



## Moving Mediation Online

### VIDEO CONFERENCING SERVICES

Each video conferencing services has its own advantages and drawbacks. [Tech Radar](#) and [PC Mag](#) offer thorough details about video conferencing and review free and paid services.

### ZOOM TUTORIALS

[Scheduling a Meeting](#) • [Joining a Meeting](#) • [Meeting Controls](#) • [Breakout Rooms](#)

[How to keep uninvited guests out of your Zoom event](#) • [Additional Zoom Tutorials and Online Training](#)

### TIPS FOR STAYING SECURE ONLINE

- If sharing confidential documents online through Dropbox, make sure documents or folders are [password protected](#). If sharing through Google Drive, make sure [sharing permissions are restricted](#) to the appropriate people.
- If you share your login credentials with your assistant / employees, do not send your password via email with your username. Send via SMS (preferably using a secure app like Signal) or share via phone call.
- Enable passwords for Zoom meetings to avoid hackers from interrupting your meetings and sessions. Starting April 5, 2020, Zoom has set passwords and waiting rooms as defaults for new meetings.
- Whenever possible, enable two-factor authentication. While it adds an additional step to the login process, it becomes much more difficult for hackers to access your online accounts.

### USEFUL ONLINE TOOLS

[Adobe Sign](#) makes it easy for you and your team to send documents for e-signature. And signing documents is as simple as click, tap, swipe.

[Calendly](#) synchs with your calendar and to allow clients to schedule meetings based on your availability preferences. It works with Google Calendar, Outlook, and Exchange and has integrations with Zoom and GoToMeeting—which it is offering free of charge through June.

[DocuSign](#) suite of applications and integrations support the entire agreement process, including electronic signatures, document generation and negotiation, and more. Plans range from \$10 to \$40 per month.

[LastPass](#) remembers your passwords on multiple devices. It offers password generation and multi-factor authentication to help ensure your data—and your client's—are secured.

### INTERNATIONAL COUNCIL FOR ONLINE DISPUTE RESOLUTION

[Video Mediation Guidelines](#) • [Video Arbitration Guidelines](#)