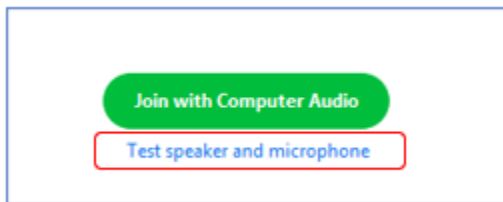


Attending Online Meetings with Zoom

Joining a Meeting

1. Click on the link provided by the meeting host. It will be in a format like this: <https://zoom.us/j/4227565411> – *The last nine numbers are the meeting number. This format is just an example.*
2. If this is your first time using Zoom, Click on “download & run Zoom” (bottom right)
3. Click “Open Zoom.us?” in the dialog box on the top.
4. Click “Test speaker and microphone.”



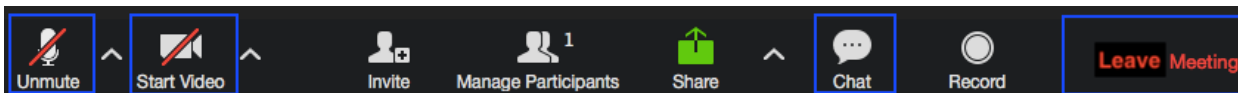
If you're asked to enter your name, type only your first name and last initial.

Managing the Control Functions – Muting, Video and Chatting

ToolBar: Once in a Zoom meeting, turn on this toolbar by hovering your cursor at the bottom of your screen. There are just a few tools you will need.

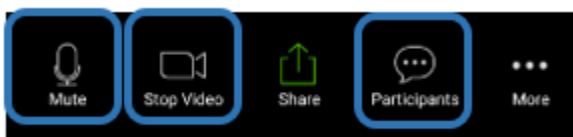
On Desktop

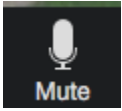
Hover over bottom of screen with mouse to turn on



On Mobile

Tap top of screen to turn on

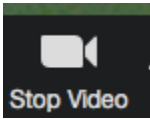




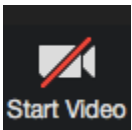
Click Mute to turn on and off your microphone (*it's a good practice to mute unless you are speaking. Always mute if there is background noise at your location.*)



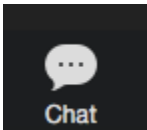
If the secretary calls on you to speak, tap or click the **Unmute** button. If there is no Unmute button, and you only see a Mute button, then everyone on the meeting can hear you.



Click Stop Video to turn off your camera.



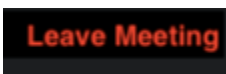
Click Start Video to turn it on.



Select Chat (or Participants and then Chats on mobile) to make comments to the group, or to any of the individuals on the call. The Chat window on the right of the screen shows comments posted by all participants.



To Share: Select Manage Participants and tap on "Raise Hand" to share.



To Leave: Click "Leave Meeting"

Online Meeting Etiquette

1. Mute yourself when not speaking
2. Lag time makes group responses difficult to do in unison. It is better to stay on mute when you are not speaking.
3. Zoom has a “Raise Hand” feature to support sharing (see below). You can also send a private chat to the leader to share.
4. To reduce “cross talk” the host can disable the chat feature. Take a group conscience.
5. If you are concerned about anonymity, you can change your name by clicking on the ellipses (...) in the window of your personal image/icon. Select “Rename” to do this.
6. You can add a virtual background to your image by going to the preferences section under the zoom.us menu and select “Virtual Backgrounds”
7. Join the meeting early or stay on after the meeting for Fellowship!

To raise your hand in a Zoom meeting, click the “Raise Hand” icon on the bottom left of the Zoom window. When you click the Raise Hand icon, a hand icon will appear next to your name that will notify the host your hand is raised. You will also see the hand icon turn green. When you want to lower your hand, you can click the hand icon again and your hand will be lowered. Keep in mind that a host can lower your hand for you, as well as disable the raise hand feature altogether. If the raise hand feature is disabled you will not see the option to raise your hand.

Meeting Hosts:

Protecting Anonymity & Default Settings in Zoom

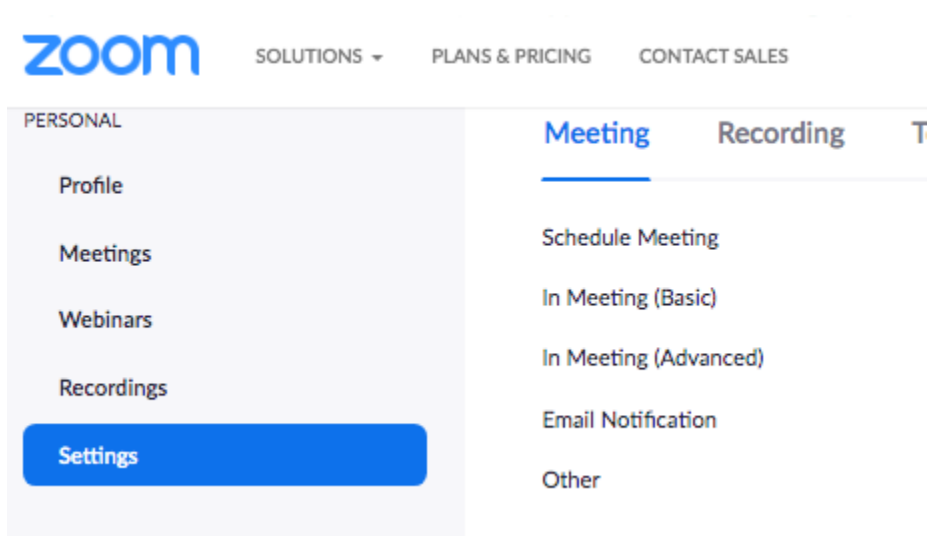
For Zoom users: With the rush to shift to online meetings, many of us did not take time to investigate what this meant to the spiritual foundation of our recovery – namely, anonymity. Now that online meetings are accessible, we want to pass on best practices for protecting anonymity. These have been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

Suggested Meeting Setting Changes to Preserve Anonymity

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:***

1. Login to Zoom.us
2. Click on Settings.
3. Click on the Meeting subtab.



In your Personal Zoom Settings section, under the Meeting subtab...

Scroll through the options in In Meeting (Basic) and In Meeting (Advanced) and change the following settings:

- Require Encryption for Third Party Endpoints

- Disable Auto saving chats
- Disable File transfer
- Disable Feedback to Zoom
- Disable end-of-meeting feedback survey
- Disable Screen sharing
- Disable desktop/screen share for users
- Disable Remote control
- Disable Allow Removed Participants to rejoin
- Disable Virtual background (*While fun, some trolls have been showing up to online meeting with violent and pornographic images as their background.*)

In the Zoom Settings section, under the Recording subtab:

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

In the Zoom Settings section, under the Telephone subtab:

- Enable Mask phone number in the participant list

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.