

Getting Started with Zoom

Downloading the Free app “Zoom Cloud Meetings.”

If you have a Zoom link through an email, click on the link and you will be prompted to download the free app

Note: The app is free to download and can be removed from your computer, tablet, or phone at anytime if you choose.

Joining a Zoom meeting

Option 1: If you have a Zoom link which was sent to you via email, click on the blue underlined link. It will look like:

<https://zoom.us/j/95234538684?pwd=NmdxN2c4aEgyQkV6VnpNNW00Q0lhQT09>

Option 2: In your browser (Google, Safari, etc.) go to “Zoom.us”. Look for “Join a Meeting.” Enter the meeting ID then the password if a password has been given. Note: we recommend always adding a password feature to any Zoom meetings as one extra layer of security.

Opening your Zoom meeting

Once you have clicked on “join a meeting” or clicked on the Zoom link provided by email, your next prompt will be a small window (usually in the upper middle section of your screen.) The window will say “Open Zoom Meeting.” Click on this button.

Zoom will open a new window and begin connecting your device to the meeting. You will then see two prompts.

“Begin/Join with Video”- Click on the Join with video option to enable your camera

“Join with computer audio”- Click on the first audio option to join with internet audio through your computer or phone.

You are now in the Zoom meeting.

Dialing in via phone

If you choose to only dial in via phone, you can join Zoom with any smartphone or conference phone. Alternatively, if your computer audio is insufficient, or your internet connection is slow, we recommend joining by phone.

When we send out the Zoom link via email, you will receive a code which looks like:

“Join Zoom Meeting

<https://us02web.zoom.us/j/81602746807?pwd=QW4rTHgyVW5CSzJ0Vk91N3ZVVjZMQT09>

Meeting ID: 816 0274 6807

Password: 400350

One tap mobile

+13126266799,,81602746807# US (Chicago)

+16465588656,,81602746807# US (New York)”

To dial in via phone, please dial either the “Chicago” or “New York” phone.

Chicago- 1 (312) 626-6799

New York- 1 (646) 558-8656

You will then be prompted to enter the meeting ID. The meeting ID is included and labeled in the link. You may be asked to then enter the password given. Lastly, you will be asked to enter your participant ID. Please press “#.”

Note: In order to prevent any feedback loops and echoing, turn off your computer microphone and volume if dialing in by phone.

Password Encrypted Zoom Meetings:

Zoom has now made their Meeting ID’s longer codes to prevent hacking. Most hacking was a result of the codes being short or people using their own codes in place of the Meeting ID. For example: If your Meeting ID is “12345” you will likely be hacked.

Zoom offers the option to add a password to any meeting as one extra layer of security. We add a password to each link for added security and we recommend you do the same even for personal meetings with clients and family. To date, none of our thousands of Zoom meetings have ever been hacked.

Zoom Settings:

Once you have joined the meeting, here are some helpful tools to optimize your Zoom.

Participant vs. Gallery view- Participant view shows you who is speaking at each moment. Gallery view shows you everyone in the meeting at once. To switch between these views on your computer, make sure Zoom is on full screen, then look in the upper right corner for “Speaker view” or “Gallery View.” Click on this and toggle between each option.

“Pin Video” on one speaker- if you only wish to see the witness, fine their Zoom screen and click in the upper right corner where you see three dots “...”. Click on “Pin video.” This will keep the view fixed on your witness.

Screensharing- In the bottom middle section of your Zoom screen, look for a green button called “Share Screen.” From here you will get a small window with various options. Please click on “Desktop” and this will show us your desktop screen. From here you can pull up exhibits to present. When you are finished sharing your screen, please click on “exit screen share” in the upper middle section of your screen. This will restore everyone to the normal Zoom screens.

Note: to save time, please save exhibits onto your desktop to make them easy to pull up and present.

What to expect:

Slow Internet- if you have enough participants, someone will have a slow internet connection. If the audio begins to cut out, or the video freezes more than once, please instruct the participant to join via phone audio. This will ensure that they can be heard correctly and clearly.

Zoom will let one person speak at each time so when two people are speaking at once, only one will be heard by everyone else. For this reason, make sure each speaker has finished speaking and anticipate there could be a 1-2 second delay periodically. This will help to create a clean record and make sure each party is heard.

Remote Oaths- We have trained and instructed our reporters to read remote oaths at the beginning of each deposition. The main goal is to specify on the record that the deposition is being conducted remotely by agreement of the parties. We welcome attorneys or our reporter to make a statement specifying the circumstances on the record.

Witness Identification- We politely ask that you instruct your witness to have a photo ID present during the deposition so they can be identified on the record.

Test Calls- As a general best practice, we recommend each party conduct one short “test call” in advance of the deposition to ensure they are setup and familiar with Zoom. These test calls usually take less than five minutes but it helps ensure the real deposition or meeting can be conducted smoothly.

Working with Lake Cook Reporting on Remote Depositions

If you book your video conference deposition with us, we will supply the Zoom link and distribute it to each party (as long as we have their contact information.) Our team will handle all test calls in advance to help everyone get set up.

Furthermore, we will launch your Zoom meeting 15 minutes in advance and remain in the meeting for 15-20 minutes to ensure the video/audio quality is sufficient. We do not charge any extra for this Realtime IT support, but our goal is to make sure your deposition can be conducted smoothly and efficiently.

Video Conference Depositions in our office- If you do not feel comfortable working with Zoom or would feel more comfortable having us handle it on your behalf, we can help. We are still welcoming clients to our office and respectfully asking that each party maintain a recommended safe distance from one another.

We are taking steps to sanitize all rooms, surfaces, and equipment before and after meetings. The safety of our clients is our first priority and we are still offering the use of our executive conference space and professional video systems.

If you have any additional questions about this post "Getting Started with Zoom", please call Greg (IT Support) at (847) 236-0276