

# GUIDE FOR AA ZOOM MEETINGS IN AUSTRALIA

## Introduction:

Our 6th Tradition states that an Alcoholics Anonymous group should not endorse any outside entity, and therefore this document does not endorse the use of Zoom, or any other online tool.

Many groups around the world have, however, elected to move to Zoom by exercising the 4th tradition of autonomy, during the COVID-19 crisis.

Recently, disruptive behaviour on the Zoom platform has affected many AA meetings. This disruption - known as "Zoom-bombing" - is an online form of gate-crashing, involving participants using fake names to join meetings and displaying inappropriate audio and visual content.

There are **serious security issues** if you do not understand how to set-up your account, schedule the meeting and actually secure the meeting while it is running. We have spent significant time hosting Zoom meetings and checking Zoom settings to find some of the most secure ways to continue AA meetings on this platform during the COVID-19 crises.

***This document sets out a step-by-step guide on how to create a safe environment for your members, visitors and most importantly for the newcomer. Above all other traditions we have focused on Tradition 5 so that newcomers can find a solution to their problem and find the fellowship they seek.***

If you follow these instructions, our experience shows that you will be able to manage your AA meeting with a minimum of disruptions.

We recommend a couple of group members read and understand the implications of Zoom settings outlined here. Then, immediately hold a group business meeting to come to a consensus decision on what to do next. Please don't wait until your next scheduled meeting, this is important.

If you have any questions, we urge you to contact one via email: [auszoomhelp@gmail.com](mailto:auszoomhelp@gmail.com)

An AA member involved in preparing this document will contact you and talk you through the settings, so that when you are hosting your meeting, you can do so with confidence.

This document has been created by a team of anonymous AA members in Sydney Australia and we hope it will assist AA groups everywhere to create a loving and safe online environment for the alcoholic who still suffers and AA members alike. Necessity is the mother of invention, welcome to the digital AAge... **Created in April 2020**

## Key Steps

1. Read the whole document and if you don't understand it please ask questions:  
[auszoomhelp@gmail.com](mailto:auszoomhelp@gmail.com)
2. Call a group business meeting and discuss the security options and get group consensus
3. **Attendee: Download Zoom "Basic" (free version) and create a Profile** .... (page 3)
4. **Host: Purchase Zoom "Pro" and create a Profile** .... (page 3)
5. **Security – Adjust Settings:** .... (page 4)
  - **Disable** ability to Record .... (page 11)
  - **Disable** Screen Share function, for everyone except the host
  - **Disable** Chat (*optional – please read detail below for options*)
  - **Enable** a Waiting Room
  - **Enable** Co-hosting
  - **Set** a password (*now mandatory for all newly created meetings*)
  - More...
6. **Security – Adjust Admin Account Settings** .... (page 12)
7. **Create/Schedule Meetings** .... (page 13)
8. **Updating the Australian AA Website:** .... (page 17)

Send the updated meeting details to: <https://aa.org.au/members/member-enquiry/>
9. **Starting your Meetings:** .... (page 18)

Hold a practice meeting with only the Co-hosts and group members. Practice setting up and using the in-meeting security controls, including:

  - Only Host can unmute
  - Only Host can share docs
  - More...
10. **In Meeting Settings** .... (page 19)
11. **In-meeting roles** .... (page 22)
12. **Share screen** .... (page 23)

### 3. Attendee - Download Zoom “Basic” (free) and create a Profile

- A. Download the Zoom APP to your phone or computer
- B. Select the “Basic” (free) version
- C. Sign in and create an account profile. <https://zoom.us/signup>

Your Zoom Profile should be your First Name, Surname initial, and Home Group. e.g. **John S (Akron Tuesday)** This helps the Hosts of the meetings you attend in screening attendees to reduce the amount of unknown callers like “iPhone”, “JohnsiPad”, and also deters Trolls seeking to disrupt your meeting. Also, please help your AA friends by showing them how to do this.

### 4. Host - Purchase Zoom “Pro” and create a Profile

- D. Download the Zoom App to your computer - PC or Mac only. **Don’t** host with smartphones or iPads
- E. Select the “Pro” (paid) version
- F. Sign in and create an account Profile. <https://zoom.us/buy?plan=pro&from=pro>

At the time of writing, the subscription costs \$20.99 Australian per month plus GST. Pro is the most affordable option for security.

It will also allow you to have a meeting that runs for one hour or more. The free version has limited/little security and meetings can only run for 40 minutes.

The screenshot displays the Zoom website's pricing page for business plans. The browser address bar shows 'zoom.us/pricing'. The page title is 'Zoom Meeting Plans for Your Business'. There are four main columns representing different plans:

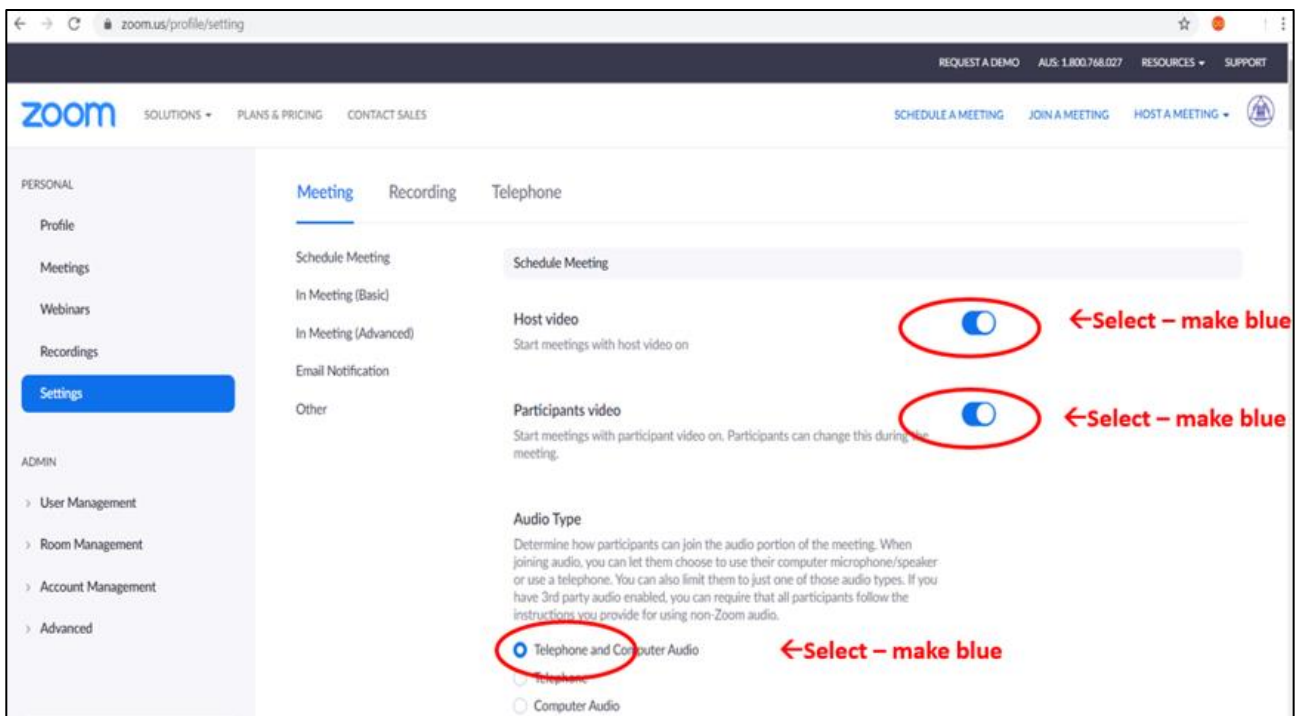
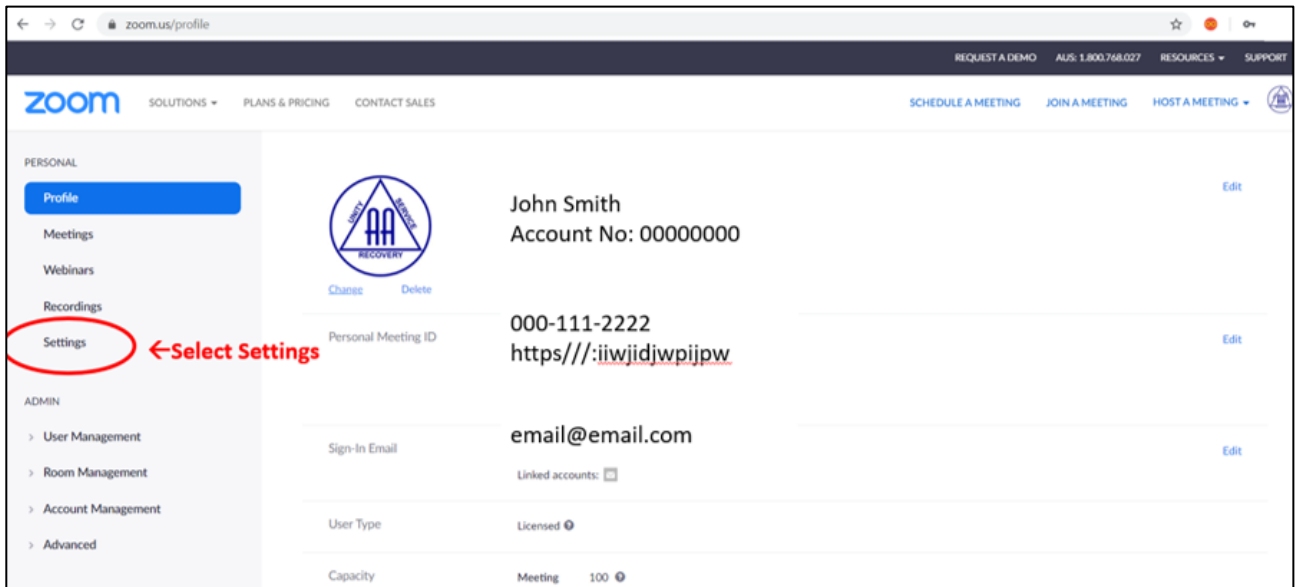
- Basic (Free):** Personal Meeting. Features include up to 100 participants, unlimited 1-to-1 meetings, a 40-minute limit on group meetings, and unlimited meetings. Call to action: 'Sign up, It's Free'.
- Pro (A\$20.99/mo/host):** Great for Small Teams. Features include 100 participants, 24-hour meeting duration, user management, and reporting. Call to action: 'Buy Now'.
- Business (A\$27.99/mo/host):** Small & Med Businesses. Features include 300 participants, dedicated phone support, and an admin dashboard. Call to action: 'Buy Now'.
- Enterprise (A\$27.99/mo/host):** Large Enterprise-Ready. Features include 500 participants, 1,000 participants in Enterprise Plus, and unlimited cloud storage. Call to action: 'Contact Sales'.

At the bottom of the page, there is a Windows taskbar with a search bar and various application icons. The system tray shows the time as 10:52 AM on 3/04/20.

## 5. Security – Adjust Settings

If your settings match the ones we have selected, you will find it very easy to maintain order in your meeting. It should take you about 15 minutes to set up.

Please follow the settings as outlined in the below screenshots:



Follow these instructions carefully:

The screenshot shows the Zoom meeting settings page. The left sidebar contains 'Video Tutorials' and 'Knowledge Base'. The main content area is divided into sections: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Schedule Meeting' section includes the following settings:

- Join before host**: Allow participants to join the meeting before the host arrives.  Modified Reset
- Use Personal Meeting ID (PMI) when scheduling a meeting**: You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.
- Use Personal Meeting ID (PMI) when starting an instant meeting**:  ←Select – make grey
- 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.
- Require a password when scheduling new meetings**: A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.  ←Select – make blue
- Require a password for instant meetings**: A random password will be generated when starting an instant meeting.
- Require a password for Personal Meeting ID (PMI)**:  ←Select – make grey

The screenshot shows the Zoom meeting settings page, continuing from the previous one. The left sidebar contains 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'In Meeting (Advanced)' section includes the following settings:

- Embed password in meeting link for one-click join**: Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.  Modified Reset ←Select – make grey
- Require password for participants joining by phone**: A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.  Modified Reset ←Select – make blue
- Mute participants upon entry**: Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
- Upcoming meeting reminder**: Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.  Modified Reset ←Select – make blue
- 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).  Modified Reset

A callout box on the left side of the 'In Meeting (Advanced)' section contains the text: **Ensure this is selected blue to stop trolls → unmuting themselves and yelling abuse and playing music**. A red oval highlights the 'Mute participants upon entry' toggle switch.

Follow these instructions carefully:

Schedule Meeting

In Meeting (Basic)

**Ensure this is selected to stop trolls from writing → unpleasant message to any and all participants**

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

**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.

**Play sound when participants join or leave**  
Play sound when participants join or leave  ←Select – make grey

**File transfer**  
Hosts and participants can send files through the in-meeting chat.

**Feedback to Zoom**  
Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting.

**Display end-of-meeting experience feedback survey**

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

**Co-host**  
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.  ←Select – make blue

**Polling**  
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.  ←Select – make grey

**Allow host to put attendee on hold**  
Allow hosts to temporarily remove an attendee from the meeting.  ←Select – make blue

**Always show meeting control toolbar**  
Always show meeting controls during a meeting.

**Show Zoom windows during screen share**  ←Select – make grey

**Screen sharing**  
Allow host and participants to share their screen or content during meetings.  ←Select – make blue

**Who can share?**  
 Host Only  All Participants   ←Select – make blue

**Ensure this is selected to stop trolls from sharing → porn images or videos**

Follow these instructions carefully:

Schedule Meeting  
In Meeting (Basic)  
In Meeting (Advanced)  
Email Notification  
Other

**Who can start sharing when someone else is sharing?**  
 Host Only  All Participants ⓘ

**Disable desktop/screen share for users**  
Disable desktop or screen share in a meeting and only allow sharing of selected applications. ⓘ

**Annotation**  
Allow participants to use annotation tools to add information to shared screens. ⓘ

**Whiteboard**  
Allow participants to share whiteboard during a meeting. ⓘ

**Remote control**  
During screen sharing, the person who is sharing can allow others to control the shared content.

**Nonverbal feedback**  
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. ⓘ

**Annotations:**  Annotation  Whiteboard  Remote control  Nonverbal feedback

**Instructions:**  
← Select – make blue (points to the blue toggle for 'Disable desktop/screen share for users')  
← Select – make grey (points to the grey toggles for 'Annotation', 'Whiteboard', 'Remote control', and 'Nonverbal feedback')

**Callout:** Ensure this is selected to stop trolls from writing → or drawing on the screen (points to the 'Annotation' toggle)

Other

**Allow removed participants to rejoin**  
Allows previously removed meeting participants and webinar panelists to rejoin. ⓘ

In Meeting (Advanced)

**Breakout room**  
Allow host to split meeting participants into separate, smaller rooms.

**Remote support**  
Allow meeting host to provide 1:1 remote support to another participant.

**Closed captioning**  
Allow host to type closed captions or assign a participant/third party device to add closed captions.

**Save Captions**  
Allow participants to save fully closed captions or transcripts.

**Far end camera control**  
Allow another user to take control of your camera during a meeting.

**Instructions:**  
← Select – make grey (points to the grey toggle for 'Allow removed participants to rejoin')

**Callout:** Ensure this is selected grey → to stop trolls from rejoining if you eject them from the meeting (points to the 'Allow removed participants to rejoin' toggle)



Follow these instructions carefully:

Screenshot of Zoom meeting settings. The left sidebar shows 'In Meeting (Advanced)' selected. The main area lists several settings, each with a toggle switch on the right. A red oval encircles five of these toggle switches. To the right of the oval, the text '←Select - make grey' is written in red. The settings included in the oval are:

- Group HD video
- Virtual background
- Identify guest participants in the meeting/webinar
- Auto-answer group in chat
- Only show default email when sending email invites

Screenshot of Zoom meeting settings. The left sidebar shows 'In Meeting (Advanced)' selected. The main area lists several settings. Three grey toggle switches are circled in red, with the label '←Select - make grey' to their right. One blue toggle switch is circled in red, with the label '←Select - make blue' to its right. A blue box on the left contains the text: 'Ensure this is selected blue to screen trolls → from joining the meeting'. The settings included in the red circles are:

- Use HTML format email for Outlook plugin
- Allow users to select stereo audio in their client settings
- Allow users to select original sound in their client settings
- Waiting room

**Note, the Waiting Room Display can be customised. Here's a suggestion:**

*"Please read the following carefully:*

*CONFIDENTIALITY: This is an electronic meeting and we observe the AA Traditions. The Zoom recording function is disabled, and we ask you not to record this meeting in any other way to respect the anonymity of those attending. Disruptive attendees will be removed from the meeting. Please update your profile with your First Name, Surname initial, & Home Group - eg "John B (Akron Tuesday)"*



Follow these instructions carefully:

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

**Show a "Join from your browser" link**  
Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

**Allow live streaming meetings**

**Email Notification**

**When a cloud recording is available**  
Notify host when cloud recording is available

**When attendees join meeting before host**  
Notify host when participants join the meeting before them

**When a meeting is cancelled**  
Notify host and participants when the meeting is cancelled

**When an alternative host is set or removed from a meeting**  
Notify the alternative host who is set or removed

←Select – make grey

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

**When someone scheduled a meeting for a host**  ←Select – make blue  
Notify the host there is a meeting is scheduled, rescheduled, or cancelled

**When the cloud recording is going to be permanently deleted from trash**   
Notify the host 7 days before the cloud recording is permanently deleted from trash

**Other**

**Blur snapshot on iOS task switcher**   
Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

**Invitation Email**  
Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit

[Send me a preview email](#)

←Select – make grey

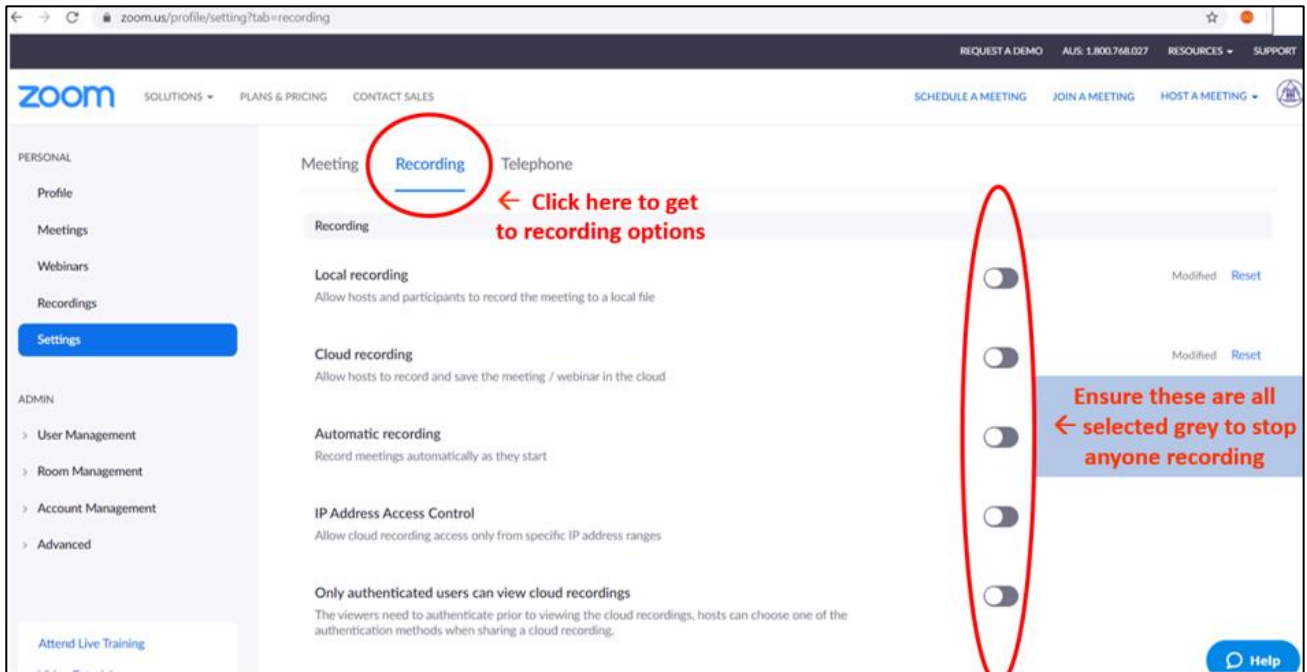
Follow these instructions carefully:

Schedule Meeting	<b>Schedule Privilege</b>
In Meeting (Basic)	You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.
In Meeting (Advanced)	
Email Notification	Assign scheduling privilege to +
Other	No one
	I can schedule for
	No one
	<b>Integration Authentication</b>

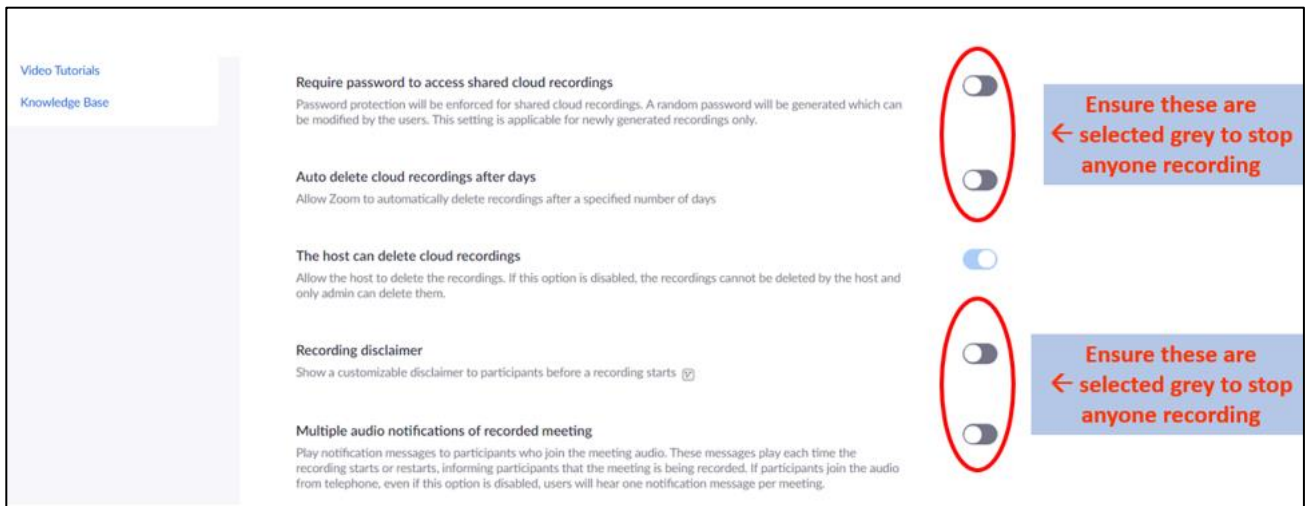
**End of personal settings section**

## Disable ability to record

This setting will stop ZOOM making a recording of the meeting. All AA members should be made aware however that any individual participant could simply record their computer screen using a local recording device, including their mobile phone. We suggest asking members upfront to not make any local recordings, even though Zoom recordings has been disabled. As this risk cannot be completely avoided, we would advise against sharing “5<sup>th</sup> steps from the floor”.



The screenshot shows the Zoom profile settings page for Recording. The 'Recording' tab is selected and circled in red. A red arrow points to the 'Recording' tab with the text 'Click here to get to recording options'. On the right side, there are five toggle switches, all of which are greyed out. A red oval encircles these five switches, with a blue callout box containing the text 'Ensure these are all selected grey to stop anyone recording'. The settings listed are: Local recording, Cloud recording, Automatic recording, IP Address Access Control, and Only authenticated users can view cloud recordings.



The screenshot shows the Zoom profile settings page for Recording disclaimer and auto delete. The 'Require password to access shared cloud recordings' setting is circled in red, with a blue callout box containing the text 'Ensure these are selected grey to stop anyone recording'. Below it, the 'Auto delete cloud recordings after days' setting is also circled in red, with a blue callout box containing the text 'Ensure these are selected grey to stop anyone recording'. The 'Recording disclaimer' setting is circled in red, with a blue callout box containing the text 'Ensure these are selected grey to stop anyone recording'. The 'Multiple audio notifications of recorded meeting' setting is also circled in red, with a blue callout box containing the text 'Ensure these are selected grey to stop anyone recording'.

## 6. Security - Adjust Admin Account Settings

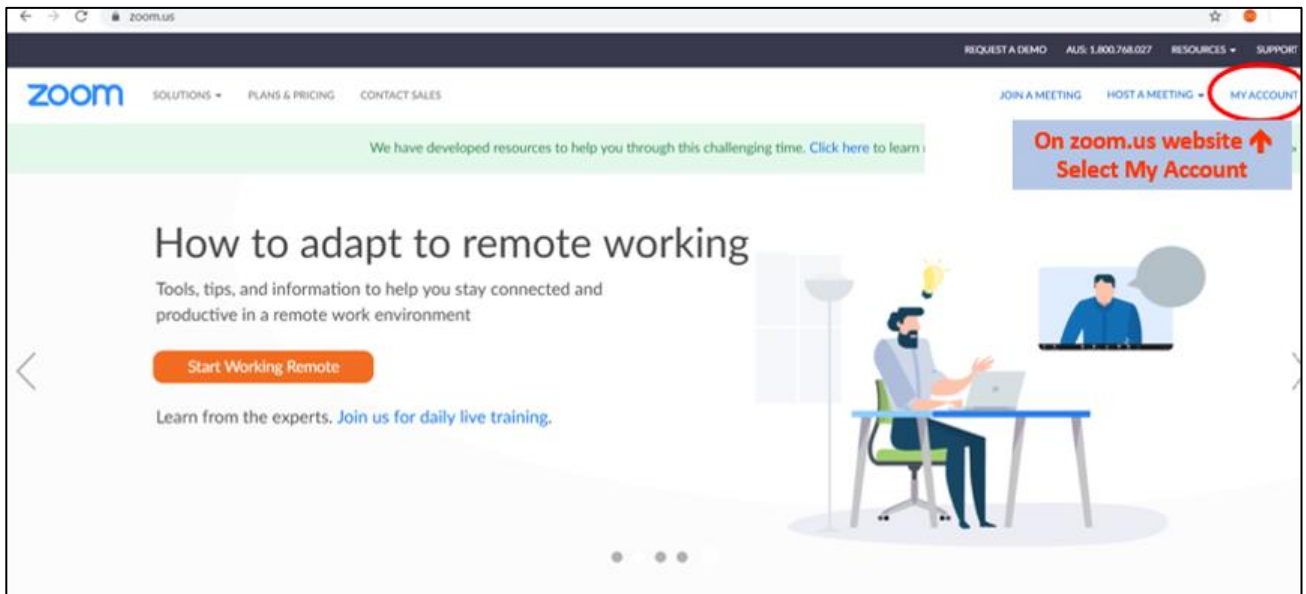
The Admin Account Settings are similar to the Settings section, however these are Universal settings. Read and adjust these settings carefully to ensure a safe meeting.

The screenshot displays the Zoom Admin Account Settings interface. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Account Profile, Account Settings, Billing, Recording Management). The 'Account Settings' link is highlighted with a red arrow and the text 'Click Admin Account Settings'. The main content area is titled 'Meeting' and includes sections for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Admin Options'. The 'Host video' and 'Participants video' settings are both turned on, indicated by blue toggle switches, and are circled in red. A red arrow points to these toggles with the text 'Then Select all the same settings as per above Personal Settings'. The 'Audio Type' section shows 'Telephone and Computer Audio' selected.

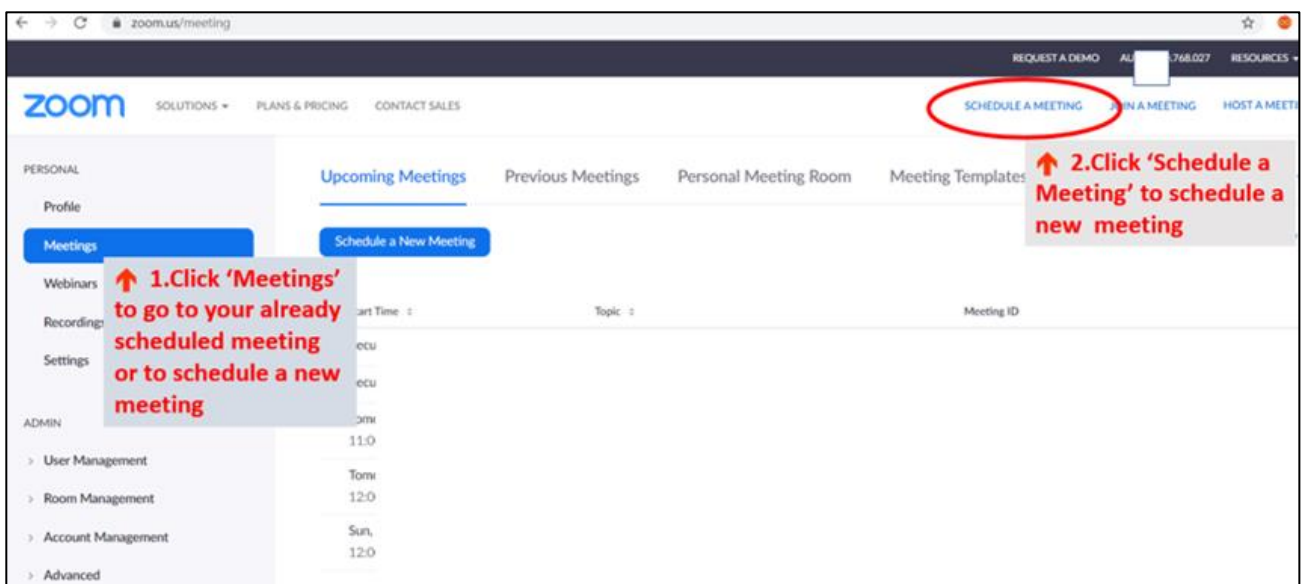
If you have any questions about Admin Account Settings, we urge you to contact us via email: [auszoomhelp@gmail.com](mailto:auszoomhelp@gmail.com)

## 7. Creating/Scheduling Meetings

A. Go to [www.zoom.us](https://www.zoom.us) website and click MY ACCOUNT:



B. Click Schedule a Meeting:



### C. Complete the form:

The screenshot shows the Zoom 'Schedule a Meeting' form. The form fields are as follows:

- Topic: HomeVille AA Meeting Tuesday 8pm
- Description (Optional): General ID discussion meeting
- Use a template: Select a template
- When: 06.04.2020, 20:00
- Duration: 1 hr 30 min
- Time Zone: (GMT+11:00) Canberra, Melbourne, Sydney
- Recurring meeting (circled in red)

Annotations:

- ← 3. Type your meeting name and description than select a data, date and length of time (duration).
- 4. If you would like to create the same meeting every week – ← tick this box

The screenshot shows the 'Meeting Options' section of the Zoom form. The options are as follows:

- Registration:  Required
- Meeting ID:  Generate Automatically  Personal Meeting ID
- Meeting Password:  Require meeting password
- Video: Host  on  off; Participant  on  off
- Audio:  Telephone  Computer Audio  Both
- Dial from United States of America [Edit](#)
- Meeting Options:  Enable join before host (circled in red);  Mute participants upon entry  (circled in red)

Annotations:

- ← Tick Meeting Password for extra security (as password will generate here every time)
- ← Ensure these are selected as shown to stop Trolls



D. Once filled in the form, then click Save.

The screenshot shows the Zoom meeting settings form. The 'Audio' section has radio buttons for 'Telephone', 'Computer Audio', and 'Both', with 'Both' selected. Below it, it says 'Dial from United States of America' with an 'Edit' link. The 'Meeting Options' section has four checkboxes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Enable waiting room' (checked), and 'Only authenticated users can join' (unchecked). A red circle highlights the 'Mute participants upon entry' and 'Enable waiting room' options. A red arrow points to these options with the text '← Ensure these are selected as shown to stop Trolls'. The 'Alternative Hosts' section has a text input field with the example 'Example: mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button with the text '← Then click 'Save''.

E. This will now return to this screen which shows the Meeting ID & Password:

The screenshot shows the Zoom meeting management page. The page title is '111-222-333'. The left sidebar has 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section has 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The 'ADMIN' section has 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area shows 'My Meetings > Manage "HomeVille AA Meeting Tuesday 8pm"'. The meeting details are: Topic: HomeVille AA Meeting Tuesday 8pm; Description: General ID discussion meeting; Time: Apr 6, 2020 20:00 Canberra, Melbourne, Sydney; Add to: Google Calendar, Outlook Calendar (ics), Yahoo Cal; Ken Frumpy. The 'Meeting ID' is 111-222-333, the 'Meeting Password' is 198765, and the 'Invite Attendees' section shows the 'Join URL: https://zoom.us/j/111222333'. A blue box with a red arrow points to these three items with the text '← This is what the meeting ID, password and URL would look like'. There is also a 'Start this Meeting' button and a 'Copy the invitation' link.

F. You will need to share both of these codes with your intended participants otherwise they will not be able to gain access to the meeting:

**Meeting ID: 111 222 333**

**Password: 198765**

G. To view all the meetings, you have created/scheduled, click Meetings:

The screenshot displays the Zoom web interface. On the left sidebar, under the 'PERSONAL' section, the 'Meetings' link is circled in red. A callout box with an upward arrow points to it, containing the text: 'Click ↑ Meetings to go to your list of pre-scheduled meetings'. The main content area shows the 'Upcoming Meetings' section. A 'Schedule a New Meeting' button is visible. Below it, a table lists upcoming meetings. The first meeting, 'HomeVille AA Meeting Tuesday 8pm', is circled in red. A callout box with an upward arrow points to it, containing the text: 'This is the ↑ Meeting we just created'. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. The meeting listed is for 'Mon, Apr 6' at '20:00' with the topic 'HomeVille AA Meeting Tuesday 8pm' and meeting ID '111-222-333'. There are 'Start' and 'Delete' buttons for each meeting entry.

Start Time	Topic	Meeting ID	Start	Delete
Recurring			Start	Delete
Recurring			Start	Delete
Tomorrow 11:00			Start	Delete
Tomorrow (Recurring) 12:00			Start	Delete
Sun, Apr 5 (Recurring) 12:00				Delete
Mon, Apr 6 20:00	HomeVille AA Meeting Tuesday 8pm	111-222-333	Start	Delete

## 8. Updating the Australian AA website:

Go to this website link: <https://aa.org.au/members/member-enquiry/>

You will need these 3 highlighted lines from your meeting invite (if you have a password include it):

<https://zoom.us/j/986935235>

Meeting ID: 986 935 235

Password: 118866

← These are fake sample details only. You should complete the form with these 4 lines from your meeting

The screenshot shows the 'Alcoholics Anonymous' website's 'Member Enquiry' form. The form is titled 'Member Enquiry' and includes a header with the AA logo and a 'New to' link. The form contains several fields: 'Name' (with a red circle around it), 'Email' (with a red circle around it and a blue callout box pointing to it), 'Phone' (with a red circle around it), 'Home Group Name' (with a red circle around it), and 'Meeting Day and Time'. Below these fields is a 'Message' section with a red circle around it and a blue callout box pointing to it. The message text includes a Zoom link, Meeting ID, and Password. The form also includes a note: 'Fields marked with an \* are required'. The browser address bar shows 'aa.org.au/members/member-enquiry/'.

aa.org.au/members/member-enquiry/

Alcoholics Anonymous New to

### Member Enquiry

Fields marked with an \* are required

**Name \***

John Brown John S (Akron Tuesday)  
Account No: 258963214587

**Email \***

J%^BR\*\*WN\$%88@gmail.com ← Contact details here

**Phone**

0411000555

**Home Group Name** **Meeting Day and Time**

Smithville

**Message \***

This is where you can tell us about changes to your details or if you are moving online

<https://zoom.us/j/986935235>

Meeting ID: 986 935 235  
Password: 118866

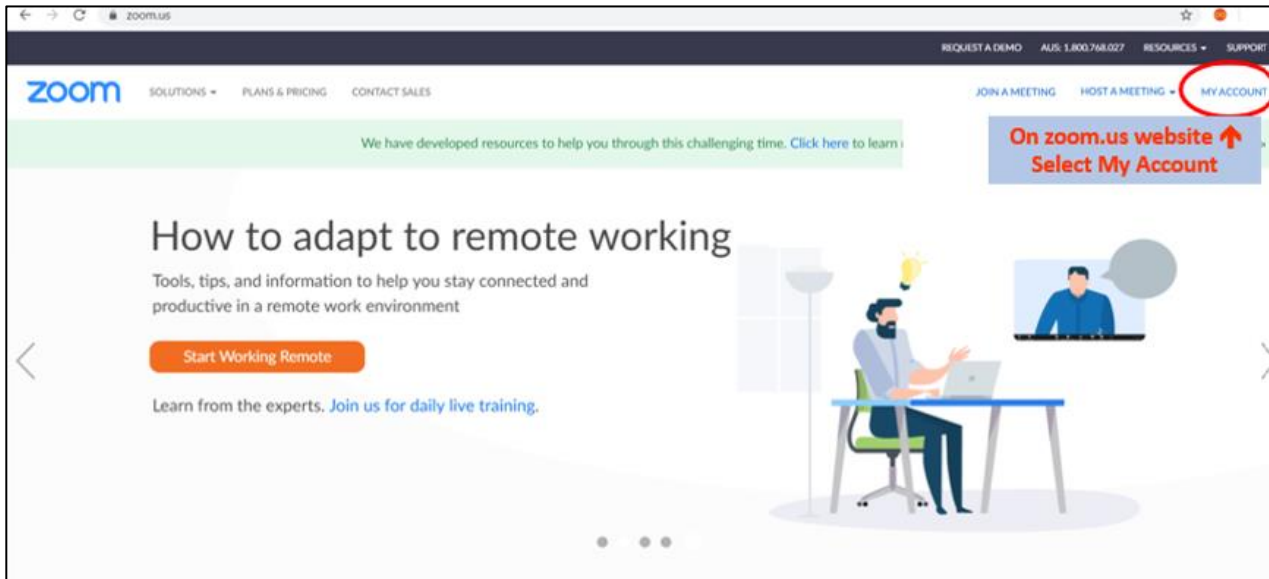
← Insert new Zoom meeting details here

## 9. Starting your Meeting:

Hold a practice meeting with only the Co-hosts and some group members. Practice setting up and using the in-meeting security controls, including:

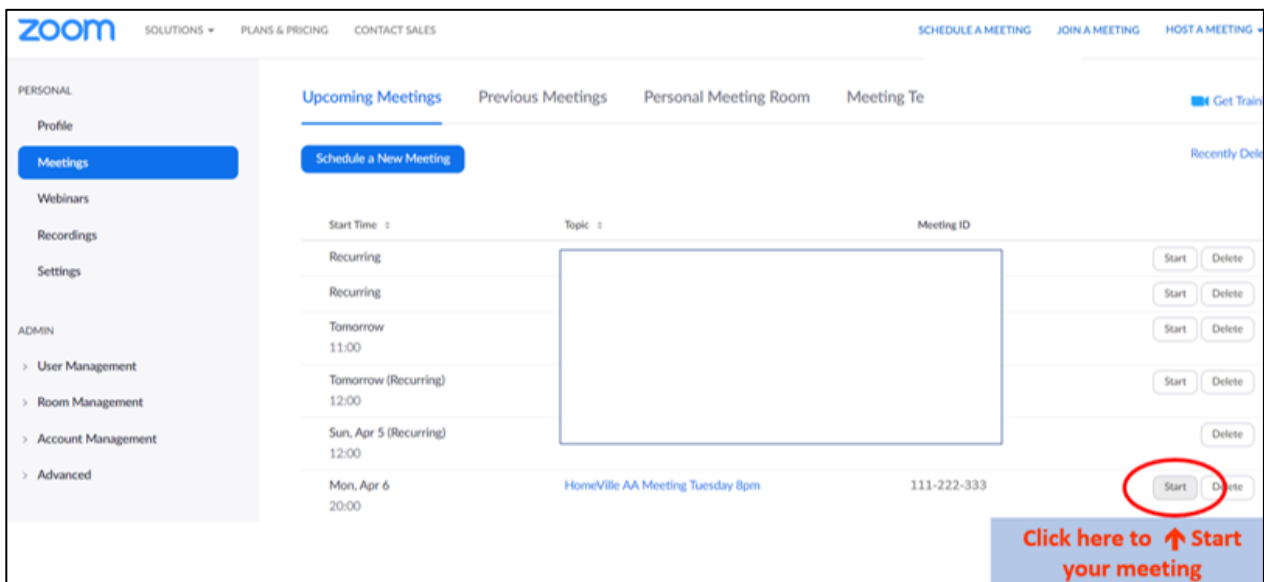
- Only Host can unmute
- Only Host can share docs
- More...

A. To start your meeting, go to **My Account**:

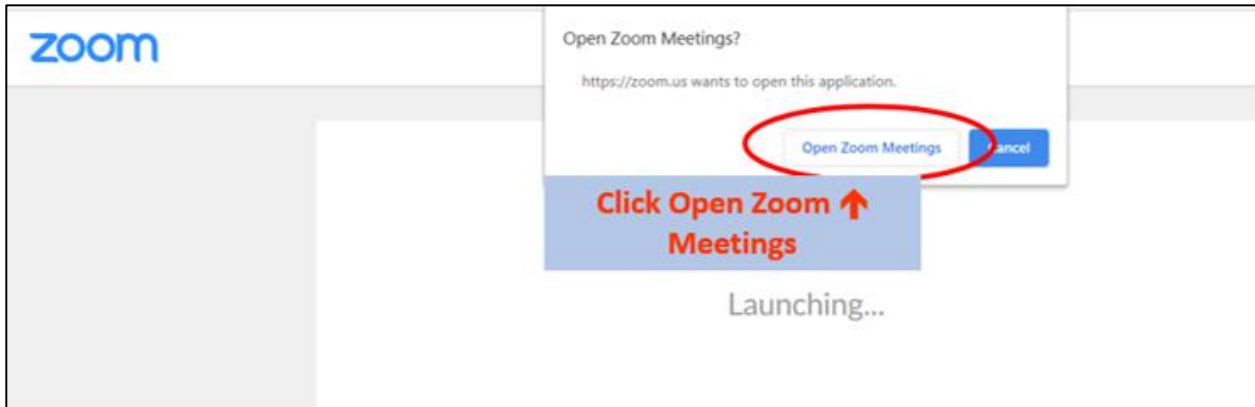


B. Click on **Meetings**

C. Scroll to your meeting and click **Start**:



D. Click **Open Zoom Meetings**:



## 10. In-meeting settings:

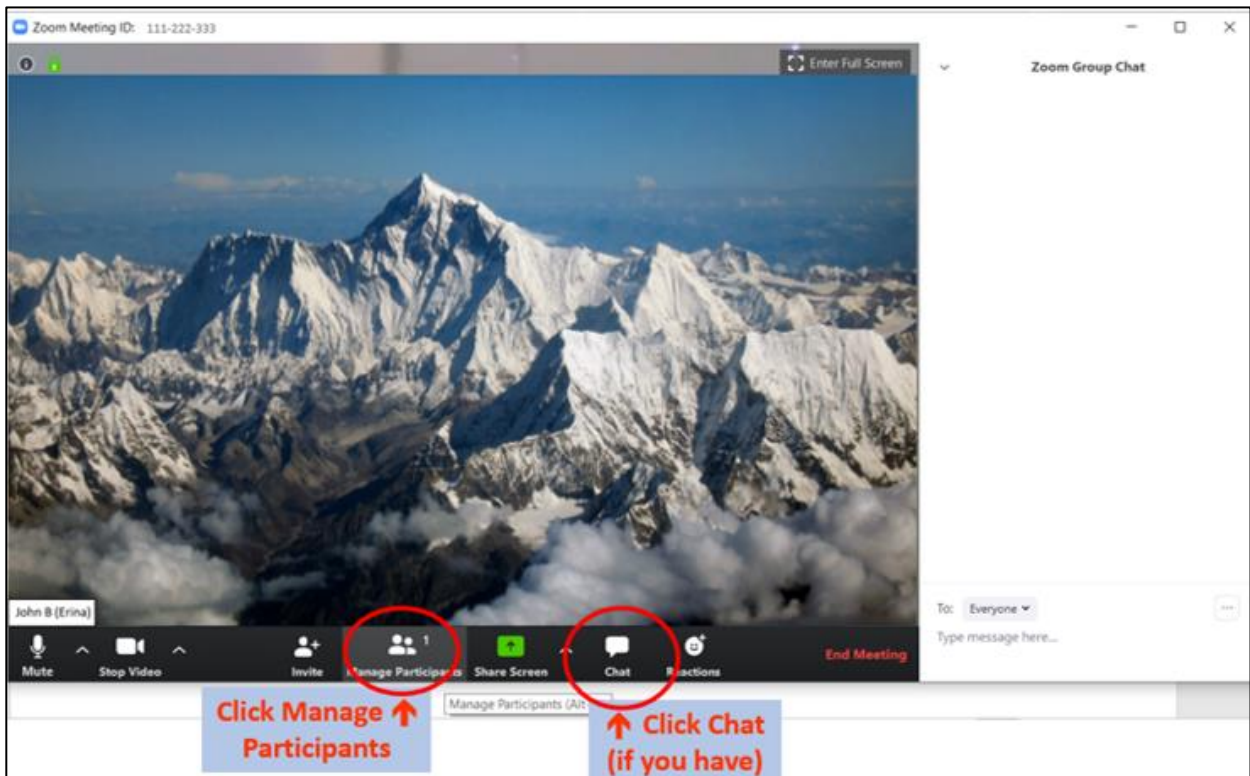
If you have completed the instructions above, your profile will be set up in a way that will make it easy for you to minimise disruptions. For some more tips watch this 10min video.

[https://www.youtube.com/watch?v=p1IMmOujc9c&feature=emb\\_rel\\_pause](https://www.youtube.com/watch?v=p1IMmOujc9c&feature=emb_rel_pause)

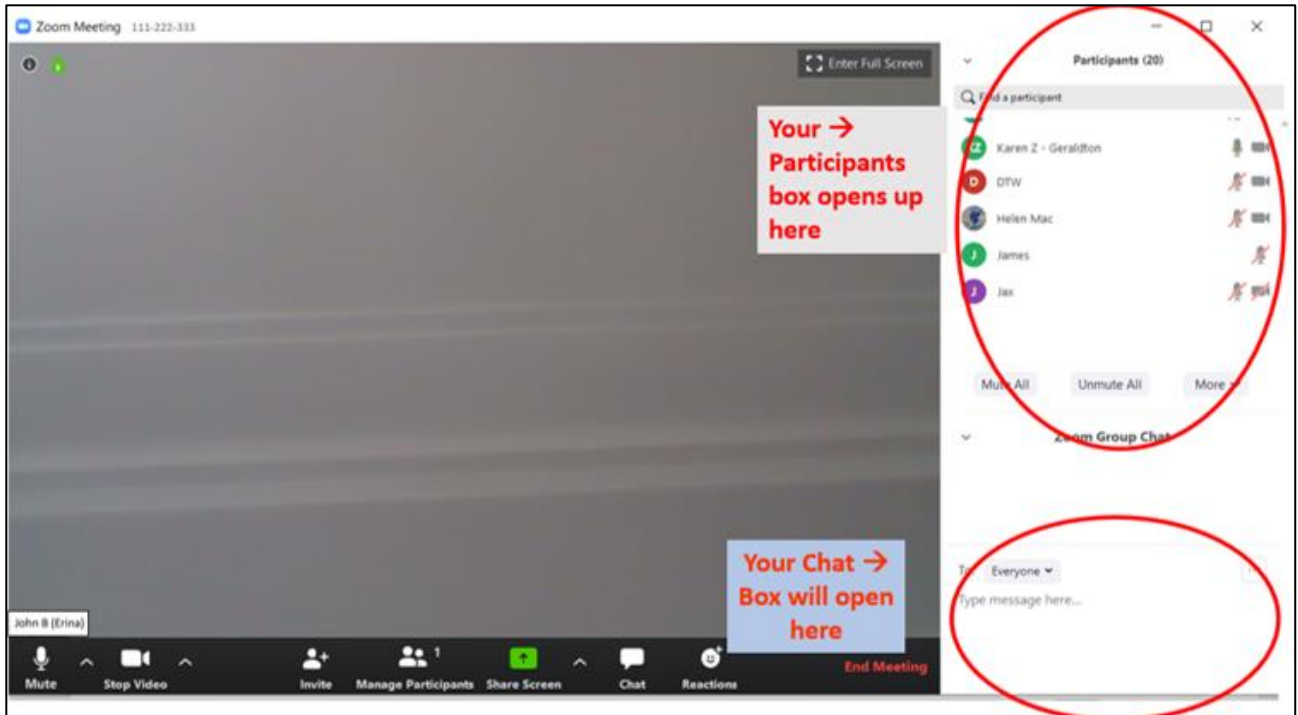
Once you open/start your meeting, there are a few things to check before your attendees arrive:

A. Open **Manage Participants**:

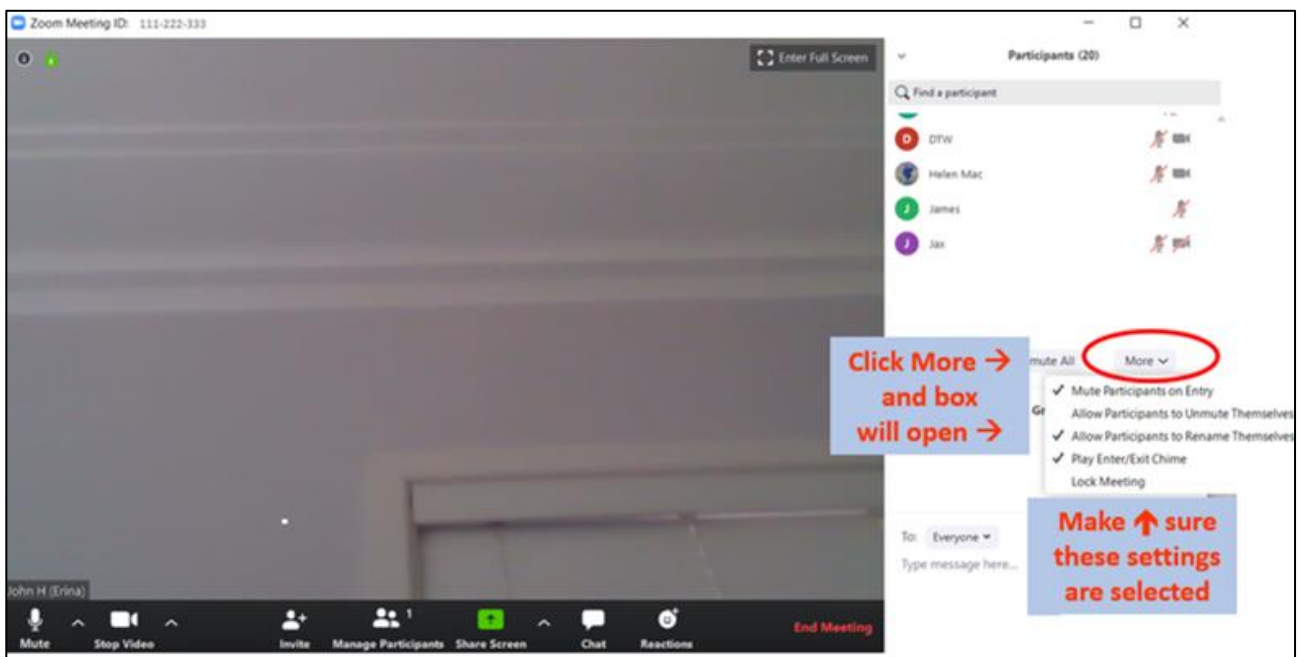
B. If you have enabled Chat, open **Chat**:



C. These two windows will open on the right-hand side of the screen:



D. Next we check that the meeting is secure. Click **More** and ensure these settings are selected

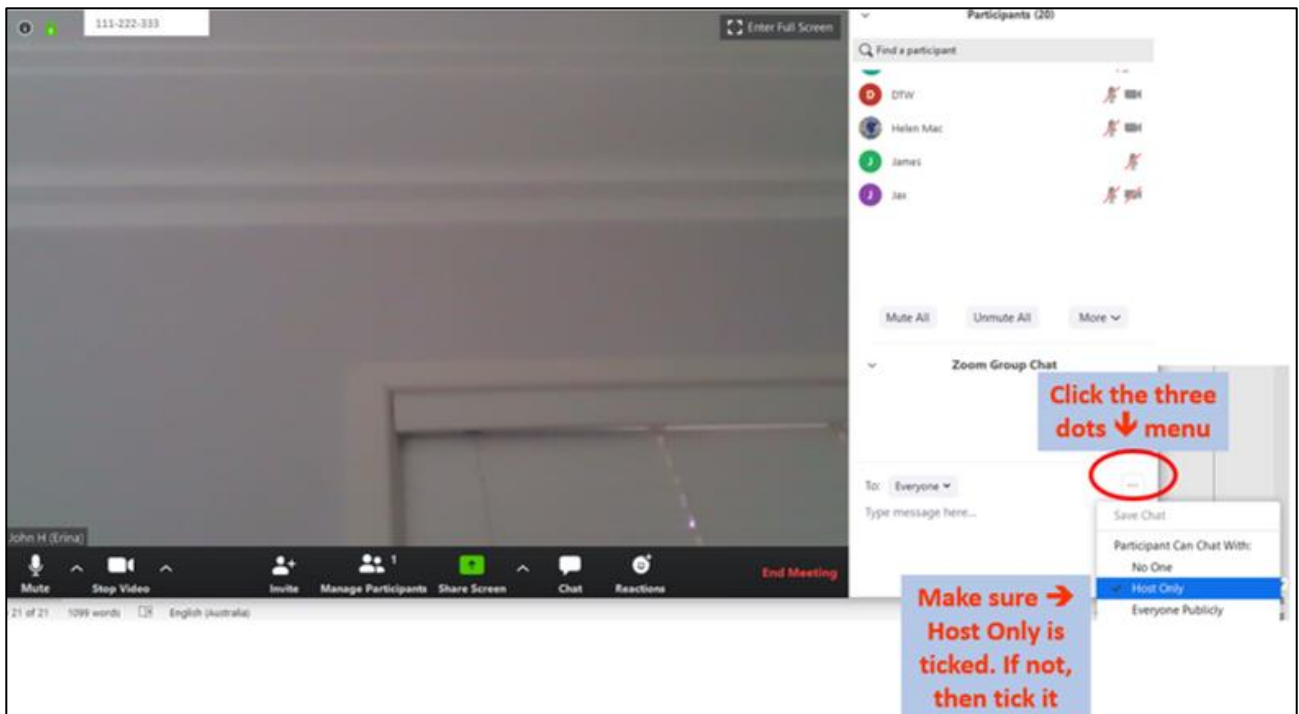


Once your group conscience has decided what they would like to allow in the chat – you can check the in-meeting settings on the top right-hand side of the chat box by clicking on the three dots (...)



There have been occasions where people have used the chat feature to give unwanted attention to other meeting participants.

There have been other occasions where chat has allowed newcomers to talk to people whose share they liked – it's up to each group to decide what setting to choose, if you choose one way and find it prohibitive, then you can change the setting the next time.



## 11. In-meeting roles

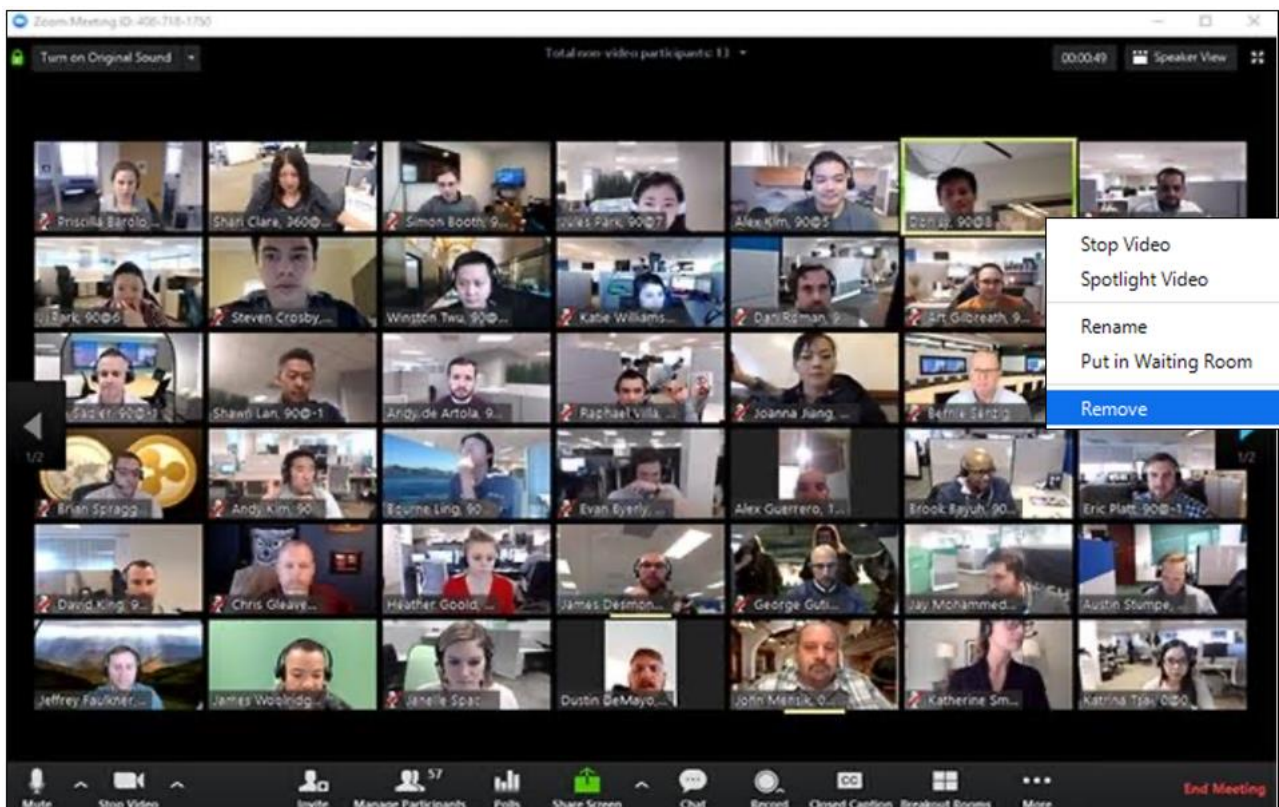
We found that there should be three roles

1. **Meeting Chairperson** who reads the outline, topic etc and chooses speakers;
2. Someone who **scans all the screens** of the participants and is looking for anything untoward. If they see someone acting up trying to disturb the meeting, they can be **REMOVED** easily;
3. Someone who is in charge of **muting and unmuting participants** when the chairperson calls people and when they stop sharing. This person should also be in charge of any **HOST CHATS** that come to the **HOST** from any of the participants.

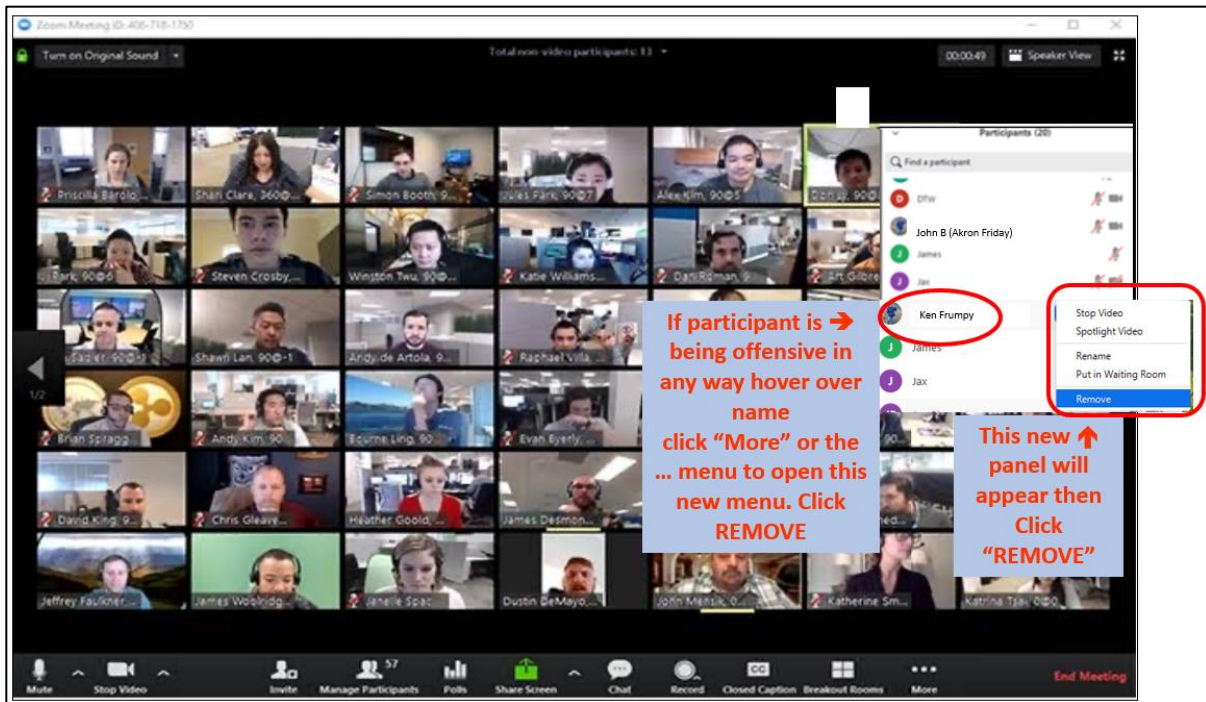
**HOST & CO-HOST can both REMOVE unwanted participants:**

### Remove Participants:

From **gallery view** (the view where you see everyone's screens – you can **REMOVE** any participant who is being abusive or disruptive by clicking the 'More' button and then 'Remove' at the bottom of the menu that pops up (you may have to scroll through a series of screens if you have more than 20-30 on your meeting):

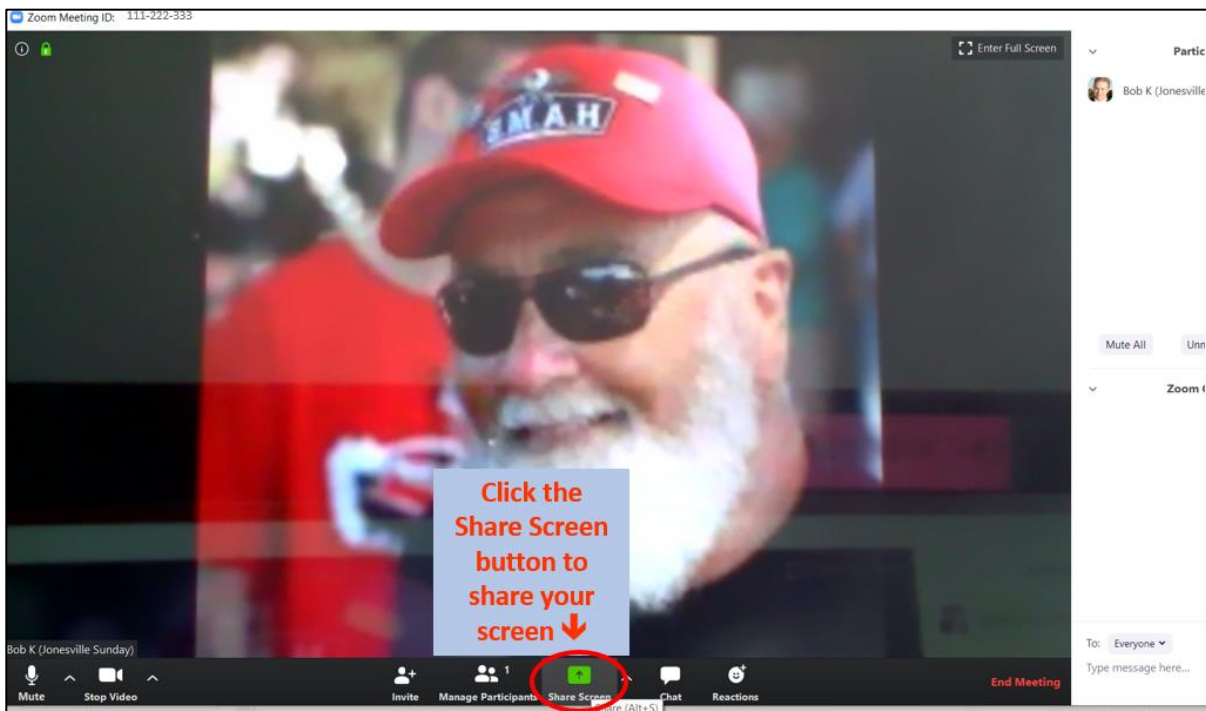


You can also remove participants straight from the **Participants Panel**. Hover your mouse cursor over the person, then click “MORE”. A new menu will appear and one option is “REMOVE” – click ‘Remove’ and they are removed from your meeting:

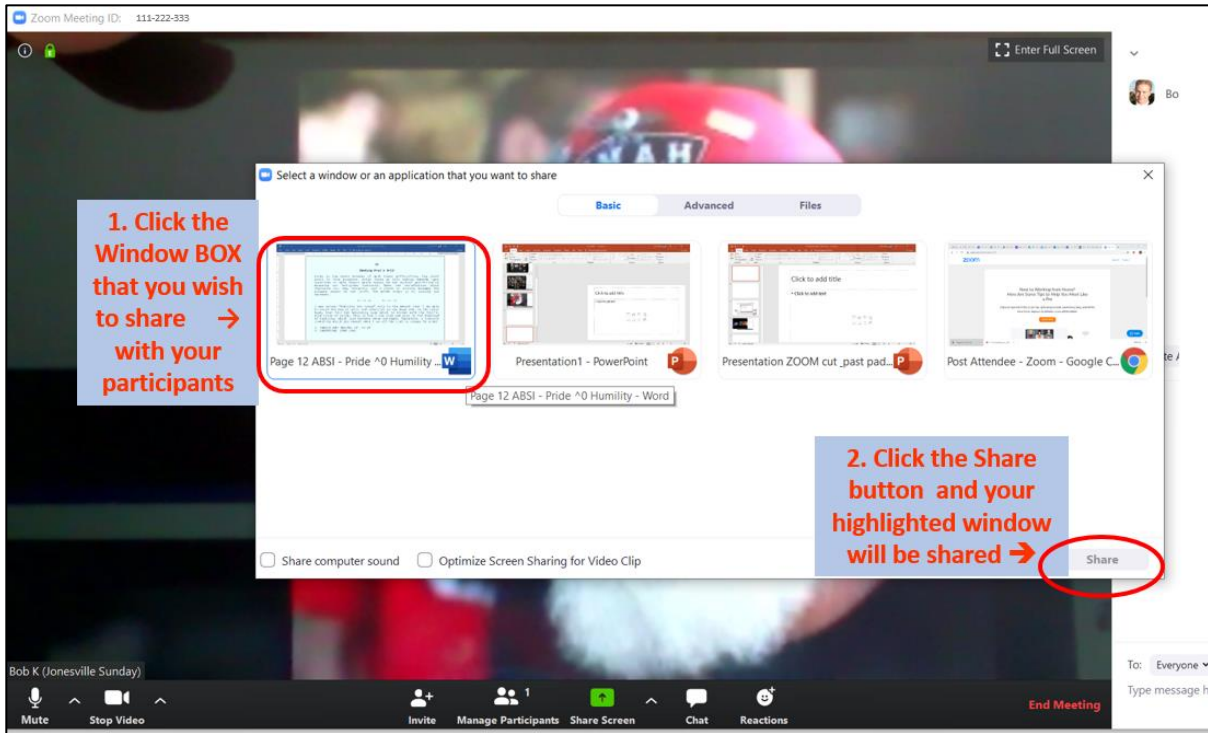


## 12. Share screen

A. This is a great function for making announcements and sharing “readings”. Click **Share Screen**:



B. Then **“Select”** the window you wish to share and click **“Share”**



This is how your screen will look when you are sharing your screen. Notice the controls that appear at the top of your screen to help you in this mode. Click **“Stop Share”** to turn off and return to normal meeting mode

