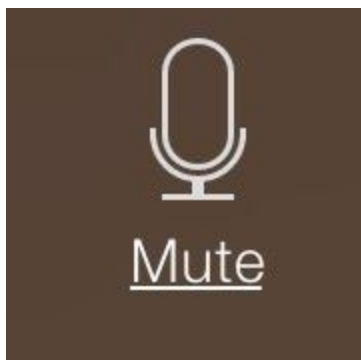


## HELPFUL INSTRUCTIONS FOR ZOOM MEETINGS

ZOOM is a video conferencing service that allows us to hear and see each other, bringing us closer to having a genuine face-to-face meeting. Unfortunately, there can be a bit of a learning curve to using it the first time. Remember:

1. Click or tap any link above in the schedule to join any one of the AM or PM ZOOM meetings
2. If you don't have the zoom app on your phone or your computer you'll be asked to download it
3. Tap the meeting link to join
4. Click or Tap "Join with Video" or "Join Without Video" depending on your preference
5. Click or Tap "Call using Internet Audio" **\*\*VERY IMPORTANT\*\*** (otherwise we won't be able to hear you )
6. You're in! You can mute yourself by tapping the screen, or moving your mouse over the video to see the menu, and tapping the microphone icon that looks like this:



Extra info I have received re anonymity, please check you have this setup on your meetings.

#### ZOOM: ANONYMITY

For Zoom users: 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:

Go to: Settings > Recording and click off the Local and Cloud recording features.

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)

In the Zoom Settings section, under the Recording subtab:

Disable Local recording

Disable Cloud recording

Disable Automatic recording