

## ALCOHOLICS ANONYMOUS AREA 72 DISTRICT 21 ZOOM GUIDELINES

These are the best suggestions for running a safe, open meeting of Alcoholics Anonymous.<sup>1</sup> Please know that Zoom's interface will look different whether you are using Zoom via phone, desktop (PC or Mac). Zoom also may update such that these settings are in different locations.

Finally, **these recommendations are provided with regard to District 21's general meeting size and culture.** As Host/Admin in Zoom:

- 1) Change SCREEN SHARING setting to "HOST ONLY" (This will still allow hosts and co-hosts to put things up on the screen like readings and such, but none of the participants will be able to screenbomb the meeting).
- 2) **Enable** the WAITING ROOM feature. Attendees and call-ins will remain in the waiting room until the Host or Co-host allows them in.
- 3) **Disable** the JOIN BEFORE HOST setting \*if\* you anticipate a large meeting. This lessens the chance your waiting room will be full of trolls when it's time to start letting people in.
- 4) **Enable** the CO-HOST feature. You may want one or more co-hosts if you have a larger meeting. Co-hosts are chosen by the host and have the same privileges as the host. They can help you run your meeting, help moderate, mute and unmute people who are reading or sharing and more - and best of all, their status resets back to participant once the meeting is over. Co-hosts can also watch the Waiting Room. They can quickly act so that the Host and/or Chair can run the meeting.
- 5) **Disable** FILE TRANSFER so that there can be no way for pictures, videos or anything else to be uploaded to your meeting either in chat or via screen sharing.
- 6) **Disable** ALLOW REMOVED PARTICIPANTS TO REJOIN. This prevents those who are removed from changing their name and attempting to come back in, since Zoom remembers them as a unique user ID.
- 7) In the RECORDING sub-tab in settings, turn OFF all recordings:
  - 1) **Disable** LOCAL RECORDING
  - 2) **Disable** CLOUD RECORDING
  - 3) **Disable** AUTOMATIC RECORDING
- 8) In the TELEPHONE sub-tab in settings, **enable** MASK PHONE NUMBER IN PARTICIPANT LIST.
- 9) In the MEETING sub-tab in settings, change the following:
  - 1) **Enable** REQUIRE ENCRYPTION FOR THIRD PARTY ENDPOINTS
  - 2) **Disable** FEEDBACK TO ZOOM
  - 3) **Disable** SCREEN SHARING
  - 4) **Disable** DESKTOP SCREEN SHARE FOR USERS
  - 5) **Disable** REMOTE CONTROL
  - 6) **Disable** VIRTUAL BACKGROUND
- 10) It's important that only hosts and co-hosts control the muting or unmuting of people.

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<sup>1</sup> Adapted in part from Area 72 document ZOOM SECURITY GUIDE – HOW TO PREVENT ZOOMBOMBING AND MINIMIZE DISRUPTIONS TO YOUR MEETING. [v2.0 – 03-28-20]