

Safety Precautions and Suggestions for AA Zoom Groups

This Document is meant to go along with the Video in the Drop Box named “Zoom How To vid.” These guidelines and suggestions are NOT official AA documents, but rather materials made by AA members in a effort to ensure the privacy and protection of our members as we are on online platforms. Members creating these materials have carefully taken into consideration how our traditions impact how our online meetings are suggested to be held.

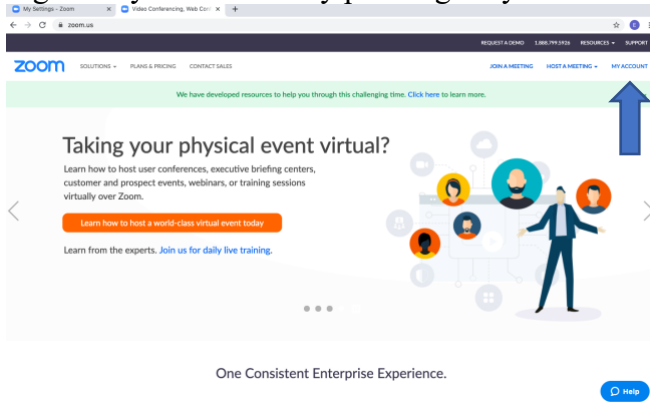
In this document you will find :

- (1) Controls from the video – this section will go over the controls mentioned in the video, how to find them, and which were suggested to be on or off. ([Pages 2-3](#))
- (2) Scheduling a Meeting on Zoom ([Pages 4-5](#))
- (3) What it look likes to host a meeting – controls hosts and cohosts have in order to ensure safety of our fellow members ([Pages 5-6](#))
- (4) Recommended Service Positions during Zoom AA Meetings ([Page 7](#))
- (5) Removing a “Troll” from the Meeting ([Page 8](#))

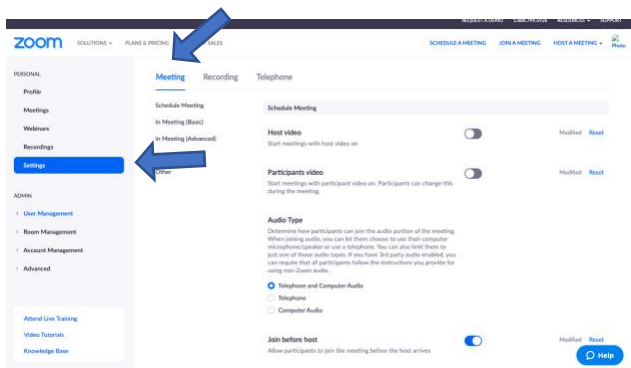
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Section1: CONTROLS FROM THE VIDEO:

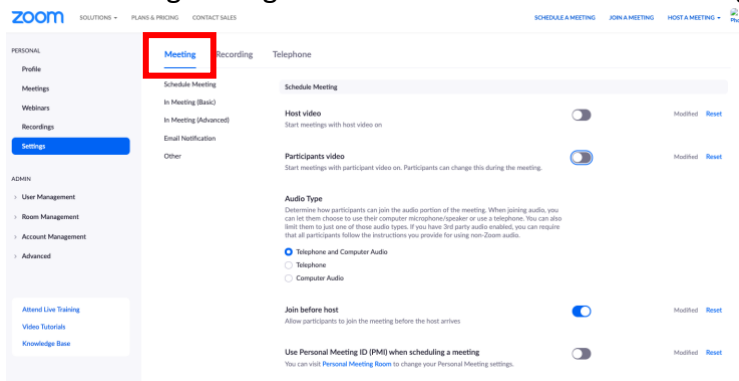
To access these settings/controls go to : <https://zoom.us/>
Sign into your account by pressing “My Account”



Next, select “Settings” on the Right hand side of the screen. Navigate to the “Meeting” Tab



The following setting are recommended for the “Meetings Tab”



Host Video: OFF
Participant Video: OFF
Audio Type: Telephone and Computer Audio
Join Before Host: ON
Personal Meeting ID: OFF

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



Only Authenticated Users can join the Meeting: OFF

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Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
 Host Only All Participants [?](#)

Who can start sharing when someone else is sharing?
 Host Only All Participants [?](#)

Screen Sharing: OFF

If you are going to use screen sharing we recommend **ONLY** Host can share. Be mindful that this displays your computer screen , we do not recommend use of this function.

Co-host
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Co-Host: ON

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)
Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat
Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat [?](#)

Private chat
Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin [?](#)

Allow participants to rename themselves
Allow meeting participants and webinar panelists to rename themselves. [?](#)

Virtual background
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Chat: ON

Be sure the check “Prevent participants from saving the chat”, then “save”. This prevents people from being able to take the chat box outside of our meeting space.

Private Chat: ON

Allow Removed Participants to ReJoin: OFF

This prevents people who have been booted off the meeting to be able to rejoin that specific meeting.

Virtual Background: OFF

Recommended settings under the “Recordings” Tab.

Meeting **Recording** Telephone

Recording

Local recording
Allow hosts and participants to record the meeting to a local file

Cloud recording
Allow hosts to record and save the meeting / webinar in the cloud

Automatic recording
Record meetings automatically as they start

IP Address Access Control
Allow cloud recording access only from specific IP address ranges

Only authenticated users can view cloud recordings
The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.

Require password to access shared cloud recordings
Password protection will be enforced for shared cloud recordings. A random password will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

Auto delete cloud recordings after days
Allow Zoom to automatically delete recordings after a specified number of days

To protect the anonymity of all of our members, ALL Recording Settings should be switched to **OFF**. This ensures no one has access to recording our virtual meetings.

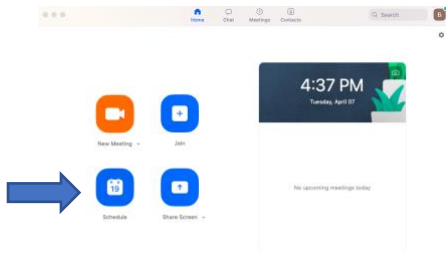
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Section 2: SCHEDULING A MEETING ON ZOOM:

This section will go over how to Schedule a meeting that will occur weekly, how to find the invitation for your meeting, and a few more suggested controls for your meetings.

First, Open the Zoom App on your computer.

**Please note for hosts and cohosts computers are the most efficient way to ensure the meeting goes smoothly. **



Select the "schedule" icon

Enter the name of your AA Group under "Topic"

Enter in the next upcoming date of the meeting. For example my next meeting would be held Tuesday April 7th. (This will ensure the meeting repeats weekly on Tuesdays)

Select the scheduled time for the meeting.

Once you have entered in the date and time, select the "Reoccurring Meeting" Check box. This means the same Meeting ID will be able to be used each week for this meeting.

If you would like your meeting to be Password Protected select the check box above. Zoom will generate a 6 digit number as the password, but you can change it as you see fit.

It is recommended that Open Meetings of AA are NOT Password Protected as this may not allow a newcomer to enter into a meeting. We will discuss later how open meetings that are not password protected can be best managed by the group to minimize trolls entering the room.

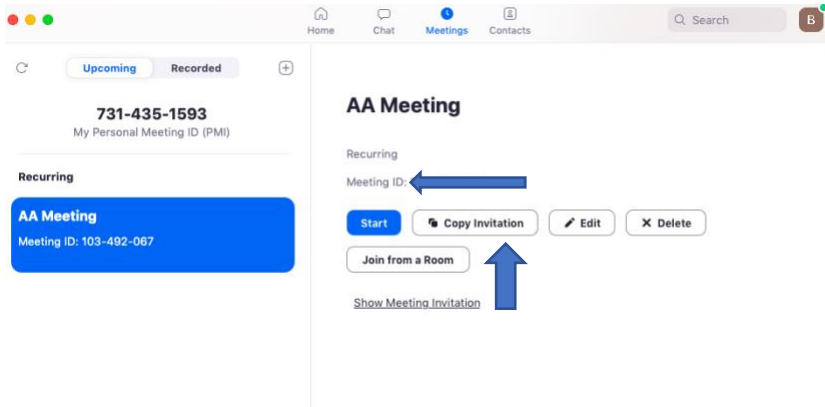
Select "Advance Options"

Be sure to check the following:

- Enable Waiting Room
- Enable Join before Host
- Mute Participant Upon Entry

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Once a meeting is created you can send out the Meeting ID or Meeting invitation so people will be able to join.

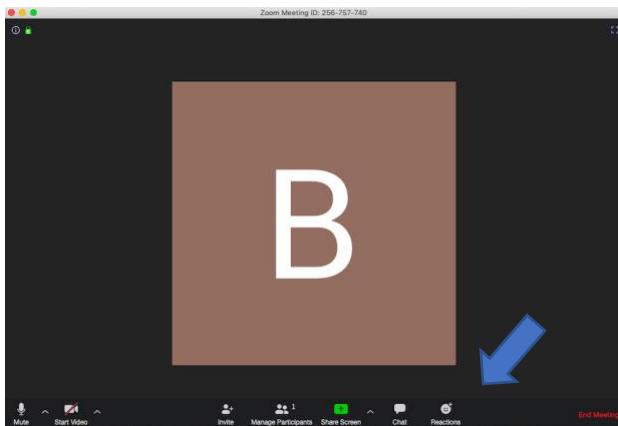


Select “Meetings” at the top of the screen.

Select “Copy Invitation” or share the Meeting ID

Section 3: HOSTING A ZOOM MEETING:

This section will go over the various controls you will have as a host/cohost.



When you start the meeting as a host this is what you will see. Hover your mouse at the bottom of your screen to get this control panel.



When people join the meeting you and co-hosts will receive this pop-up message.

Select “See Waiting Room”

1 Waiting

Message

E Emily- ACYP NJ

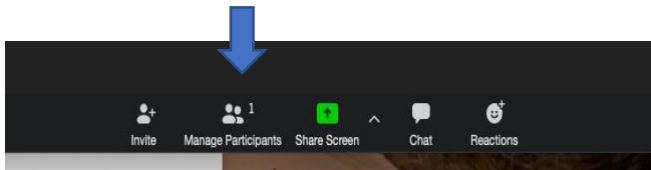
Admit

Remove

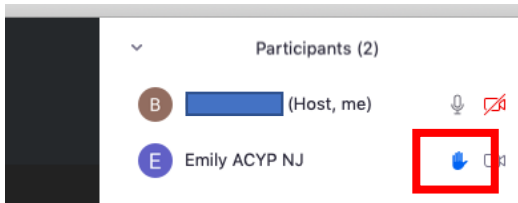
Within the Waiting Room the Host and Co Host are able to admit or remove people.

We suggest Asking people in the waiting room to name themselves with their name, homegroup, and where they are from. The more information we have, the easier it will be to admit people into the meeting, and to get rid of “Trolls”

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On the control panel at the bottom of your screen, select “Manage Participants”. We recommend you keep this Participants tab open on your screen throughout the meeting if you are the host.



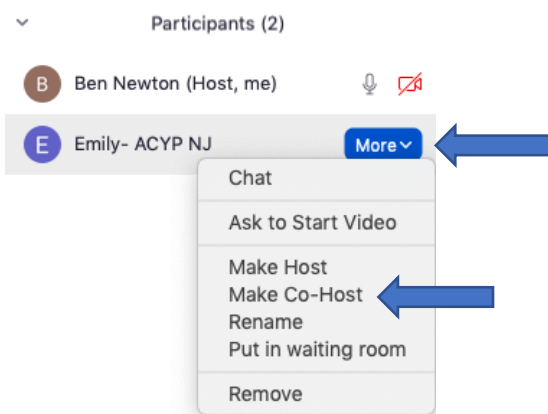
If you choose to have open sharing during the meeting participant can use the “Raise hand” Feature. On the participants tab the host can see in order the little blue hand beside the names of people who want to share.

To raise hand :

On the Computer- People can press “Participants” then “raise hand”

On a Phone/Tablet- People can hit “more” then “raise hand”

Dial in (Landlines)- press *9 to raise hand.



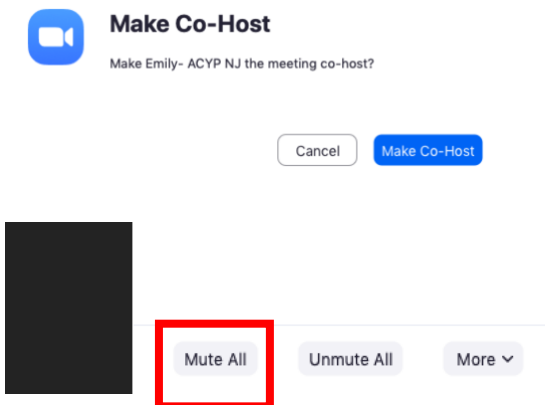
To make someone a cohost select the “Participant” icon on your control panel.

Hover over the person you want to make a cohost.
Select “More”
Select “Make Co-host”

On the pop-up menu select “Make Co-host”

Now that person will be able to mute participants, and admit people into the meeting from the waiting room.

At the bottom of the participants tab you will find the controls to “Mute All”. We suggest you Mute All when the meeting begins to keep background noise to a minimum and preserve the atmosphere of recovery.



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Section 4: RECOMMENDED SERVICE POSITIONS:

Please keep in mind these are only SUGGESTED service positions that we have found to be helpful when running an AA meeting Via Zoom.

Host: This person will schedule the meeting and send out the meeting information to homegroup members to be passed throughout the fellowship of AA. This person will start the meeting at least 15 minutes before the scheduled meeting time to begin allowing people into the meeting from the waiting room. Host will also make other service members co-hosts once they enter the meeting. Host will begin the meeting on time and guide the meeting.

Co-Host/Group Security: Co Hosts will help manage participants. They will mute and unmute participants, help the host call on participants when they raise their hands. We recommend having 2-3 CoHosts for meetings with 20-50 participants, and adding a cohost every 20 people above that. (Ex. A meeting with 70 participants we recommend a Host AND 4 CoHosts). CoHost will also admit people into the meeting from the waiting room before the meeting AND once the meeting begins. The Cohosts will also manage “Trolls”, removing people who are trolls from the meeting while the Host continues to hold the meeting.

Readers: We recommend before the meeting you identify who will do which of the readings your group does so that transition to each of the readings goes smoothly without too much distraction of picking someone while the meeting is going on.

Treasurer: Holding online meetings still incurs cost for AA. We recommend one person manages an online form of collect 7th tradition (Like Vemno), who will be in charge of putting the Vemno information into the chat box so people in the meeting can participate in the 7th tradition.

Greeter: We recommend you have at least 2-3 members of your group who come to the meeting early to be able to greet people as they enter, and will be able to chat with newcomers via the chat box to support them and help connect them to members of the meeting.

Other positions you might want to have are: *TimeKeeper*, *Technical Assistance*-someone to help troubleshoot audio/video issues with members and who know technology well, or *Secretary*. Of course positions held in in person meetings may also apply to this online format!

We suggest that people in service at an AA Zoom group change their name to display their name AND service Position.

For Example homegroup members with service positions could display their names like this:

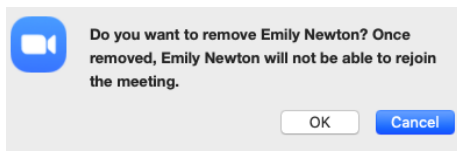
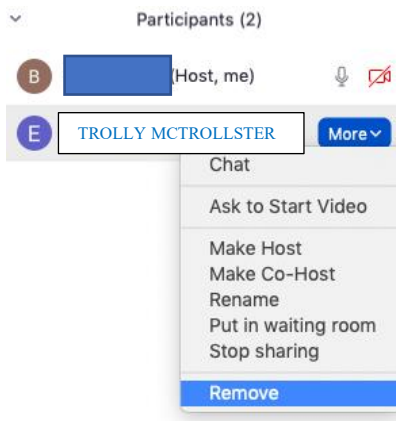
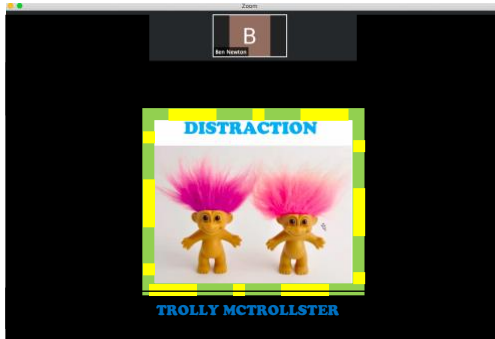
- Emily- Group Security
- Ben- Host/Chair Person
- Cyril- Treasurer
- Kate- Time Keeper

We suggest this so that if anyone in the meeting needs anything, it is clear who is in service and who they can reach out to about any issues they may be having.

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Section 5: REMOVING SOMEONE FROM THE MEETING:

We understand that “Trolls” Entering your meeting can be jarring, uncomfortable, and make the meeting feel unsafe. Here is the way to identify Trolls, and remove them from the meeting. We recommend that CoHosts take on this role for the duration of the meeting.



Typically Trolls will not show their faces on camera, and they will yell during the meeting. When people in the meeting speak, including trolls, their icon will be highlighted in a yellow-green border. CoHosts should try to remove these people (trolls) as quickly as possible.

Once you figure out who you want to remove select “More” next to their name on the participants tab.

- The participants tab can be accessed by hitting “Manage Participants” on the cohost’s control panel.

**** Many Trolls will yell, then change their names, this is why we recommend multiple co-hosts as it can become a lot to manage****

Select “Remove” from the drop-down menu .
Select “OK” on the popup.
Once someone is removed from the meeting they will not have access to come back in.

Another note on trolls:

Typically Trolls will enter the waiting room in groups of 4-5 all at once. This *may* be a sign that the user is not there for an AA meeting, but rather to be disruptive. Sometimes they also use names like “Dez Nuts”. Remember you can remove people like this from the waiting room and not ever allow them into the meeting.

Because of troll activity it is recommended that you ask all people in the meeting to have their video on, or to privately message a host or cohost as to why they cannot have their camera on. We recommend before the meetings, calling on non video participants let into the room and have them introduce themselves, and find out why they are here. Many time trolls do not even know they are entering a meeting of AA.

We hope this has been helpful for you in keeping your Zoom AA meeting safe !