

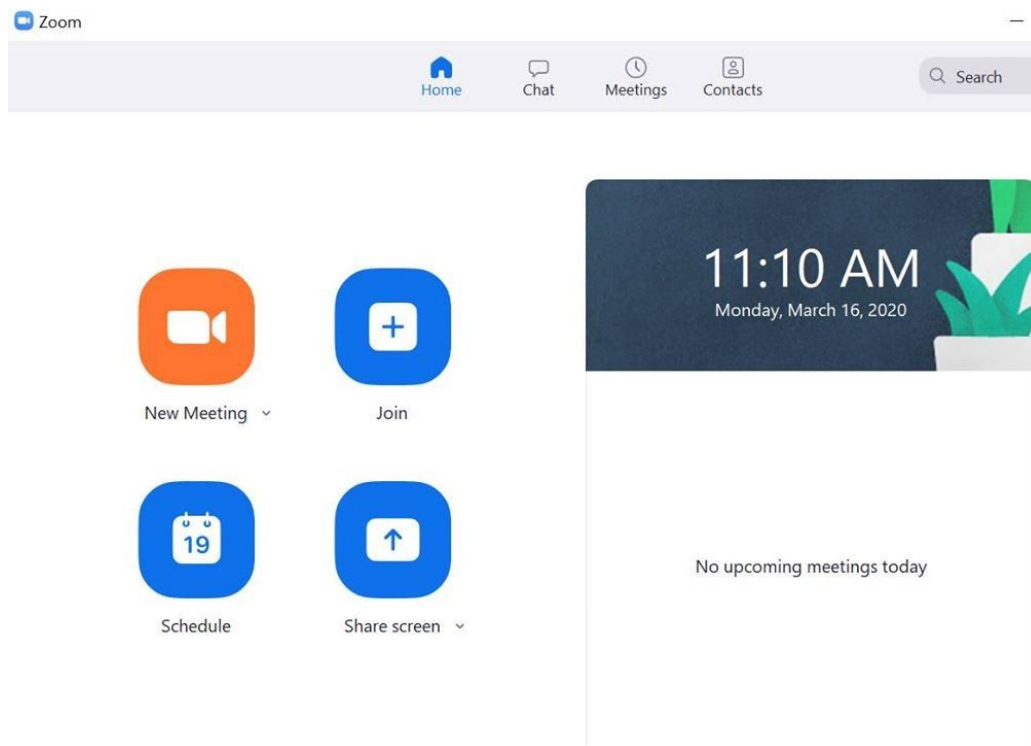
# For Meeting Attendees

- **New to Zoom?**
  - Download the Zoom app on your computer or phone from Zoom.com well before the meeting starts
  - You can find user-friendly tutorials here:  
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- **To join a meeting:**
  - Click on the Zoom link for the meeting
  - Enter the Meeting ID number to join the meeting
  - Mute your audio when joining a meeting OR your audio will be muted for you when you join
- **Using a phone to join a meeting?**
  - Video tutorial here (Android specific): <https://youtu.be/sxUtazbe4rE>
- **To share in a meeting:**
  - Click the “raise hand” button in the right hand panel and the leader/secretary will call on you to speak
  - You can watch a tutorial video here:  
[https://www.youtube.com/watch?v=5e8eg4\\_rgwg](https://www.youtube.com/watch?v=5e8eg4_rgwg)

# For Meeting Secretaries

## Create a Zoom Account

1. Sign up for a Zoom account at [Zoom.com](https://Zoom.com)
2. Download the Zoom app, launch it, and sign in



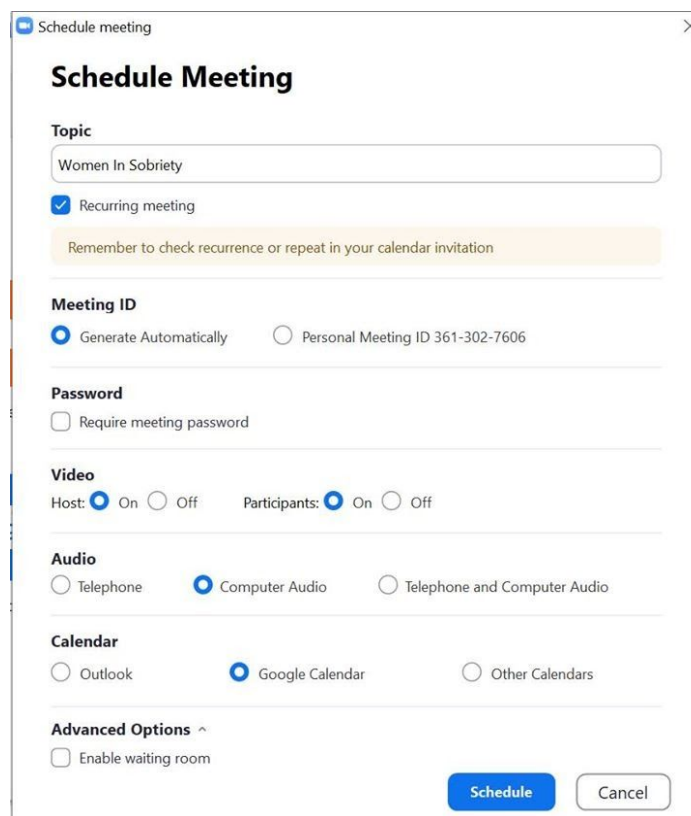
# Create a new meeting in Zoom

## From a Computer:

1. Click “Schedule”
2. Enter your meeting details such as the name/time
  - a. PRO-TIP: Free accounts will only be available for 40 minute meetings. You will have to upgrade your account to use the service for a full hour.
3. Select “Recurring Meeting”
4. Deselect the box to “Require Meeting Password”
5. Select Video/Audio settings
  - a. PRO-TIP: Due to increased usage, Zoom recommends joining with the computer audio option to save bandwidth

## Advanced Options:

- To set up people to be muted when they join, click the box “Mute participants upon entry”
- Recommended to \*NOT\* record on a local computer to protect people’s anonymity



The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The window title is 'Schedule meeting'. The main heading is 'Schedule Meeting'. Under the 'Topic' section, the text 'Women In Sobriety' is entered in a text box. Below this, the 'Recurring meeting' checkbox is checked. A yellow warning box contains the text 'Remember to check recurrence or repeat in your calendar invitation'. The 'Meeting ID' section has 'Generate Automatically' selected with a radio button, and 'Personal Meeting ID 361-302-7606' is unselected. The 'Password' section has 'Require meeting password' unselected. The 'Video' section has 'Host: On' and 'Participants: On' selected with radio buttons. The 'Audio' section has 'Computer Audio' selected with a radio button, while 'Telephone' and 'Telephone and Computer Audio' are unselected. The 'Calendar' section has 'Google Calendar' selected with a radio button, while 'Outlook' and 'Other Calendars' are unselected. The 'Advanced Options' section is expanded, showing 'Enable waiting room' unselected. At the bottom right, there are two buttons: 'Schedule' (blue) and 'Cancel' (white with grey border).

# FROM AA NEW YORK CITY CENTRAL OFFICE

## PROTECTING ANONYMITY & DEFAULT SETTINGS

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:

## INSTRUCTIONS:

1. Go to: Settings > Recording and click off the Local and Cloud recording features.
2. 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)
3. In the Zoom Settings section, under the Recording subtab:
  - Disable Local recording
  - Disable Cloud recording
  - Disable Automatic recording

## Other Tips

1. Create a recurring Facebook event and include the Zoom link in the location details.
2. If you are an umbrella group with multiple meetings, it is best to utilize the same Zoom code for that group during multiple meeting times
3. Set up “mute upon joining for attendees” (if preferred)
4. Join the meeting at least 15 minutes before it’s scheduled time to help attendees and answer questions
5. If you are not able to join early, you can select a setting in “Advanced Options” to allow people to join early, or sit in a “waiting room” until you join.