Report from Area 12 (Delaware) Public Information/Technology Services Committee – March 22, 2020 (06:55 PM EST)

We are most fortunate to have interfaced with Intergroups in both Delaware and the Northeast Region in order to acquire the best practices for meetings and other discussions utilizing Zoom. You will be updated on a regular basis as we strive to give you information that protects those who participate to strengthen their recovery, while providing safety and security to all participants. If you have tips that are useful, please forward your insights to: webmaster@delawareaa.org

ZOOM MEETINGS PROTECTING ANONYMITY & DEFAULT SETTINGS

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

We will update this page with additional information as we learn it and encourage you to share tips and tricks with us that we can include. *And stay tuned for information on Seventh Tradition contributions.*

INTER-GROUP
ASSOCIATION OF A.A.
OF NEW YORK, INC.

NYIG Toolkit for Handling Unwanted Meeting Disruptions

Pro-Tip: All groups are encouraged to have both a Zoom "Host" and "Co-Host" in every meeting as service positions. One host acts as the traditional chair while the other manages muting & hand raising, and can be free to handle meeting intrusions. Click here for details on assigning a Co-Host when your meeting has begun **(No special setup needed, NYIG accounts already allow for Co-Hosting!)** Additional Chairing tips available here

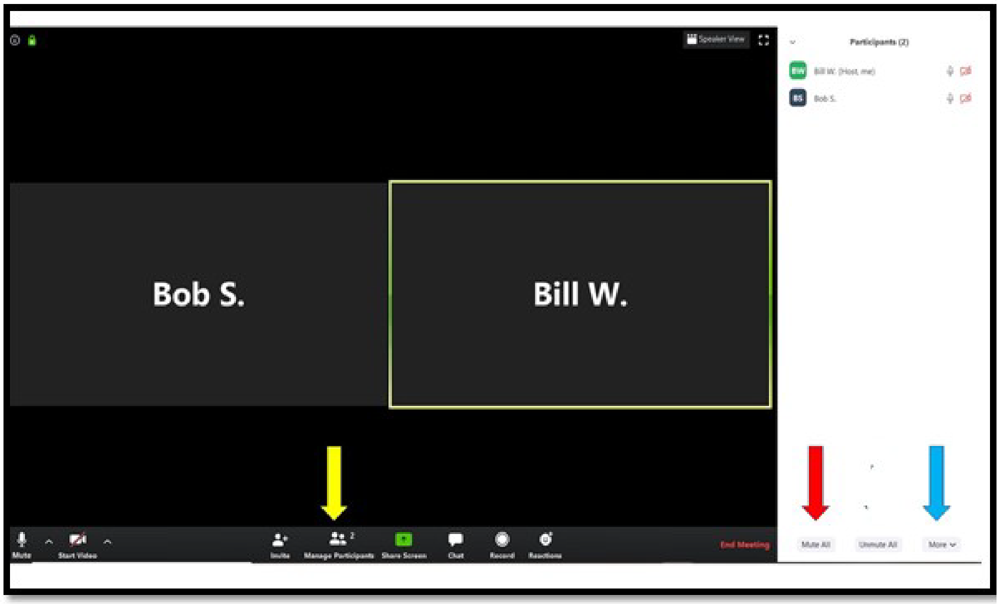
What should you do if your meeting is disrupted?

- Mute All Participants and Disable Self-Unmuting
- Turn off a Participant's Video and Remove Participant
- Locking a Meeting
- Preventing "Zoom Group Chat" Abuse
- Preventing "Share Screen" Abuse

1. Mute All Participants and Disable Self-Unmuting (Stop The Noise!)

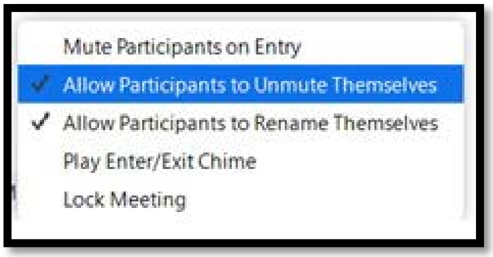
a. Click the "Manage Participate" icon (Yellow arrow below)

b. Click "Mute All" (Red arrow)



c. Click "More" (Blue arrow)

d. Uncheck "Allow Participants to Unmute Themselves"



Mute Participants on Entry

✓ Allow Participants to Unmute Themselves

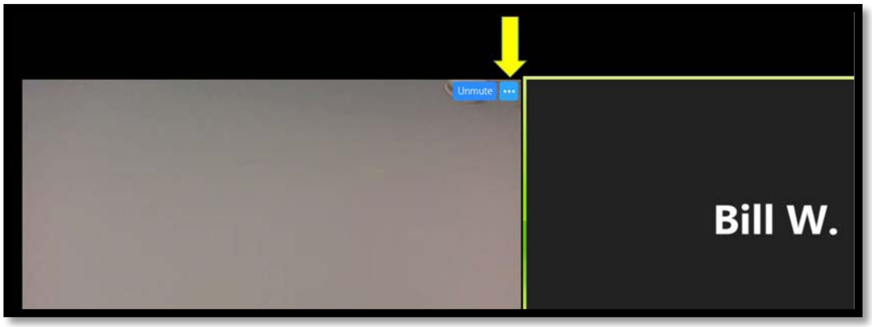
✓ Allow Participants to Rename Themselves

Play Enter/Exit Chime

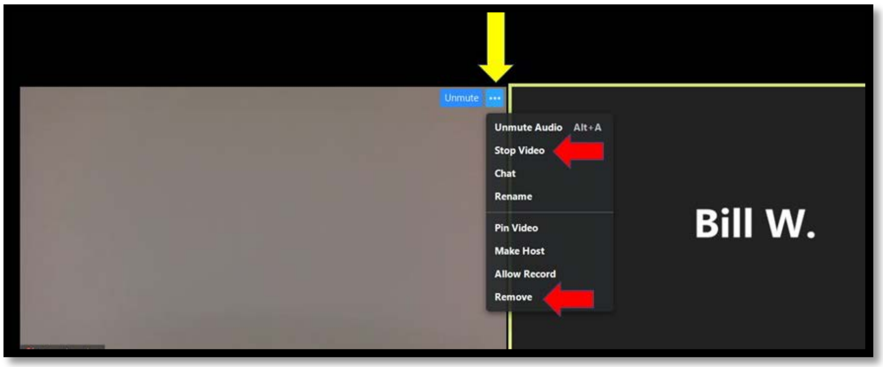
Lock Meeting

Note: Hosts will then have to unmute Participants anytime that they wish to speak when the meeting resumes.

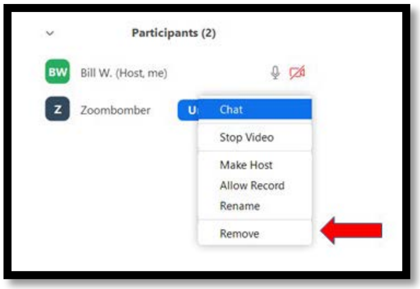
2. **Turn Off a Participant's Video and Remove Participant**
   a. Identify the disruptive participant(s) and hover your mouse over the right corner of that person's video
   b. Click the blue square with three white dots (Yellow arrow below):



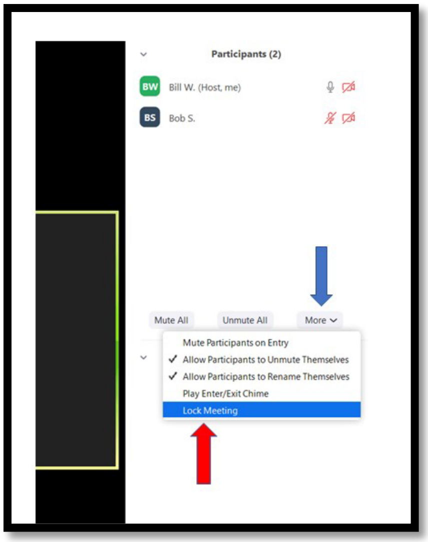
   c. A list of options appears (Yellow arrow below)
   d. You may stop the video of the participant and/or remove the person from the meeting (Red arrows)
   e. After removing, proceed to step 3 as disruptors may simply rejoin the meeting if you don't continue to secure the session in progress



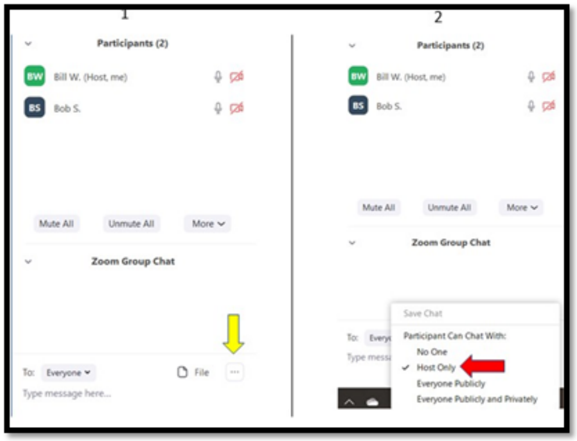
   f. You will also find the "Stop Video" option and "Remove" option (Red arrow below) by hovering your mouse over the names in the Participants list on the right side of your screen and clicking "More"



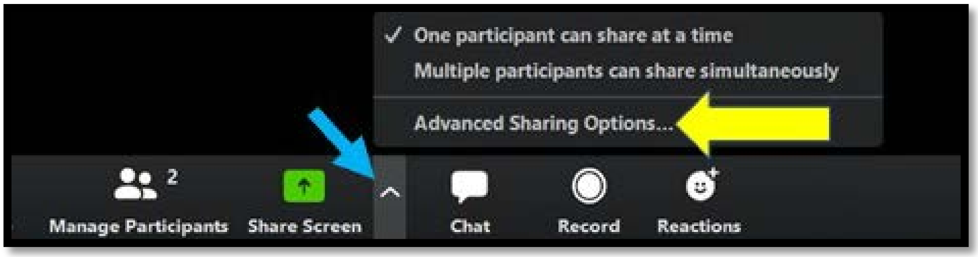
3. **Locking the Meeting**
   a. To lock a meeting and prevent anyone from joining the meeting for that session, click "More" under the Participants list (Blue arrow below), which will bring up the option "Lock Meeting" (Red arrow)
   b. Please note after the meeting is locked, **no one will be able to join the meeting**. The policy of locking a meeting may be a matter to be taken up in a Group Conscience


Participants (2)
BW
Bill W. (Host, me)
BS
Bob S.
Mute All
Unmute All
More
Mute Participants on Entry
✓ Allow Participants to Unmute Themselves
✓ Allow Participants to Rename Themselves
Play Enter/Exit Chime
Lock Meeting

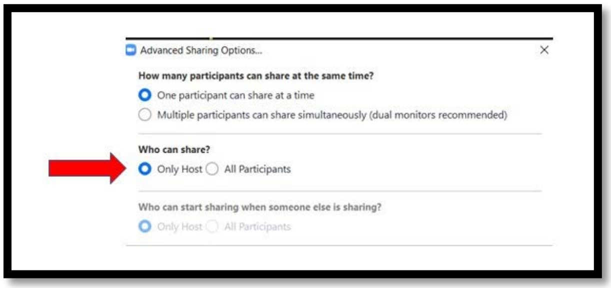
4. **Preventing "Zoom Group Chat" Abuse**
   a. Many groups have elected to change the settings on the chat box to enable Participants to send messages only to the Host
   b. To restrict chat, click the three dots at the bottom of the chat box (Column 1 below, yellow arrow) and select "Host Only" (Column 2, Red arrow):



5. **Preventing "Share Screen" Abuse**
   a. To prevent "Share Screen" abuse, many groups allow only the hosts to share their screens. To limit the ability to share screen…
   b. Click the arrow next to "Share Screen" (Blue arrow below)
   c. Select "Advanced Sharing Options…" (Yellow arrow).


✓ One participant can share at a time
Multiple participants can share simultaneously
Advanced Sharing Options...
Manage Participants 2
Share Screen
Chat
Record
Reactions

   d. Selecting "Advanced Sharing Options…" brings up the dialog box below. Select "Host Only" (Red arrow)


Advanced Sharing Options...

How many participants can share at the same time?

● One participant can share at a time
○ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

● Only Host ○ All Participants

Who can start sharing when someone else is sharing?

● Only Host ○ All Participants

Remember: These tools are all designed to help your group protect yourselves from intrusions, but there is no one-size-fits-all solution. Please arm your Chairs and Hosts with this information, and discuss in your groups what will work best for your needs. We will continue to evolve guidance for the community as new information becomes available.

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.