

ALL PUBLIC MEETINGS have been **CANCELED** at this time due to the Covid-19 virus. The ASIS Board is *suggesting* that Groups try to keep their current meeting schedule using Zoom. Many of us, have never used this platform before and some may be tentative to even start. This “how-to” guide has been created for meeting hosts and users. We hope these tips will help you to set up your recurring group meeting.

This guide is a work in progress, and we ask for your cooperation as we move forward. If you have any tips, suggestions or need any help, please email TechCoordASIS@gmail.com

Remember, we are learning too, and your patience is appreciated.

Once you set up your meeting, please send the Zoom link to our Web Coordinator at website@al-anon-suffolk-ny.org for posting on our website.

[Here](#) is a link to our AI-Anon Guidelines in respect to electronic meetings.

Zoom Meetings – General How-to

Zoom is free to join. A meeting can be free to host or a subscription can be purchased. To join an existing meeting you don't need to setup an account, just install the app or visit zoom.us enter a meeting code and join a meeting. You can join a meeting right from your computer or download an app for your phone or tablet. The app is available for Android and iPhone. In order to keep your anonymity when joining a Zoom meeting do not use your full name. If you **have** set up your account with your full name, go to your Zoom profile settings online before the meeting and update your profile. This will be saved for all of the meetings you attend. Alternately, to update while in the meeting, click the three dots at the bottom of the screen and select “rename” to change your name. You will need to do this for each meeting. This is also a good option if you are “borrowing” someone's computer/tablet/etc.

Select a link below to download the software prior to a meeting (*suggested*), OR you may download the software when you click the link to join a meeting.

- Computer: [Download](#)
- APPLE Phone: [Download in App Store](#)
- ANDROIDS Phone: [Download in Google Play](#)

JOINING A MEETING – VIDEO

1. Click on the meeting link. (You may see this prompt: *Do you want to allow this page to open “zoom.us”?* Select **ALLOW**.)
2. A screen will pop up to let you know if the meeting host has opened the meeting.
3. You'll be asked “*How do you want to join the audio conference?*” When you select “**JOIN AUDIO CONFERENCE BY COMPUTER**” there is no need to dial-in to the phone number on the email invite. You'll simply use the speakers and microphone from your computer and/or mobile device.
4. You'll be in the meeting and will see the host's face and others who have joined.

Joining a Meeting – Phone/Audio Only

1. Dial the number and enter the Meeting ID and Password (if required).

HOSTING A MEETING

There are a few options for hosting a meeting. Smaller groups may choose free hosting which is limited to 40 minutes. This is not quite as long as a regular meeting. **Some Groups have been lucky to be granted extra time by Zoom with the free format - However, it is not something to rely on.** Larger groups may decide to go with the Pro plan that has an unlimited time for hosting a meeting. The price is \$15/month for a month to month plan with savings when purchased annually. The month to month plan can be canceled at any time. [Click here](#) for Zoom pricing to host meetings.

[Click here](#) for instructions on setting up a recurring Zoom meeting.

Once set up, you can copy the meeting invitation to a text, email, FB messenger, etc. and send it to your group members. [How to Invite Attendees](#)

For any other questions about Zoom, got to their Help Center at support.zoom.us

Suggested Zoom Meeting Settings for Anonymity

In shifting to online meetings, we have to be mindful of keeping our anonymity. We want to pass on the best practices for protecting anonymity. These suggestions have been taken from our membership and online resources.

The default Zoom settings **DO NOT** fit with AI-Anon'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. That feature is easy to turn off as well.

Please note that most, if not all, of the settings below **ARE NOT** the Zoom default:

Go to: Settings > Meeting subtab:

- *Require (enable) 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*
- *Enable Allow host to put an attendee on hold*
- *Disable Allow removed participants to rejoin*
- *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)*

Go to: Settings > Recording subtab:

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

Go to: Settings > Telephone subtab:

- *Mask Phone Numbers*

Additional Meeting Setting Suggestions:

- **Enable join before host** – Allow participants to join the meeting without you or before you join. This is also beneficial if the person who set up the meeting (host) cannot attend the meeting. You can also enable a waiting room if this feature doesn't work for you. [Click here](#)
- **Meeting Passwords** – Meetings can require passwords for an added layer of security. Joining participants will be required to input this before joining your meeting. Passwords may be alphanumeric and are case sensitive.
- **Raise Hand** - Allow attendees to [raise their hand](#). This feature is can be used to indicate who wants to share. [Click here](#) to learn how to enable this feature.

Host/Attendee Controls

Mute/Unmute

The host has the authority to mute and unmute all participants. Instruct attendees to only unmute themselves when they are actively sharing so the focus is on the speaker. Background noises/notifications can become an issue.

Speaker View vs. Gallery View

Toggle in the top right corner:

Speaker View - big window with whomever is talking and everyone else in a little line.

Gallery View - like the Brady Bunch!

This will look different on each device. Desktops and laptops will see more participants. Tablets and Smart phones will see less. Swipe to the left to see more people.

Shares

Please be mindful of the sharing timer and the number of members participating. If enabled, use the “raise hand” feature to indicate that you want to share.

Tips for the Host

- Reassure the participants that we are all new to this and these are difficult times, so we need to be patient with each other as we learn the technology.
- Follow the usual routine of the meeting, have people volunteer to read the Steps, Traditions, the daily readers, etc.
- Offer to start the meeting a little earlier for those who are new and want to learn about the technology.
- Some large meetings have two hosts or co-hosts, one to manage the order of the meeting and the other to manage participants anonymity (rename), being muted, unmuted, hands raised etc. It doesn't have to be an expert, just someone who is willing to learn. To learn how to add a cohost, [Click here](#).
- This article on the Zoom website gives some other tips for keeping your meeting in check. [Zoom Party Crashers](#)