

# A Lawyers' Guide to Video Conferencing

It used to be that organizing a video conference with your colleagues or clients was difficult, expensive and painful. Not anymore.

There have been tremendous advances in video technology and you no longer need a big budget or an IT department to take advantage of this option. Every cell phone and laptop comes with a built-in web camera. Most recent desktop computers do as well.

A great overview of what is available as of March 2020 can be found at [COVID-19: Ultimate Guide to Free Video Conferencing & Collaboration \(Rebekah Carter\)](#).

To help you get started, we will walk you through how to install and use two of the most popular video apps, **Zoom** and **Skype**. For more information, the [Practice Management Department](#) is available to help with all of your practice and technology-related problems and solutions.

We are providing the following information as a guide for lawyers on common video conferencing software. It is not intended as a recommendation or endorsement of either software platform.

Zoom	Skype
<b>Introduction</b>	
<p><b>Zoom</b> has become enormously popular in recent years. It is efficient and easy to use. The quality of the audio and video are both excellent.</p> <p>The app integrates with Slack, Microsoft O365, Outlook, Gmail, Firefox, Chrome and Safari, among others.</p> <p>See <a href="#">Zoom Meeting and Webinar Best Practices and Resources</a> for more information about using Zoom.</p>	<p><b>Microsoft</b> offers two versions of Skype:</p> <ul style="list-style-type: none"> <li>• <b>Skype</b> for smaller organizations with up to 20 employees.</li> <li>• <b>Skype for Business</b> allows up to 250 people to join online meetings. Microsoft is replacing Skype for Business (formerly called Lync) with Teams as its professional online meeting product. Anyone can use the free Skype for Business Mobile app when invited to a meeting.</li> </ul> <p>See <a href="#">Skype Support</a> for more information about using Skype.</p> <p>Skype, Skype for Business and Teams are more than just video conference tools and might provide a more rounded and integrated collaboration function.</p>



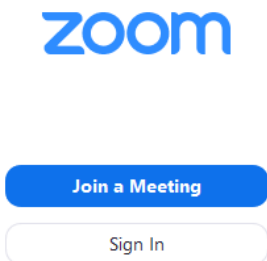
Zoom	Skype
<b>Cost</b>	
<p>The free version of Zoom is more than adequate for most users. It has no expiry date.</p> <p>The free version allows an unlimited number of meetings with up to 100 participants each. For one-to-one meetings, there are no time limits. Meetings with three or more participants are subject to a 40-minute time limit but you can restart. Meetings can be recorded. Screen sharing can be done with the click of a button.</p> <p>Paid versions range from C\$20-\$27/mo. which have several additional features that power users will enjoy. Meetings can include up to 300 participants and last as long to 24 hours. A Dashboard summarizes information ranging from overall usage to live in-meeting data. Lync 2013 and Skype for Business users can initiate Zoom meetings with their Contact lists.</p>	<p>Skype is free, unless you want to buy credit to make calls to landlines and cell phones. Limited to 50 participants. Office 365 Home (C\$109/yr.) includes Skype and can be shared among six people.</p> <p>You must have a Skype for Business account in order to use its full capabilities. Basic Office 365 Business subscriptions do not include Teams. It is however included in Office 365 E1 (C\$10.20 /user/mo.) and Office 365 Business Premium subscriptions (C\$16 / user/month).</p> <p>If you are not sure about your account status, contact your IT department.</p>
<b>Download &amp; Install</b>	
<p>Download and install the Zoom Cloud Meetings app from the <a href="#">Zoom website</a>, the App Store or Google Play.</p>	<p>Download and install Skype from the <a href="#">Microsoft website</a>, the App Store or Google Play.</p>
<b>Security Settings</b>	
<p>Video conferencing, like email and online shopping, can be hacked and compromised. Zoom has experienced some 'growing pains' in relation to security and privacy. The risk of being 'Zoombombed' with offensive material has received a great deal of media attention.</p> <p>Zoom has recently implemented several security measures to reduce the chances of being Zoombombed, including turning on the virtual 'waiting room' feature by default and requiring passwords for meetings started with a meeting ID. Other issues can be mitigated by taking reasonable precautions and choosing appropriate settings when you set up a meeting.</p>	<p>Skype employs very good security measures but it too can be hacked and has privacy issues.</p> <p>Microsoft runs the servers that run Skype which they use to monitor user activity and collect user information. Malware can record Skype calls. Like Zoom, Skype doesn't use end-to-end encryption.</p> <p>To manage what people can see about you, see <a href="#"><i>Who can see my Skype profile and presence status? (Microsoft Corp.)</i></a></p> <p>See <a href="#"><i>Is Skype Safe and Secure? What are the Alternatives? (David Gilbert)</i></a> for an excellent guide to the risks and some solutions associated with Skype.</p>


Zoom	Skype
<p>For an excellent guide to those settings, see <a href="#"><i>Going Remote Doesn't Have To Mean Compromising Client Confidentiality - Security Tips for Zoom Users (DeNovo Inc.)</i></a> and <a href="#"><i>Harden Your Zoom Settings to Protect Your Privacy and Avoid Trolls (Electronic Frontier Foundation)</i></a></p>	

Turning on two-factor authentication is highly recommended for both Zoom and Skype.

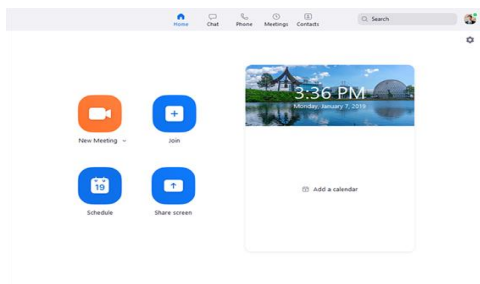
### Launch & Sign In

Once installed, launch the app. You will see this screen:

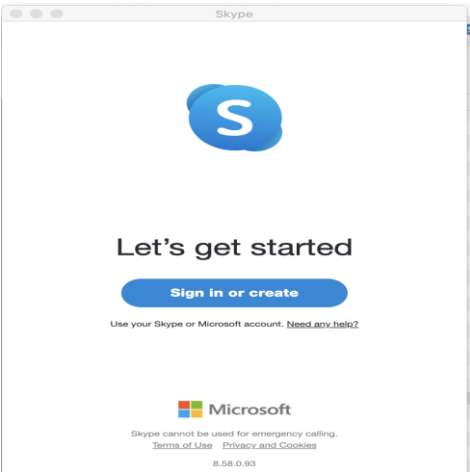


  
[Join a Meeting](#)  
[Sign In](#)

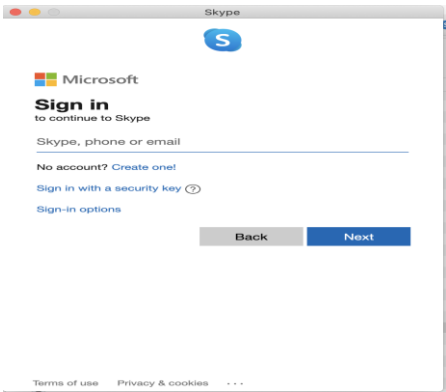
Click **Sign In**. This takes you to the **Home** tab.



Once installed, launch the app. You will see this screen:



Click [Sign in or create](#) to get to the sign-in screen:



Enter the email or phone number associated with your Microsoft account or create a new one. This will take you to the Skype Home page.

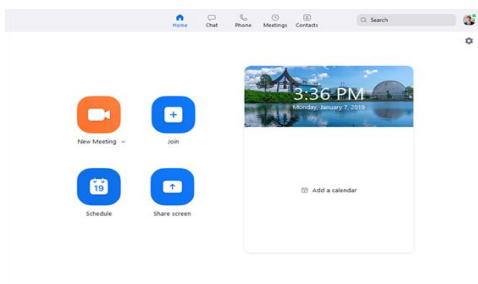
## Zoom


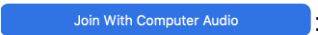
## Skype

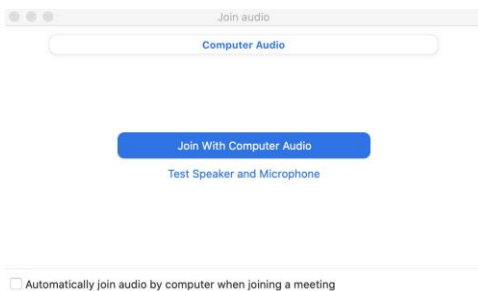
### Scheduling a New Meeting

There is more than one way to schedule a new meeting in Zoom.

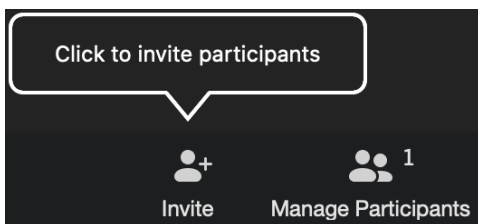
**Method #1:** Click the  icon on the Zoom Home page.



Click  on the next window, followed by .



Invite other participants with this button at the bottom of the screen:

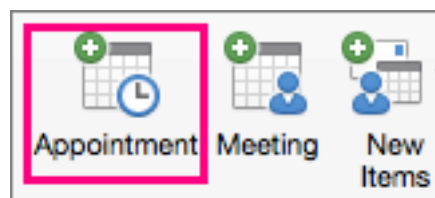


**Method #2:** Click the  icon on the Zoom Home page.

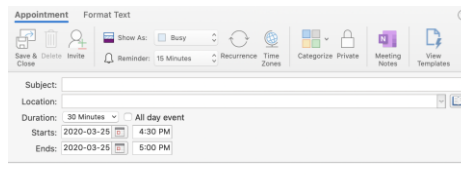
To schedule a new Skype meeting, you can create a Meeting or an Invitation in Outlook.

**Method #1: Create an appointment.**

Under the **Home** tab of your Outlook Calendar, click **Appointment**.

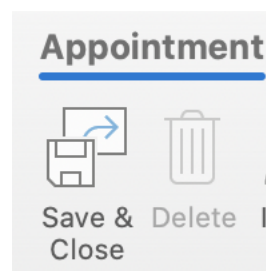


A blank calendar appointment will appear.



Fill in the meeting information, including meeting attendees.

Click **Save & Close**.

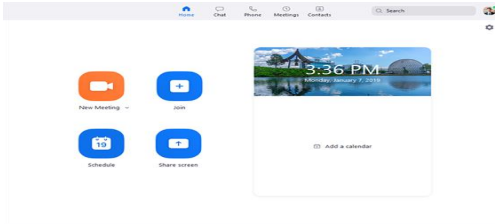


**Method #2: Create a meeting.**

Under the **Home** tab of your Outlook Calendar, click **Meeting**.



## Zoom



Name your meeting and choose when and how you want to connect.

### Schedule Meeting

**Topic**

**Date**  
2020-04-15 10:00 AM to 2020-04-15 10:30 AM  
 Recurring meeting Time Zone: Edmonton

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 270-139-9897

**Password**  
 Require meeting password

**Video**  
Host  On  Off Participants  On  Off

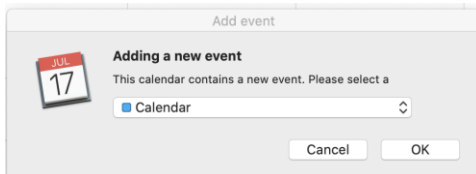
**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
[Edit](#)

**Calendar**  
 iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options**

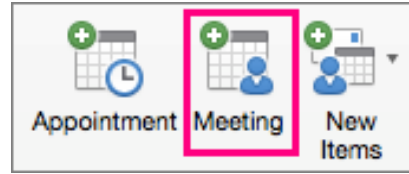
Click .

You will then be invited to create an entry in your calendar.



Send other participants an invitation from within your calendar.

## Skype



Fill in the meeting information, including meeting attendees.


Click **Send** .

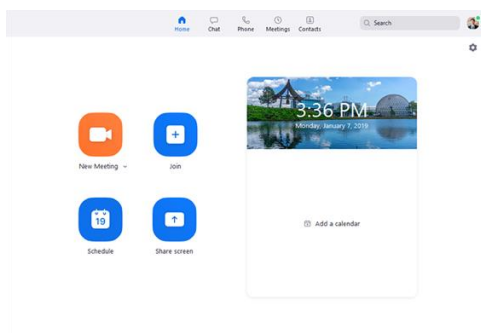
## Zoom

## Skype

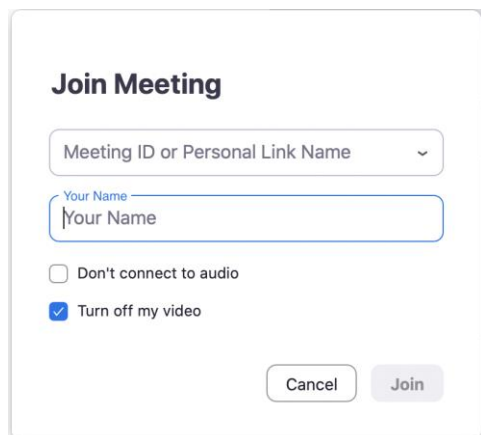
### Joining a previously scheduled meeting


There are two ways to join a previously-scheduled meeting in Zoom.


1. On the Zoom Home page, click the  icon.



This takes you to the Join Meeting window:



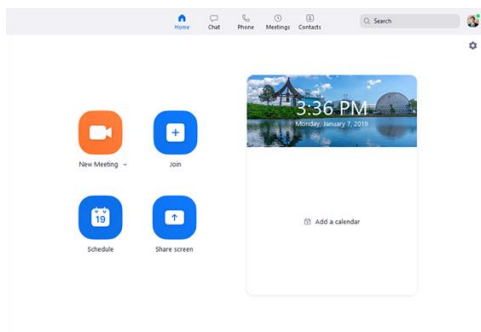
Complete the meeting details and click  .

2. From the Home page, select the  icon at the very top of the Home window.

After receiving a meeting invitation, click [Join online meeting](#) in the meeting request or [Join online meeting <https://>](#) in the calendar entry.

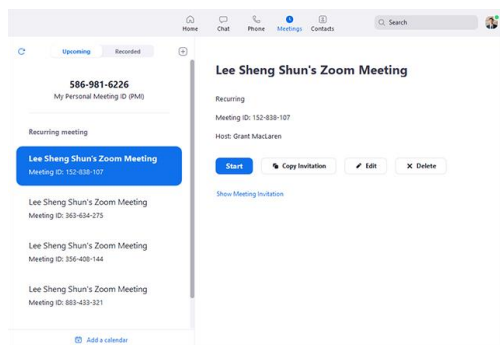
To extend the invitation to other guests, click [+ Add invitees](#) in the calendar entry.

## Zoom



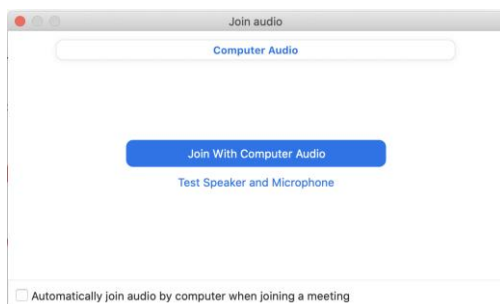
A list of your upcoming and recorded meetings appears in the left-side panel.

Click **Upcoming**.



Select the meeting you are interested in from the list on the left. Click **Start**.

Choose **Join With Computer Audio** to join the call. It is always a good idea to test your setup before your meeting.



## Skype




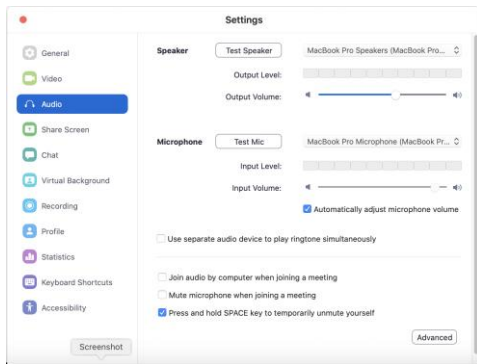
## Zoom



## Skype

### Adjusting Audio & Video Settings

#### Before a meeting starts:

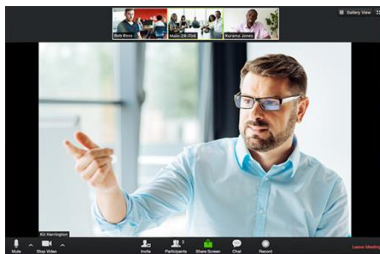
To check your audio and video settings before a call starts, go to the Zoom Home page. Click the Settings icon  in the upper right corner to access the Audio and Video controls.




Click  Audio to select your preferred speaker, microphone, and volume settings for both. Click  Video to choose your camera and adjust various display preferences.

#### During a meeting:

Control your microphone and video settings by moving your mouse to the bottom left corner of the Zoom window.



Click the microphone icon  to turn your microphone on and off.


If you want to keep your microphone muted except for when you want to speak, put it on mute and simply press and hold the space bar whenever you need to talk.

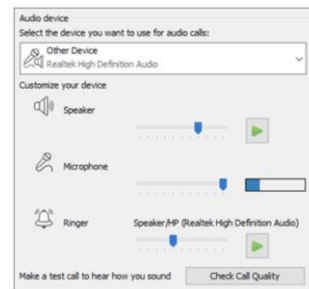
#### On a Mac:

1. Under the **Skype** menu within the app, select **Preferences > Audio & Video** to select the microphone and speakers you want and adjust their volumes.

#### On a Windows device:

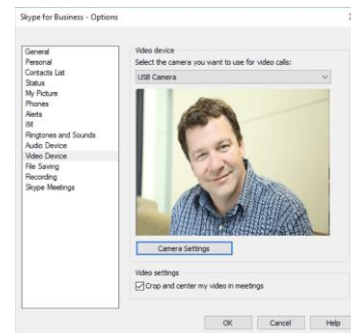
##### Audio:

1. From **Show Menu** , select: **Tools > Audio Device Settings**.
2. Below **Audio device**, choose the device you want and drag the sliders to adjust your microphone and speaker volumes.
3. Select **OK** when you are done.











##### Video:

1. From **Show Menu** , select **Tools > Video Device Settings**.





Zoom	Skype
<p>Click the video icon  to turn your video camera on and off.</p>	<ol style="list-style-type: none"> <li>Below <b>Video device</b>, select the camera you want.</li> <li>Select <b>Crop and center my video in meetings</b> to focus and zoom in on your face during video conferences.</li> <li>Select <b>OK</b>.</li> </ol>
<h3>Sharing Your Desktop</h3>	
<p>Sometimes helping a colleague through a problem is easier if you can just see what is on their computer screen. Or maybe it's you that would like to get help by sharing what is on your screen. Both Zoom and Skype allow you to do just that.</p>	
<p>In Zoom, there are two ways to do it. Click Share Screen  on the Zoom Home page or the Share Screen button  at the bottom of the window within a video call.</p> <p>For example, if you want to share a PowerPoint presentation in Zoom:</p> <ol style="list-style-type: none"> <li>In PowerPoint, open the slide deck you want to share. Keep it open when you move to the Zoom window.</li> <li>At the bottom of the Zoom meeting window, click Share Screen . A gallery with thumbnails of your open screens will appear.</li> </ol> <div data-bbox="313 1388 703 1509" data-label="Image">  </div> <ol style="list-style-type: none"> <li>Double-click the item you want to share.</li> <li>Click "Stop Share"  in the meeting window to stop sharing.</li> </ol>	<p>In Skype, click the <b>screen sharing button</b>  or .</p> <p>Note that only a presenter in a meeting can share their screen. If the option appears dimmed, you need to ask someone to give you presenter access.</p> <p>Note as well that Skype for Mac requires access to Screen Recording in the Mac System Preferences. Go to <b>Preferences &gt; Security &amp; Privacy &gt; Screen Recording</b>, and grant access to Skype <b>in order</b> to share your screen during a call.</p>
<h3>Ending a Meeting</h3>	
<p>Click <b>End Meeting</b> in the bottom right corner of your screen.</p>	<p>Click the <b>red phone icon</b> at the bottom of your screen.</p>