

Quick Start Guide for AA Meeting Hosts Using Zoom

Pro-Tips: 1) Before you host a meeting, participate in several meetings to familiarize yourself with Zoom (our participants guide is [here](#)). 2) All groups are encouraged to have both a Zoom “Host” and at least one “Co-Host” in every meeting as service positions (see below). 3) Before hosting a meeting, please be sure to review our Zoom Meeting Protection guide [here](#).

[Suggested Script](#) | [AA Preamble](#) | [How It Works](#) | [AA Big Book](#) | [12 & 12](#)

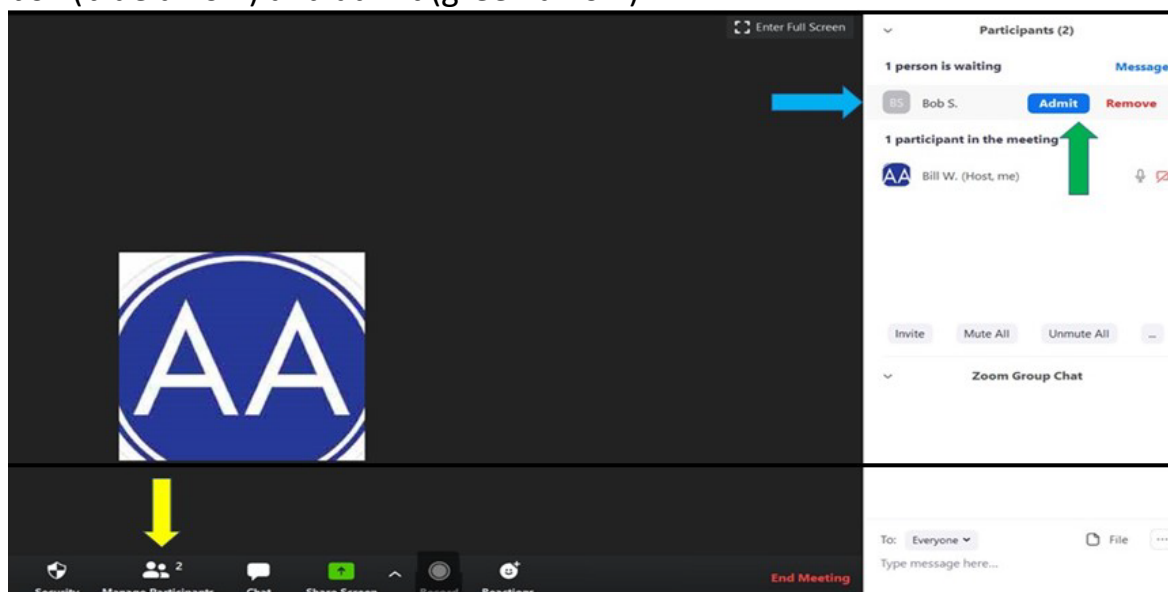
1. [Host Key](#)
2. [Admitting Participants](#)
3. [Assigning a Co-Host](#)
4. [“Manage Participants”, “Mute All,” and “Unmute”](#)
5. [Using the “Participants” list](#)
6. [Using the “Raise Hand” function](#)
7. [Monitoring the Chat Box](#)
8. [Using the “Share Screen” function](#)

1. Host Key

Zoom Account Host Key: **123456** ← Obtain this from your group Zoom account owner and enter it when you join using the “Claim Host” button to take over as the meeting Host. For more information on the using the Host Key click [here](#).

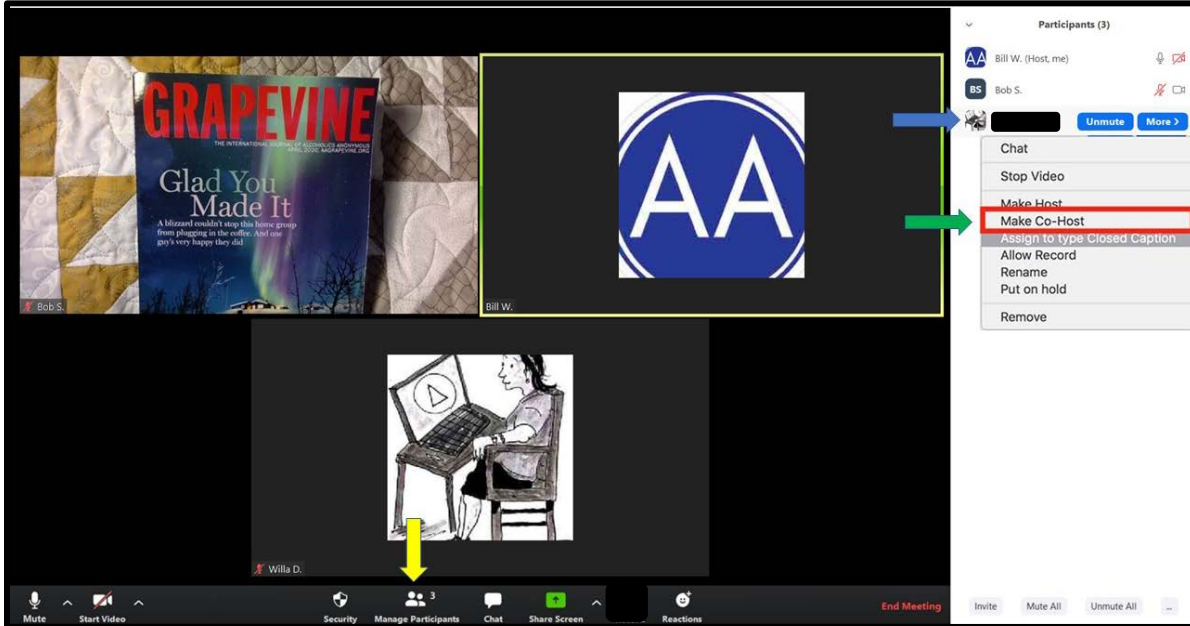
2. Admitting Participants

If your group uses a “Waiting Room”: If the Participants box is not visible, click “Manage Participants” (yellow arrow below) and then hover your mouse over the names in the box (blue arrow) and admit (green arrow).



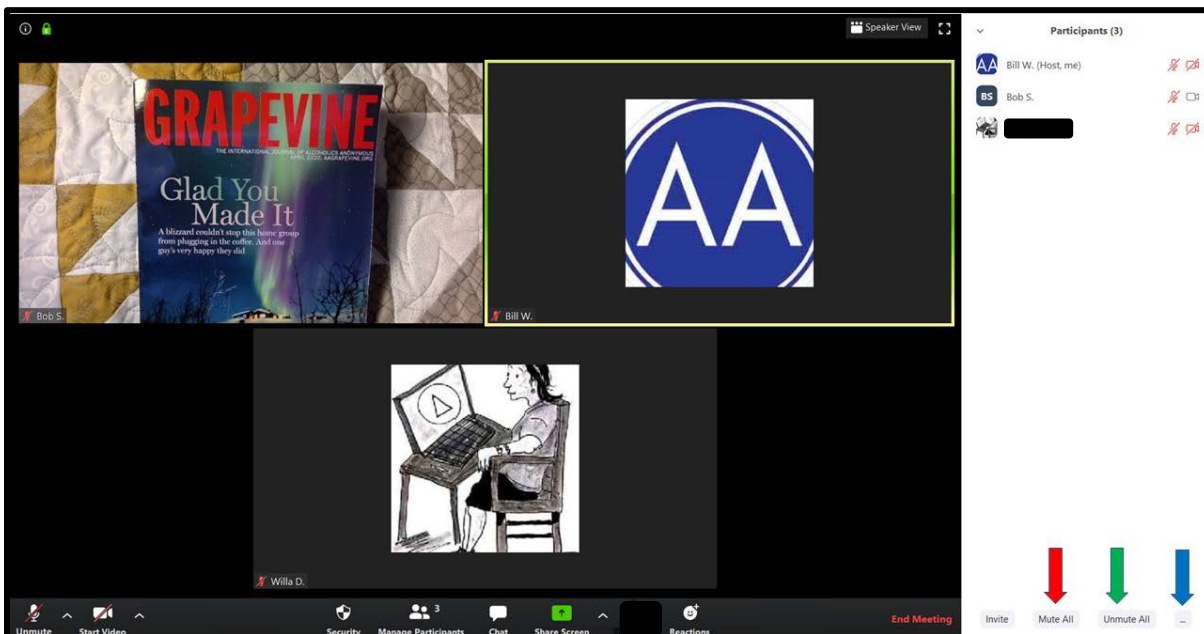
3. Assigning a Co-Host

One Host acts as the traditional meeting chair while the Co-Host manages muting and hand raising, as well as handle meeting intrusions. To Assign a Co-Host, hover over the future Co-Host's name (blue arrow), click "More," and then selection "Co-Host" (green arrow).



4. "Manage Participants," "Mute All," and "Unmute"

When you join the meeting as meeting host, and you will be able to "Mute All" Participants (red arrow below) or "Unmute All" Participants (green arrow). If your Chat box is active, these functions will appear higher up in the box.



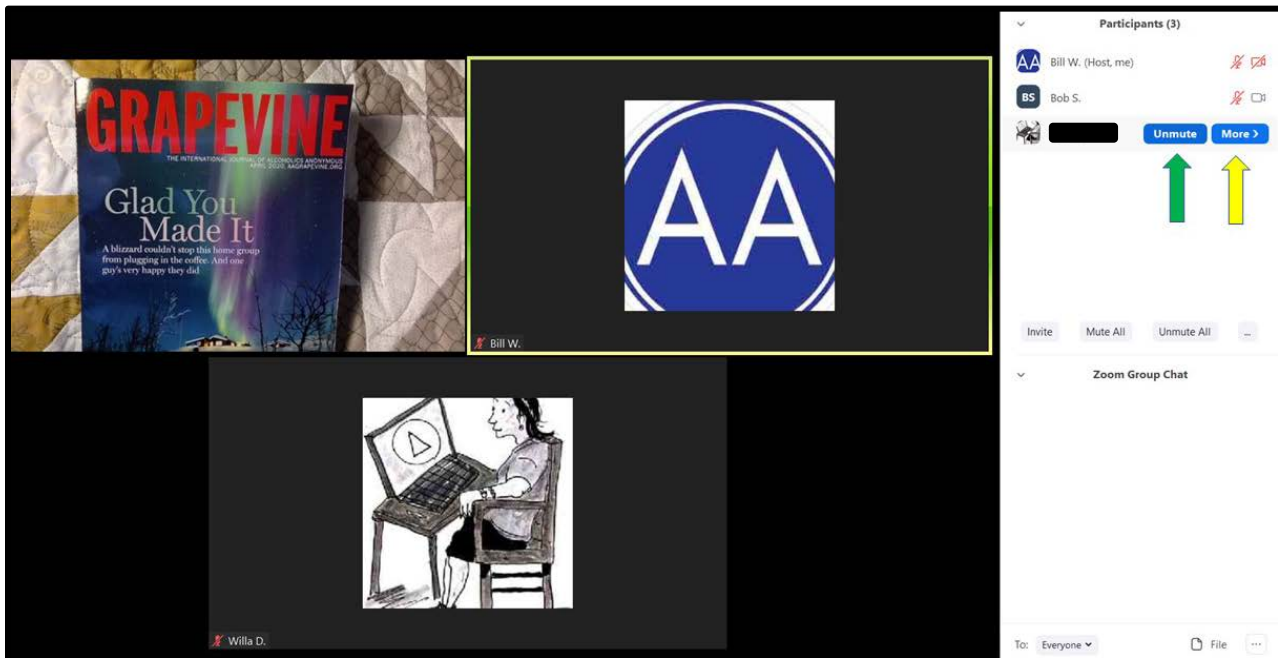
Clicking “More” (blue arrow above) enables you to allow participants to unmute themselves when they want to speak (green arrow):



Note: We suggest, especially for meetings with more than 10 Participants, that hosts mute all Participants to cut down on background noise, and allowing Participants the option to unmute themselves when they would like to speak. Some meetings wishing to keep things more orderly and structured elect *not* to allow Participants to unmute themselves – the host must unmute all speakers. We believe is a matter for Group Conscience.

5. Using the “Participants” list functions

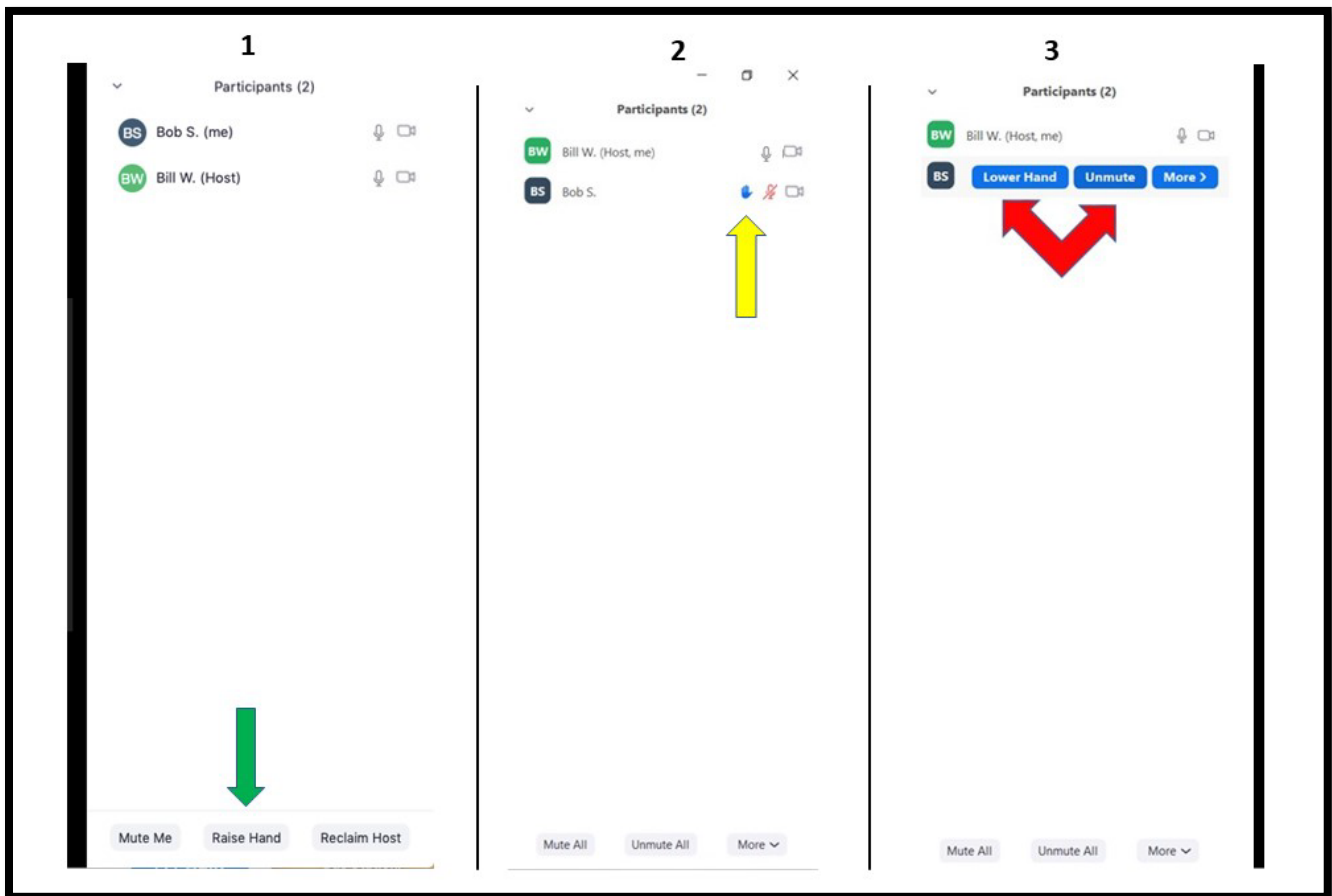
You may unmute individual Participants by hovering your mouse over the name in the Participants’ list and clicking “Unmute” (green arrow). [Clicking “More” (yellow arrow) gives you the option to stop the video of that participant or remove that Participant from the meeting.]



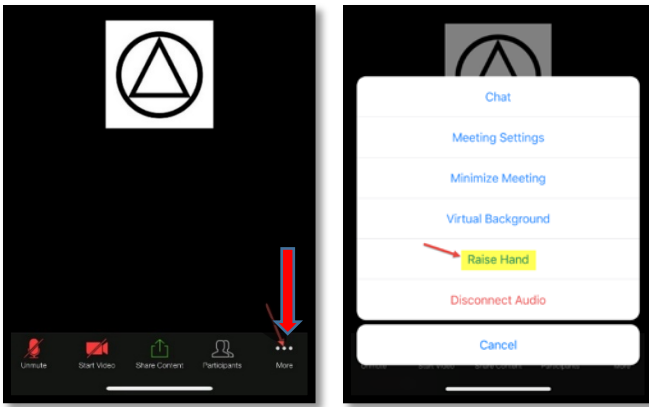
If your meeting has Participants who have dialed into the meeting using a Zoom-provided phone number and the meeting code (rather than connecting online), they may unmute themselves by pressing *6 and re-mute themselves by pressing *6 again.

6. Using the “Raise Hand” function to facilitate sharing

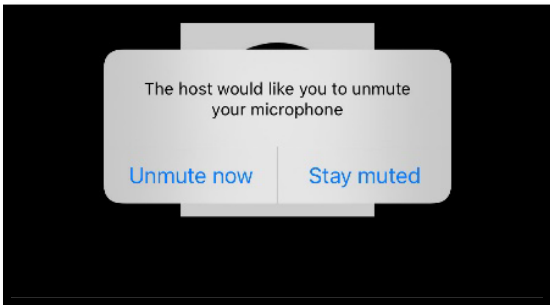
Participants may click the “Raise Hand” icon in the Participants’ box to indicate that they would like to share (see column 1 below, green arrow). You will see a raised hand icon next to their names in the Participants’ box (Column 2 below, yellow arrow). You will need to unmute the Participant and you may also lower the Participant’s raised hand (Column 3 below, red arrows).



Participants joining from mobile devices will be able to raise their hands from the meeting menu as indicated below (red arrows):



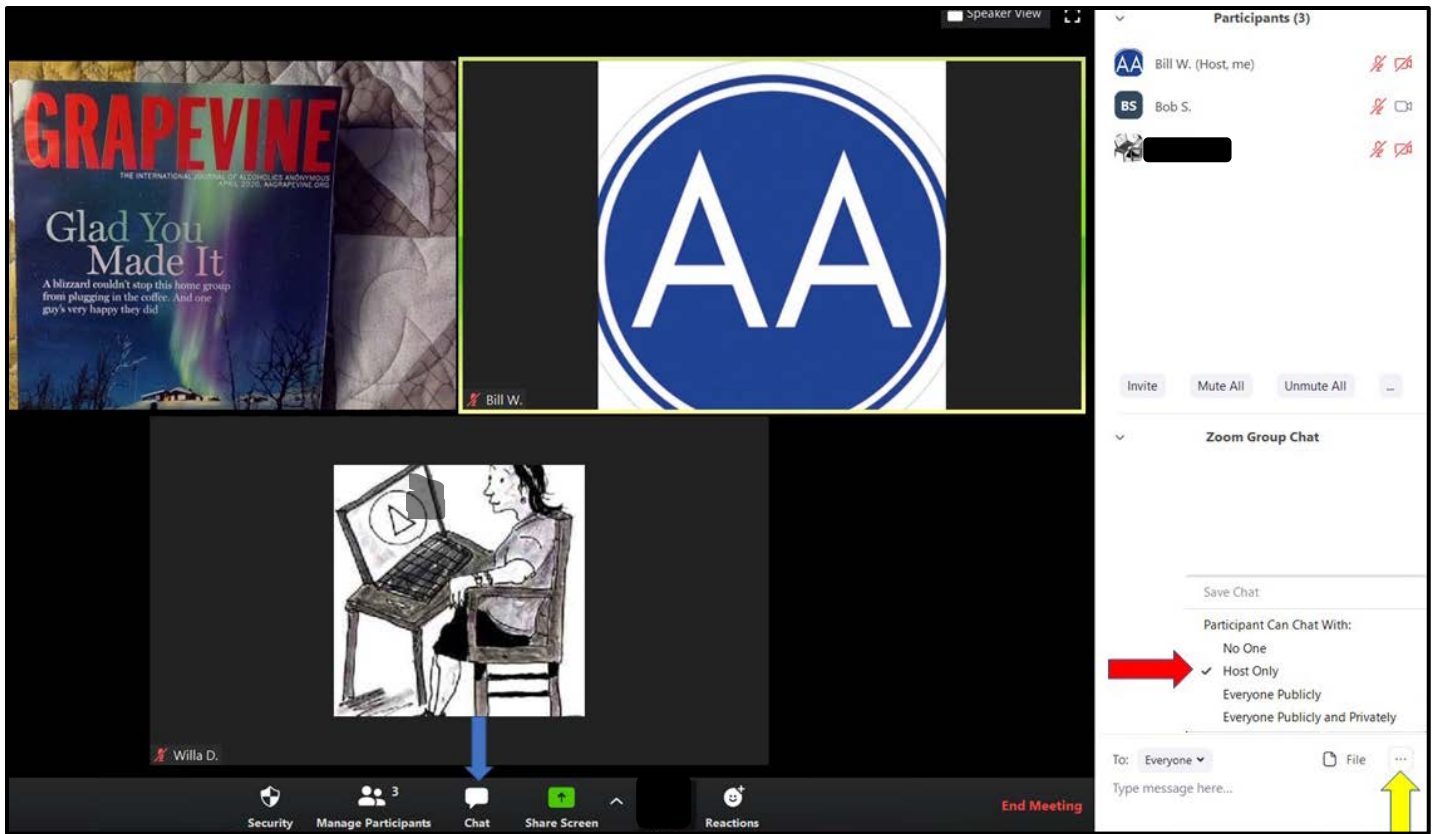
When you perform the unmute, Participants receive a polite notification that you are allowing them to unmute, and that they are invited to speak. You may have to remind the Participants to unmute their microphones to speak (see below).



If your meeting has Participants who have dialed into the meeting using a Zoom-provided phone number and the meeting code, they may raise their hands by pressing *9 and lower their hands by pressing *9 again. Participants' raised hands appear in the Participants' window in the order in which they clicked "Raise Hand," starting from the top of the window.

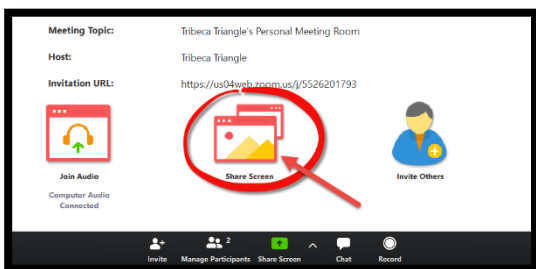
8. Monitoring and Using the Chat Box

Many groups have elected to change the settings on the Chat box to enable Participants to send messages only to the Host. If the Chat box is not visible, click "Chat" (blue arrow below). To restrict Chat, click the three dots at the bottom of the chat box (yellow arrow) and select "Host Only" (red arrow):

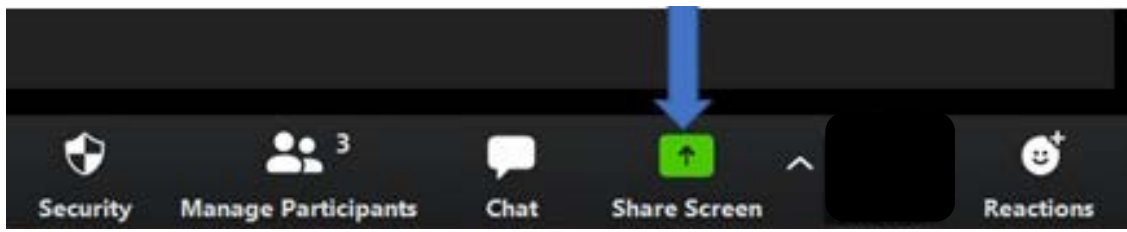


9. Using the “Share Screen” Function

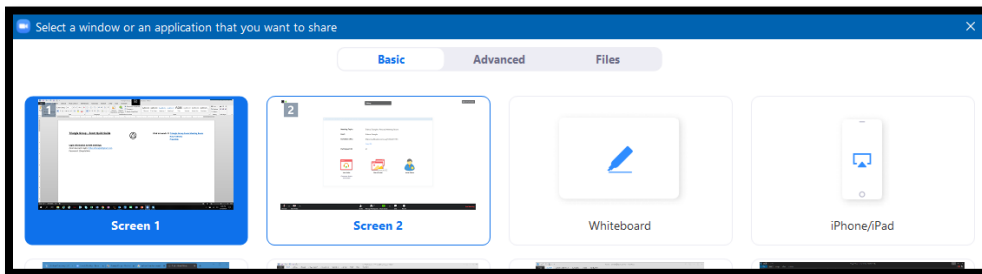
After launching the Zoom meeting link the center icon allows Hosts to “Share Screen” (icon circled below with red arrow) which will allow Hosts to display their computer screens on the Participants’ devices. Many groups use this to display the Preamble or other Conference-approved AA literature and call on volunteers to read just as we did in person for continuity and group unity.



In the meeting, the “Share Screen” will appear in the control panel at the bottom (blue arrow below). See p. 1 of this guide for links to the “Preamble” and other AA texts.



Note that when you share screen you must select whether to share:
Your entire screen; which one (if you have more than one physical screen); or a specific application only (i.e., only the browser window with the AA text).



To discontinue the screen share, click the red “Stop Sharing” button at the top of the screen (red arrow below). Please **be certain you click this to end the sharing** or Participants will continue to view your computer screen. Note that the meeting control

panel moves to the top of the screen (yellow arrow) in “Share Screen” mode. Hover your mouse at the top of your screen if the meeting control panel is not visible.

