

How to use Zoom

Before a videoconference:

- You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
- You will receive notice for a videoconference or conference call from your committee analyst. The notification will include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

To join the videoconference:

- At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.
- You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

Can't find the link:

- You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the **Meeting ID** provided by your host.

Trouble hearing the meeting, join via telephone while remaining on the video conference:

- On your phone, dial the teleconferencing number provided in your invitation.
- Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
- If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls via the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

ZOOM MEETINGS: PROTECTING ANONYMITY & DEFAULT SETTINGS*

For Zoom users: With the rush to shift to online meetings, many of us did not take time to investigate what this meant to the spiritual foundation of our recovery – namely, anonymity. Now that online meetings are accessible, we want to pass on best practices for protecting anonymity. These have been curated from the membership and online resources.

The default Zoom settings run counter to AA's spiritual foundation of anonymity. The meetings are publicly accessible and full names and faces are often displayed. Additionally, by default all Zoom meetings are recorded to the cloud. **Turning that feature off is simple, fortunately.**

There are other settings in the Meeting subtab that can also be adjusted, such as disallowing remote control of devices, file transfer, data sharing with Zoom, and screen sharing.

Here are some suggested settings for your meeting to use. Please note that most, if not all, of *the settings below are not the Zoom default*:

Go to: Settings > Recording and click off the Local and Cloud recording features. In the Zoom Settings section, under the Meeting subtab:

- *Require Encryption for Third Party Endpoints*
- *Disable Auto saving chats*
- *Disable File transfer*
- *Disable Feedback to Zoom*
- *Disable Screen sharing*
- *Disable desktop/screen share for users*
- *Disable Remote control*
- *Allow Virtual background (this is the Zoom default and allows the user to use a virtual background instead of the inside of their apartment, for example)*

In the Zoom Settings section, under the Recording subtab:

- *Disable Local recording*
- *Disable Cloud recording*
- *Disable Automatic recording*

We will update this page with additional information as we learn it and encourage you to share tips and tricks with us that we can include. And stay tuned for information on Seventh Tradition contributions.

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