

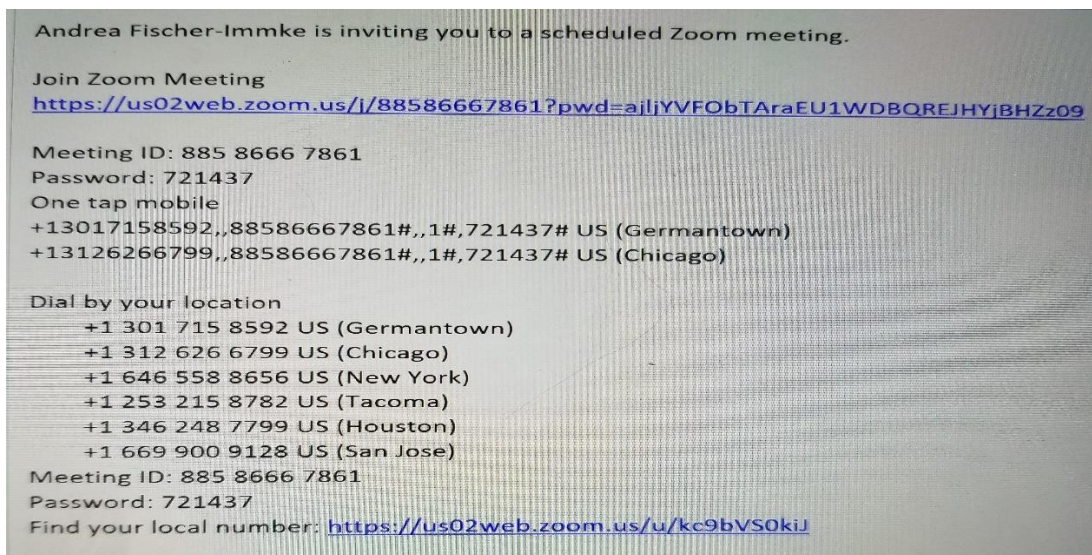
## Zoom Mediation Conference Instructions / Procedures

### Tuscarawas County Court of Common Pleas Mediation Department

#### Communication from Mediation Department before the scheduled Zoom Mediation

- Participants will receive an email from the Mediation Department with a **Meeting ID and Password**, along with the option to **Join Zoom Meeting** directly from the email.
- **Attorneys may forward this email to their clients with the understanding it may not be forwarded to any other person.**

#### EXAMPLE ZOOM MEDIATION EMAIL INVITE



#### Setting up your computer or mobile device for a Zoom Mediation

- Before joining a Zoom mediation on a computer or mobile device, you can download the Zoom app from Zoom's Download Center, <https://zoom.us/download>.
- Otherwise, you will be prompted to download and install Zoom when you click a join link.

- You can also join a test meeting to familiarize yourself with Zoom. <https://zoom.us/test>. From there you can also test your audio and video.
- **Please check that the computer audio and video used by you and your clients work with the Zoom platform ahead of time. Notify the Mediation Department at [fischer@co.tuscarawas.oh.us](mailto:fischer@co.tuscarawas.oh.us) if you or your client do not have audio or video to participate.**

### Joining a Zoom Mediation

- **Windows or Mac**
  - Open Zoom Desktop Client
  - Click **Join a Meeting** if you do not want to sign in.
  - If sign in you will be able to **Join a Meeting**
  - With both these options you will enter the Meeting ID and your name. You may be asked for the password too. (the Meeting ID and password are included in the email invite sent to you ahead of time from the mediation department)
- **Email**
  - Click the **Join Zoom Meeting** link in your email invitation. (this is included in the email invite sent to you ahead of time from the mediation department.)
- **Android or iOS device**
  - You will need to download the Zoom mobile app ahead of time.
  - Open the Zoom app. Connect by clicking **Join a Meeting** and downloading the Meeting ID and password and your name. You will also be required to select that you want to join by audio and video.

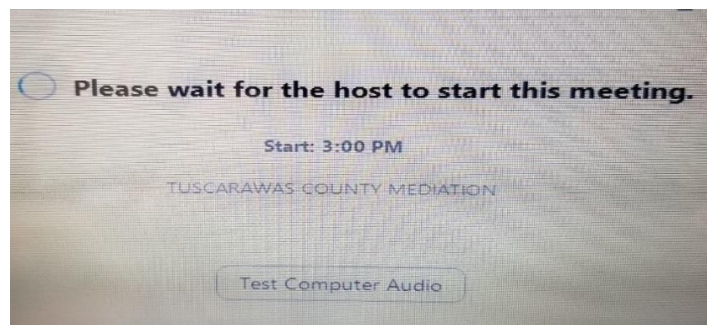
**All participants must list their name when joining the Zoom mediation**

## Zoom Mediation Security Procedures

- **Waiting Rooms**

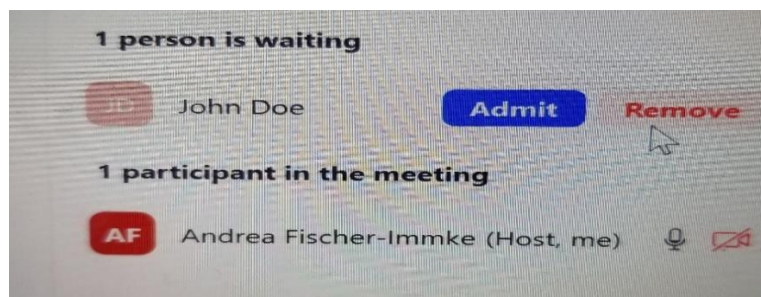
- After signing in but before the Zoom mediation begins, you will be moved directly to a waiting room to join the mediation.
- Waiting rooms guests will be muted from communicating with each other and cannot see who else is in the waiting room.
- The participants can test their audio at this time to assure it is working.

- **EXAMPLE WAITING ROOM, GUEST VIEW:**



- The Mediator (host) will determine whether to let in or remove/block a participant from the waiting room.
- **The Mediator will not admit individuals who are not an approved participant.**

**EXAMPLE WAITING ROOM, HOST VIEW:**



- **After all participants join the mediation from the waiting room, the meeting will be locked by the mediator to ensure no one else can join the mediation.**