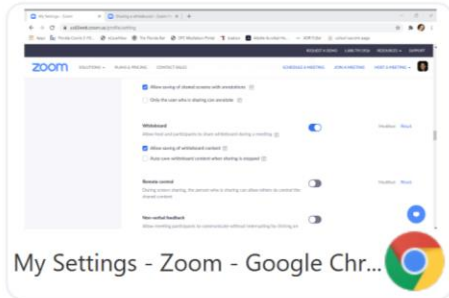
Screen



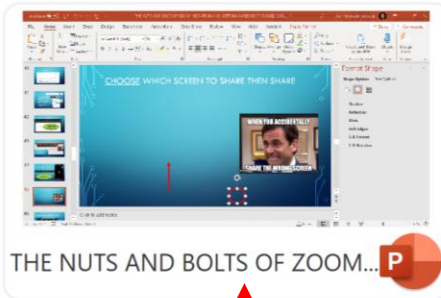
Whiteboard



iPhone/iPad



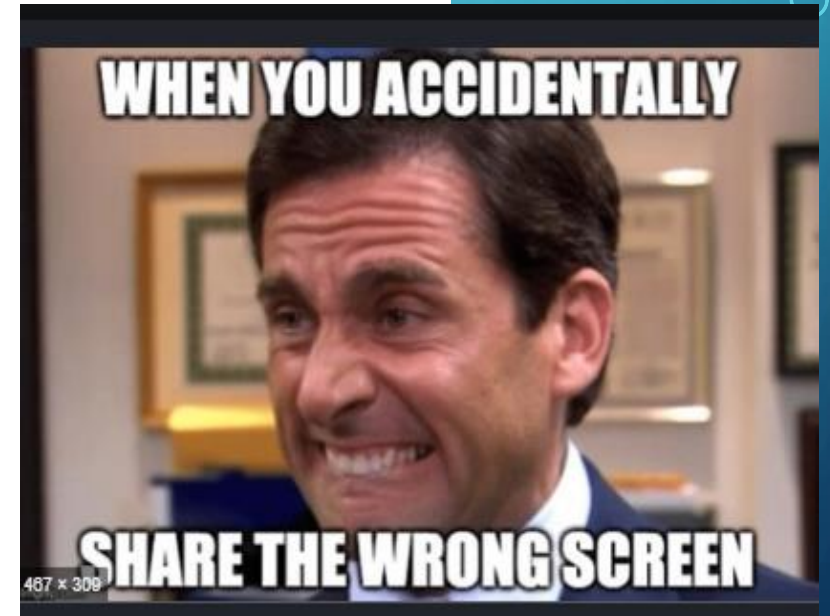
My Settings - Zoom - Google Chr...



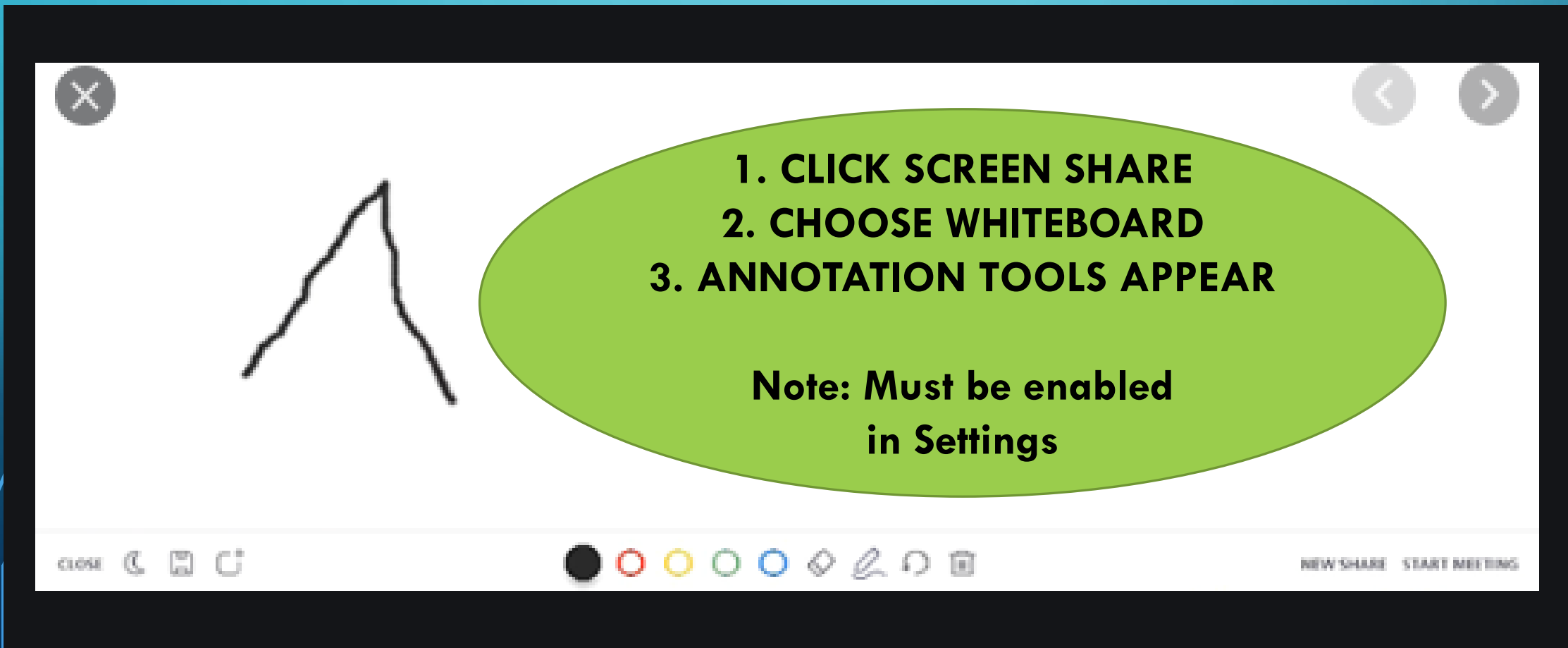
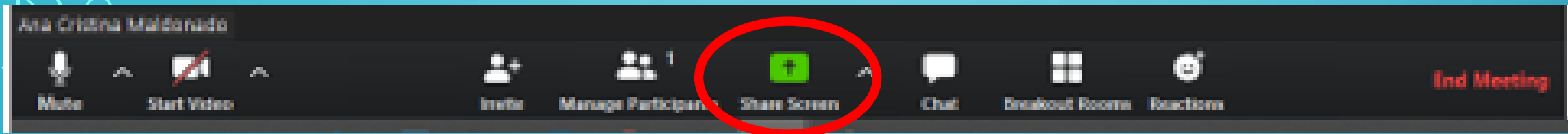
THE NUTS AND BOLTS OF ZOOM...

☐ Share sound ☐ Optimize for video clip

Share



WHITEBOARD & ANNOTATION



ANNOTATION

The screenshot displays a Zoom meeting window. At the top, the title bar reads "THE NUTS AND BOLTS OF ZOOM MEDIATION AND GETTING AGREEMENTS SIGNED 26JA...". The participant name "Ana Cristina Maldonado" is visible in the top right corner. Below the title bar is a toolbar with various icons. The "Annotate" icon, which shows a pencil, is circled in red. Below the toolbar is a presentation slide titled "Design Ideas". The slide content includes the text "Stop suggesting ideas until I restart PowerPoint.", "Sorry, no design ideas for this slide.", and "When we have design ideas, we'll show them to you right here." followed by a "Learn more" link. On the right side of the slide, there is a video feed of Ana Cristina Maldonado. Below the video feed, there is a section for "Artistic Effects" with a "Reset" button. A red arrow points to the "Font" section of the toolbar.

THE NUTS AND BOLTS OF ZOOM MEDIATION AND GETTING AGREEMENTS SIGNED 26JA...

Ana Cristina Maldonado

Mute Stop Video Security Participants New Share Pause Share Annotate More

Mouse Select Text Draw Stamp Spotlight Eraser Format Undo Redo Clear Save

Font Paragraph Drawing Editing

Design Ideas

Stop suggesting ideas until I restart PowerPoint.

Sorry, no design ideas for this slide.

When we have design ideas, we'll show them to you right here.

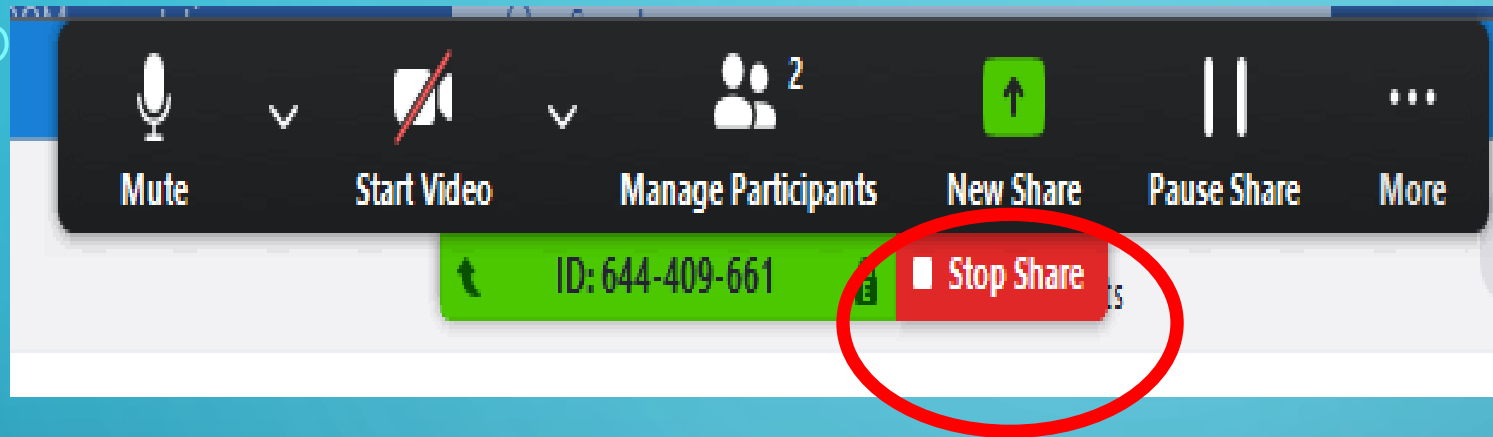
[Learn more](#)

Ana Cristina Maldonado

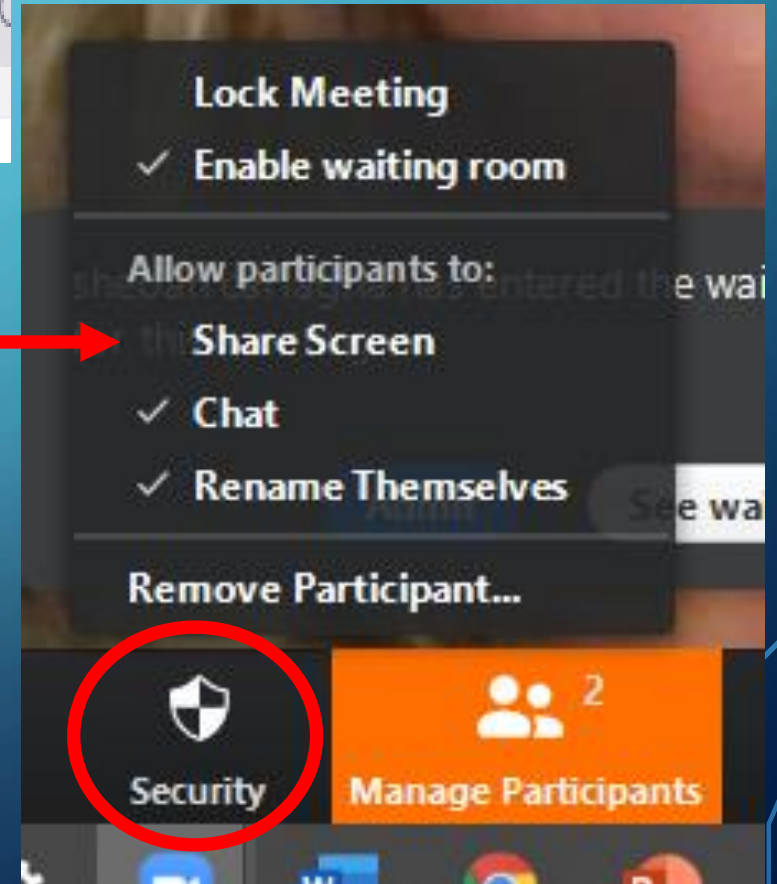
Artistic Effects

Reset

USE SCREEN SHARING TOOLBAR TO STOP SHARE...



...OR TURN PARTICIPANT SCREEN SHARING OFF OR ON FROM THE SECURITY ICON



OTHER TOOLS

- POLLING
- CO-HOSTS
- CLOSED CAPTION (EITHER WITH A TOKEN OR WITH A DESIGNATED PERSON)
- REMOTE DESKTOP CONTROL
- SPOTLIGHT SPEAKER OR PIN VIDEOS

WHAT ABOUT SECURITY?

Zoom video meetings are being interrupted by hackers spewing hate speech and showing porn. It's called 'Zoombombing.' Here's how to prevent it.

To report Zoombombing:

FBI's Internet Crime Complaint Center at ic3.gov.

Report threats during a teleconference at tips.fbi.gov.

GETTING AGREEMENTS SIGNED

E-SIGNATURE PROGRAMS

- ADOBE FILL & SIGN
- DOCUSIGN
- HELLO SIGN

PDF PROGRAMS

- ADOBE ACROBAT PRO
- PHANTOM FOXIT
- NITRO PRO

FOR YOUR LESS TECHY PEOPLE

- HYBRID METHOD WITH PRINT AND SCAN

SMART PHONE SCANNERS

- IPHONE – USE THE SCANNER IN “NOTES” (NEW NOTE → PICTURE → SCAN)
- GENIUS SCAN (FREE)
- CAM SCANNER (FREE)

ADOBE ACROBAT PLANS – ESIGNATURES AND PDF EDITOR



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EDIT PDFS
PASSWORD PROTECT
DESKTOP VERSION



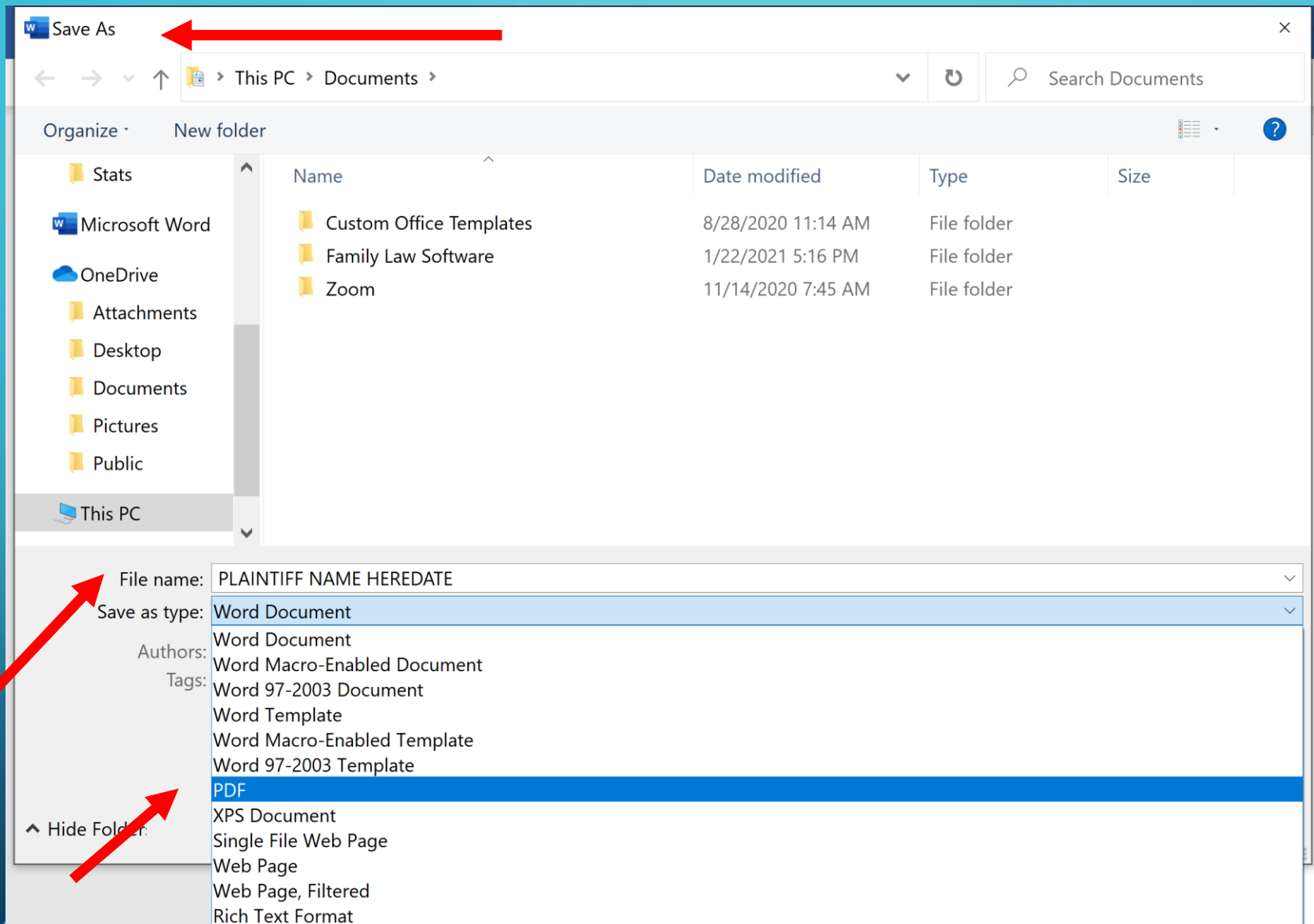
Hey there! Can I help with any questions about our plans and pricing?



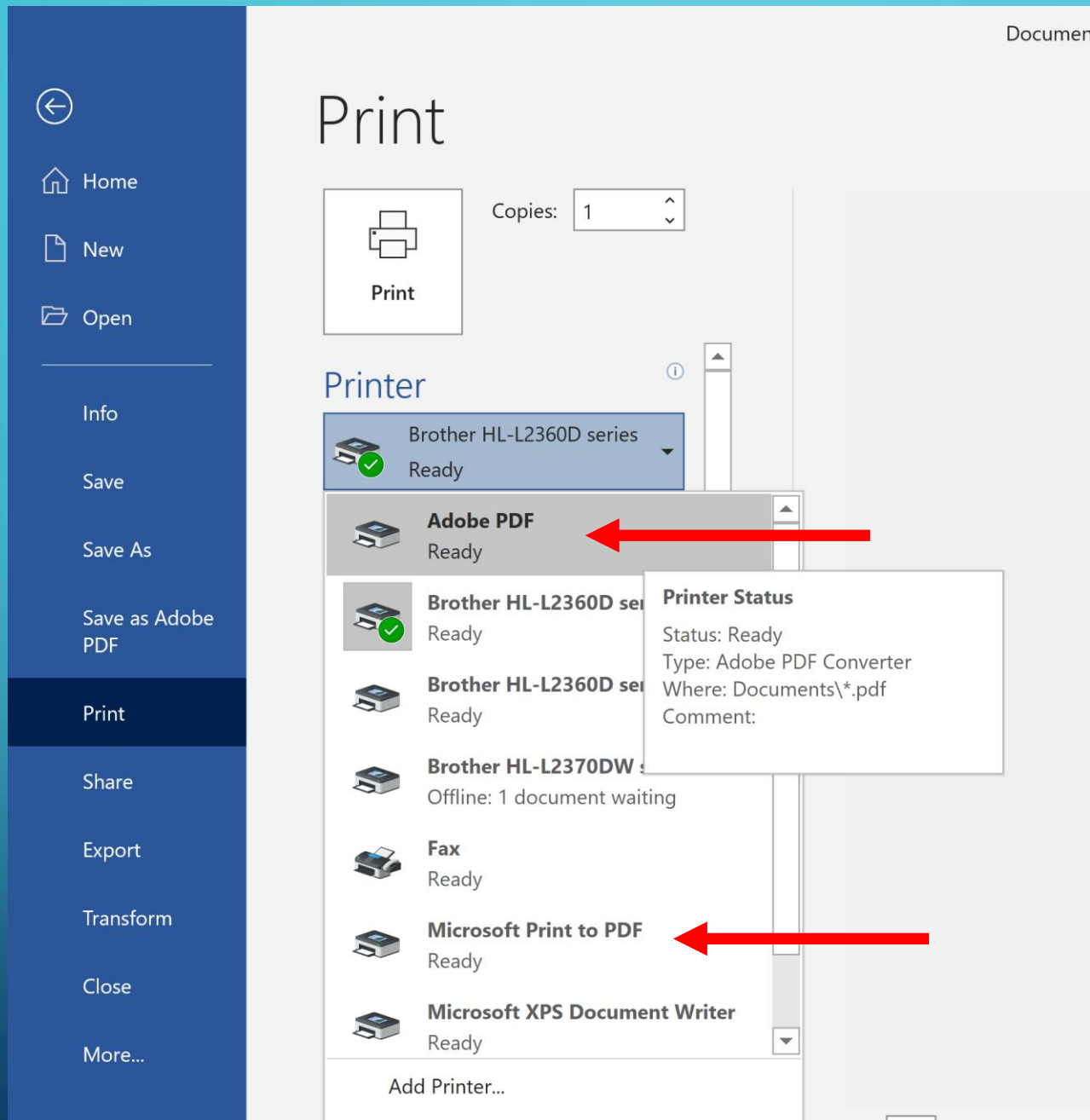
ADOBE FILL AND SIGN



- You will need individual emails for each signer. Start gathering them early.
- Your signing parties will probably need to download the App. Give them a heads up. They can work on this in caucus.
- When the parties reach an Agreement, save any MS Word Agreement file as a PDF. (Some people use “Save As” PDF, some people use Print and select)..
- Open your PDF with Adobe and click on “Request Signatures.”
- Click “More Options” and choose “Complete in Any Order.”
- Type in all the signer emails and click “Next” or “Specify Where to Sign.”

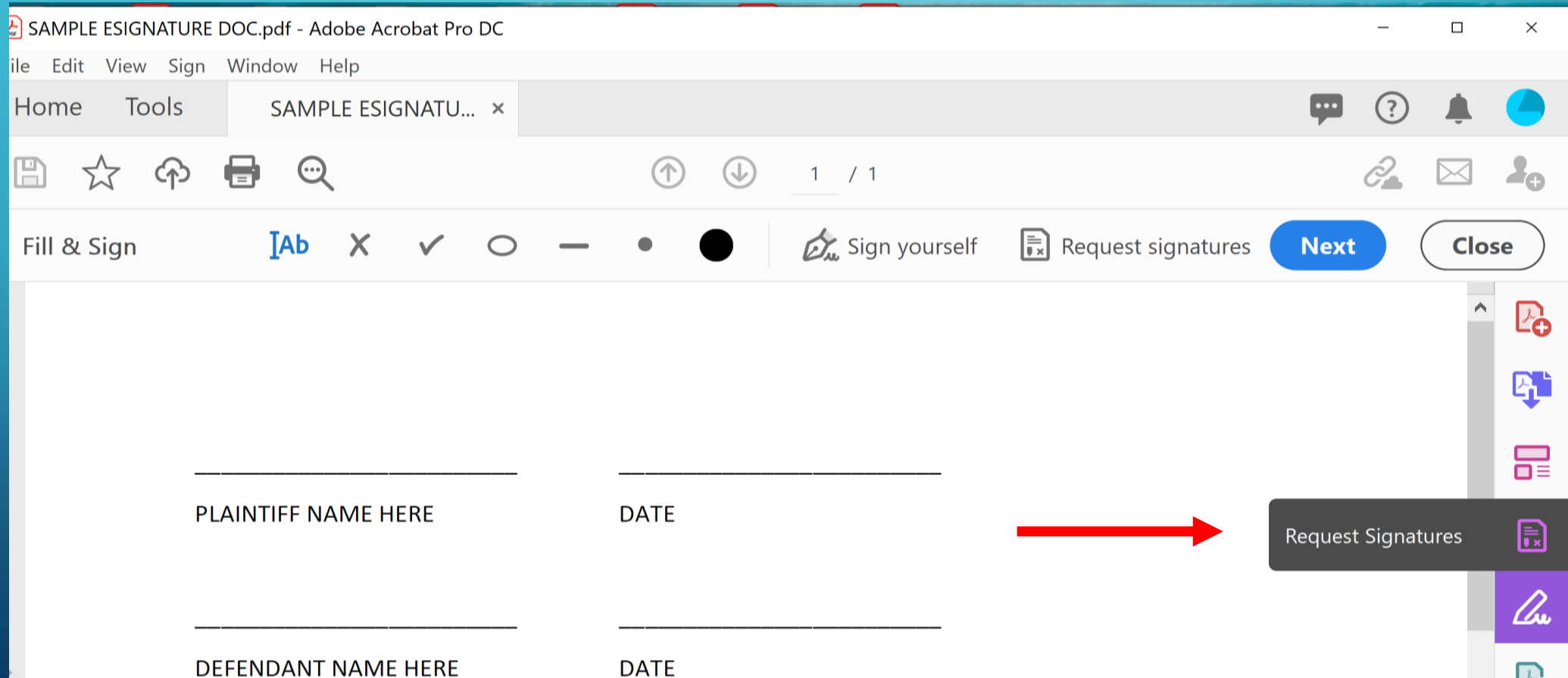


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PDF




“PRINT”
PDF

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CLICK “MORE OPTIONS”...


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Add signers

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SAMPLE ESIGNATURE DOC

Please review and sign this document.

File(s)

Add Files

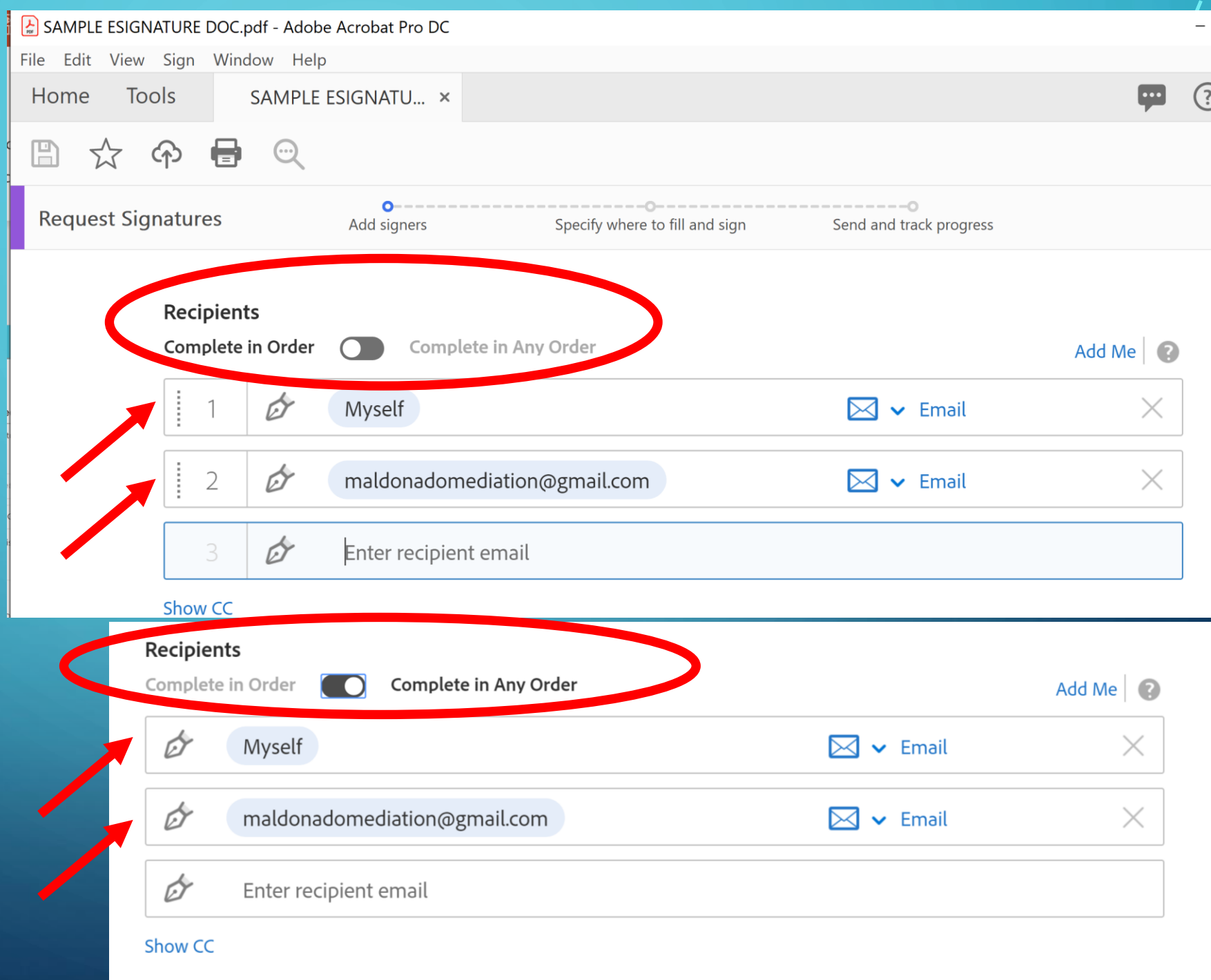
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More Options

Cancel

Specify Where to Sign










... AND
CHOOSE
“COMPLETE
IN ANY
ORDER”




TYPE IN ALL THE SIGNER EMAILS AND CLICK “NEXT” OR “SPECIFY WHERE TO SIGN”

Recipients

Complete in Order ☒ Complete in Any Order [Add Me](#) [?](#)

	<input type="text" value="Myself"/>	  Email	
	<input type="text" value="maldonadomediation@gmail.com"/>	  Email	
	<input type="text" value="Enter recipient email"/>		


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File(s) [Add Files](#)

 SAMPLE ESIGNATURE DOC.pdf

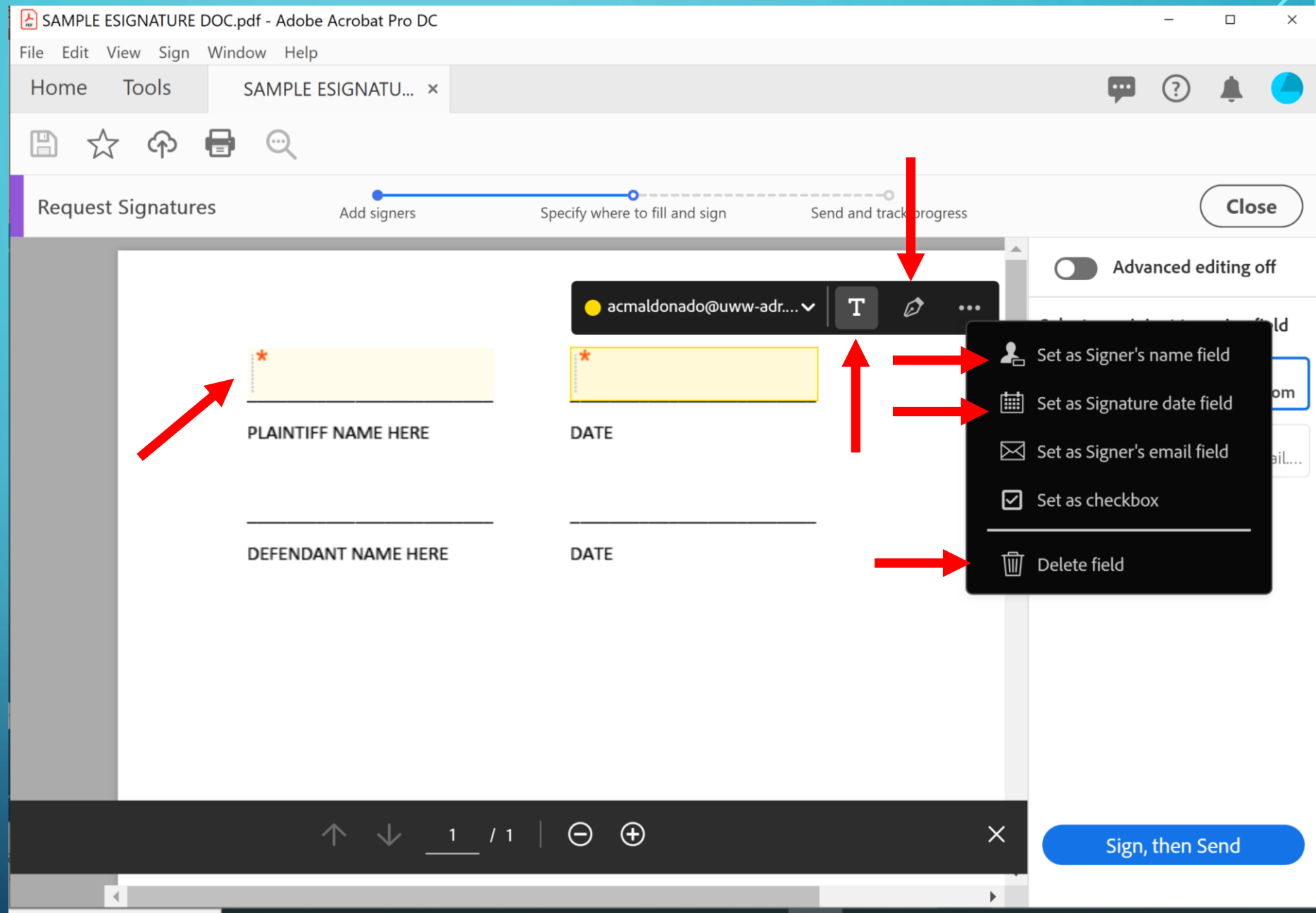
[More Options](#) [Cancel](#) [Specify Where to Sign](#)

ADOBE FILL AND SIGN

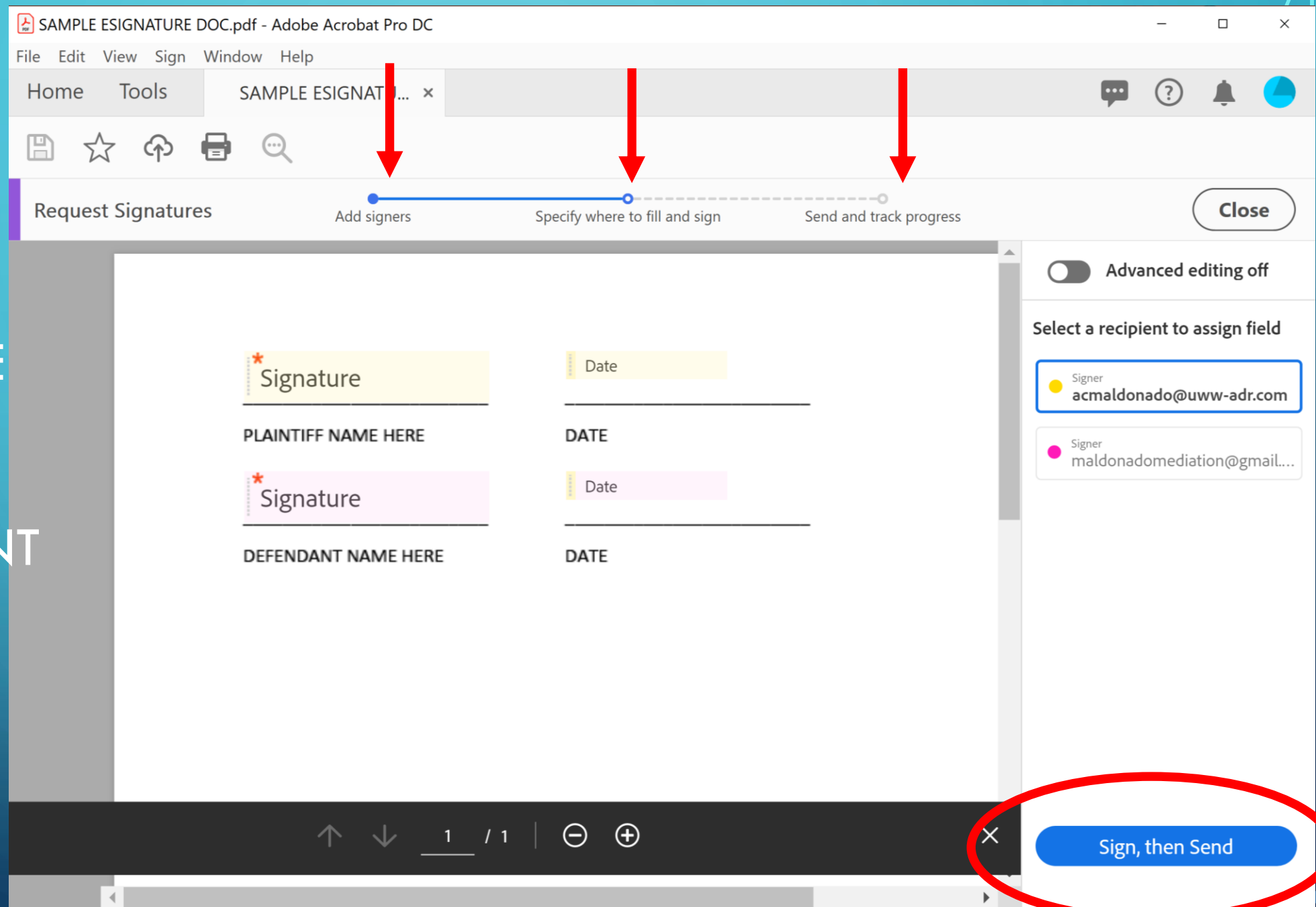


- Click and drop in text boxes for initials, and signature boxes and/or date boxes for each signer. Review the type of boxes! Make sure you didn't miss any pages!
- When you're ready, click "Send" and the document will be emailed out. You will get an email saying the document was sent out.
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AGREEMENTS

12JAN2021

between Ana Cristina
Maldonado,

and 2 more is Signed and
Filed!

ADOBE FILL AND SIGN FOLLOW UP AND EFILING



- You can go back and email “Reminders” from within Adobe and check the status of signatures. (“2 of 4 signed”)
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- If you are efilng, you will need to convert your encrypted signature file to a PDF-A – one without any metadata.



THANK YOU! ANY QUESTIONS?

[ANA CRISTINA MALDONADO](#)

ACMALDONADO@UWW-ADR.COM

(561) 301-5174