

# Online Meetings 2.0

A Workshop from Area 55



# Meeting Etiquette

## ★ Mute Yourself when Not speaking

- BACKGROUND NOISE IS DISTRACTING
- “Microphone” Button in Bottom Left Corner
- Via Phone, use \*6 to Toggle Mute/Unmute

## ★ To Speak, use the “Raise My Hand Feature”

- CLICK “PARTICIPANTS” AT THE BOTTOM, AND BUTTONS WILL APPEAR

## ★ Report any Abusive Chat to the Host

# AGENDA

- ★ **Setting Up an Online Account**
- ★ **For AA Members: How to Get to Your Meeting**
- ★ **Protecting Anonymity**
- ★ **Best Practices & Suggestions for Meeting Hosts**
- ★ **Tradition 7 - A Virtual Basket**
- ★ **Security at your Meeting**
- ★ **Voting/Polling - Business Meeting**
- ★ **Q & A Session**

# How to Set up a Zoom Account & Meetings

George C.



# Many Services are Available

- ★ Zoom
- ★ GoToMeeting
- ★ WebEx
- ★ Microsoft Teams

For this workshop, we will focus on Zoom.



# Overview of Zoom's Account & Pricing

- ★ A Free Account is limited to 40-minute meetings
  - Ideal for very quick Meetings
- ★ Pro Account is \$14.99 per month
  - No Time Cap on Meetings
  - Limited to 100 participants
- ★ Business or Enterprise not cost-effective
  - Requires a minimum of 10 hosts



# Registration is Easy

1. Select a plan

2. Registration

3. Payment

## Create your account

All fields required

First Name

Last Name

Email

Create your password here

Confirm Password

Check out our [Privacy Policy](#).

Continue

Already have an account? [Sign in.](#)

## Order Summary

[Edit](#)

Pro \$14.99  
1 host monthly  
\$14.99/mo/host

Today's Charge **\$14.99**  
before taxes

Recurring monthly charge \$14.99  
Start next month before taxes

Charges auto-renew  
(unless cancelled before next renewal date)



All amounts shown in U.S. dollars

Coupon Code

Apply



# Review ALL of your Settings!!!

The screenshot shows the Zoom account settings page for a user named 'Raising the Bottom AA'. The page is divided into several sections: PERSONAL, ADMIN, and a sidebar with navigation options. The 'PERSONAL' section is currently active, showing details for the account, including the company name, location, and account number. A large purple arrow points to the 'Personal Meeting ID' field, which is highlighted with a yellow oval. The 'Personal Meeting ID' is 432-308-1201, and the corresponding URL is https://zoom.us/j/4323081201. Other settings include Sign-In Email (Aaraisingthebottom@gmail.com), User Type (Licensed), Capacity (Meeting, 100), Language (English), and Date and Time (Time Zone: (GMT-4:00) Eastern Time (US and Canada), Date Format: mm/dd/yyyy, Time Format: Use 24-hour time). The 'Edit' button for each setting is circled in yellow. The Zoom logo and navigation menu are visible at the top, and a 'Help' button is at the bottom right.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

Profile Meetings Webinars Recordings Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training Video Tutorials Knowledge Base

**Raising the Bottom AA**

Company Raising the Bottom AA  
Location Toledo, OH  
Account No. 111813019

Change Delete

Personal Meeting ID 432-308-1201  
https://zoom.us/j/4323081201  
× Use this ID for instant meetings

Sign-In Email Aaraisingthebottom@gmail.com  
Linked accounts: [x]

User Type Licensed ⓘ

Capacity Meeting 100 ⓘ

Language English

Date and Time Time Zone (GMT-4:00) Eastern Time (US and Canada)  
Date Format mm/dd/yyyy Example: 08/15/2011  
Time Format × Use 24-hour time

Edit Edit Edit Edit Edit

Help



# Host Key - Can Share with other Hosts

PLANS & PRICING CONTACT SALES

Account ID

Capacity	Meeting	100
Language	English	
Date and Time	Time Zone	(GMT-4:00) Eastern Time (US and Canada)
	Date Format	mm/dd/yyyy Example: 08/15/2011
	Time Format	× Use 24-hour time
Calendar and Contact Integration	You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the ca	
<a href="#">Connect to Calendar and Contact Service</a>		
Sign-In Password	*****	
Host Key	*****	<a href="#">Show</a>
Signed-In Device	<a href="#">Sign Me Out From All Devices</a>	



# Schedule a New Meeting



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SCHEDULE A MEET

**Important Notice:** To preserve internet bandwidth and ensure that we are making the best use of global networks, you may experience intermittent availability of HD video during Zoom Meetings with 3 or more participants. Standard video capabilities will remain in place. If you are joining using a Zoom Room or Conference Room Connector, HD video will remain enabled.

## PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

## ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

## Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Schedule a New Meeting



Start Time ▾	Topic ▾	Meeting ID
Today (Recurring) 06:00 PM	AA Live & Let Live	731-837-528
Tomorrow 09:30 PM	Raising the Bottom AA	432-308-1201
Sat, Apr 4 (Recurring) 08:00 PM	AA Together We Can (TWC)	145-992-072
Sun, Apr 5 01:00 PM	AREA 55 General Service Assembly	747-406-029
Sun, Apr 5 (Recurring) 06:00 PM	AA Live & Let Live	731-837-528
Wed, Apr 8 (Recurring) 06:00 PM	AA Live & Let Live	731-837-528
Thu, Apr 9 09:30 PM	Raising the Bottom AA	432-308-1201

# Schedule a New Meeting

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

My Meetings > Schedule a Meeting

## Schedule a Meeting

Topic

My Meeting 

Description (Optional)

Enter your meeting description 

When

04/01/2020 

1:00 ▾

AM ▾

Duration

1 ▾

hr

0 ▾

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada) ▾

Recurring meeting 

Registration

Required

Meeting ID

Generate Automatically

Personal Meeting ID 432-308-1201 

Meeting Password

Require meeting password 

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

# Meeting Setup - Tips

- ★ Password - REQUIRED
  - If you don't assign one, Zoom will give you a random number
- ★ Turn off recording
- ★ Recurring Meetings - Easy to Set Up
  - Will assign a permanent meeting ID
- ★ Copy Invitations
- ★ Allow join by computer and phone (both) audio
- ★ Link can be generic or password-embedded
- ★ Call In# always the same (many numbers)



# Account Settings - IMPORTANT!!

- ★ Go through each setting, change to your group's preference.
  - Join Before Host
  - File Transfer - May want to upload a reading
  - Allow Co-Hosts
  - Mute participants unless unmuted by host
  - Disable or enable chat
  - Screen Sharing - maybe only the Host or Co-Host (Disable participants)
  - Breakout Rooms
  - Polling (for Business meetings)
  - Disable recording
  - "User Management" - can delegate setup of these settings





# Shared Account - Request a Slot

★ <https://area55aa.org/online-meeting-request/>

★ We'll Post this link in the group chat

Alcoholics Anonymous of Area 55  
Northwest Ohio and Southeast Michigan

Translate »

WHAT IS AA? ▾

WHAT IS AREA 55? ▾

FIND A MEETING ▾

SERVICE ▾

AREA SERVICE COMMITTEES ▾

UPCOMING EVENTS ▾

MAKE A CONTRIBUTION

All Meetings  
Recent Meeting Changes  
Online Meeting Request  
Update Your Meeting

Welcome Home

### 3 Accounts for Area 55 Use

To Set Up a Meeting using these new accounts, contact anyone on your Area 55 Ad Hoc Online Meetings Committee.

Josh D.

George C.

Julian M.

[Nathan K.](#)

Val P.

[Wendy S.](#)

[Jim S.](#)



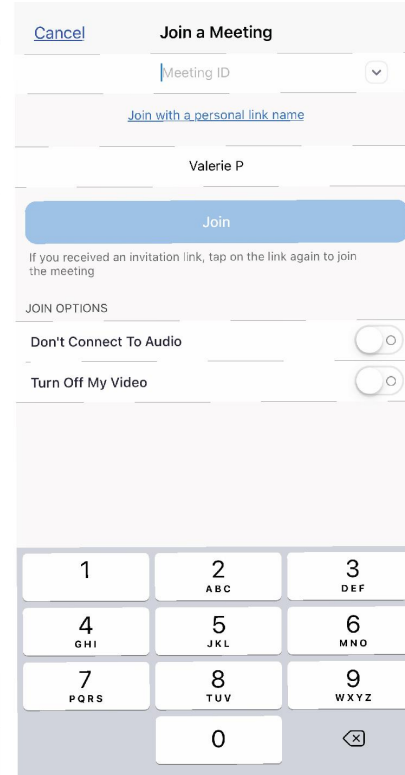
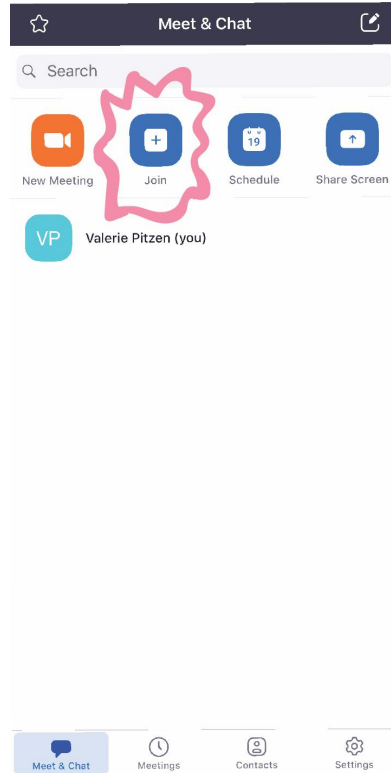
# For AA Members: How to Get to Your Meeting

Valerie P.

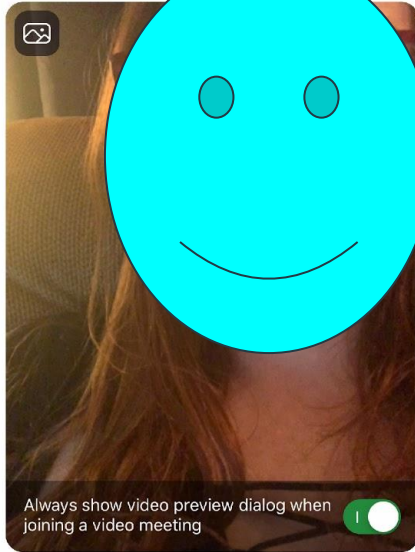


# How to join a meeting from phone app

- ★ From Phone app
  - Click join
- ★ Enter ID
  - Click join again

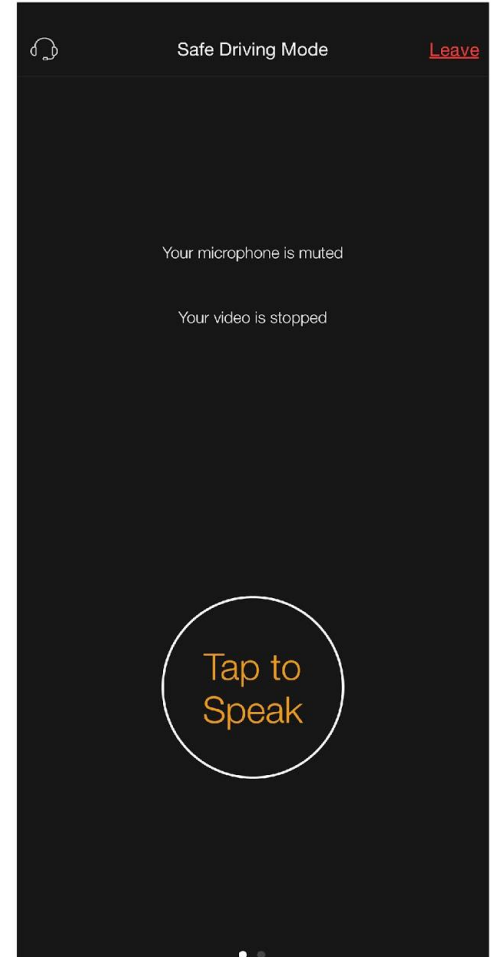


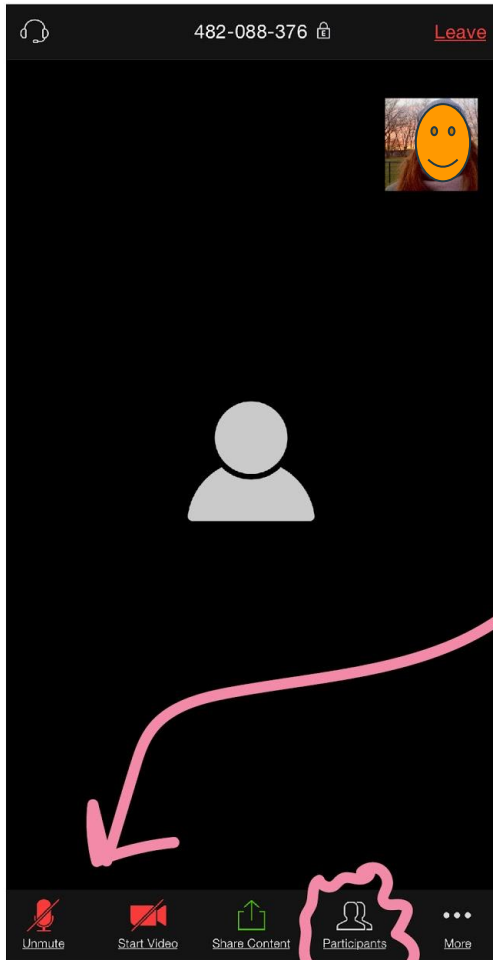
## Video Preview



- enter with or without video
- can be changed later

- swiping left tap to speak
- swipe right to see other participants

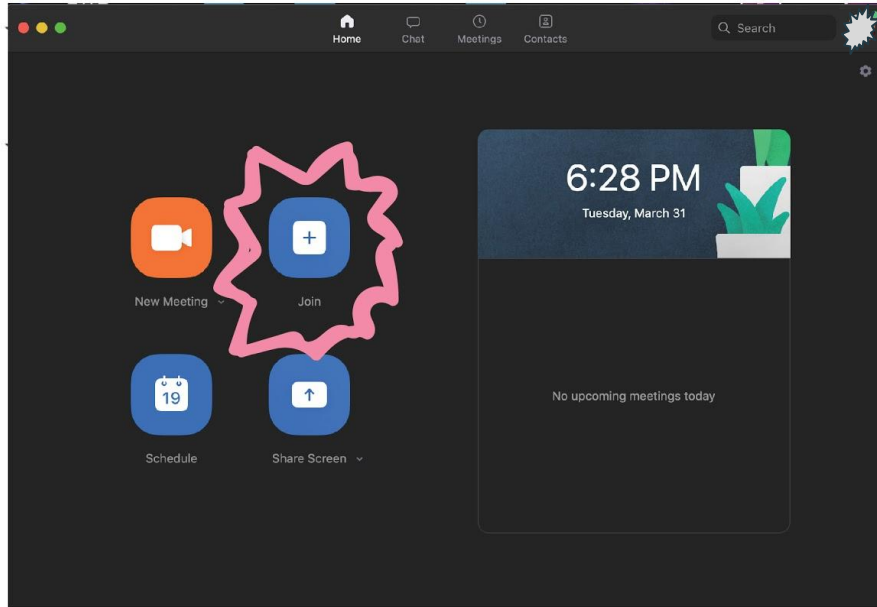




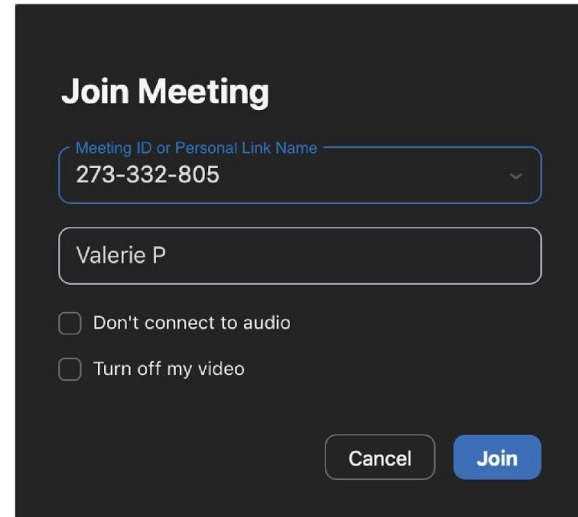
- mute / unmute available at bottom of the screen
- click on participants at bottom to be able to raise hand.



# How to join a meeting from desktop app



**1. Click “Join”**



**2. Enter ID**  
**3. Click Join**



# Galaxy Tab S2

Unmute ...



- Start Video
- Unmute My Audio
- Rename
- Edit Profile Picture
- Hide Non-Video Participants
- Hide Self View

Participants (2)

- Valerie [redacted] (me) [mute] [video]
- GT Galaxy Tab S2 [mute] [video]

Unmute ...

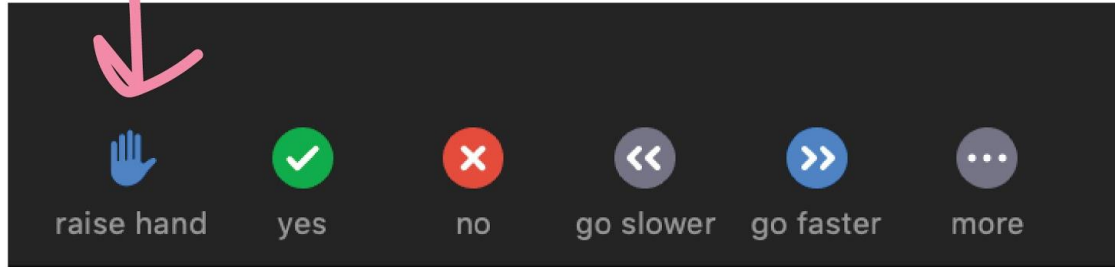
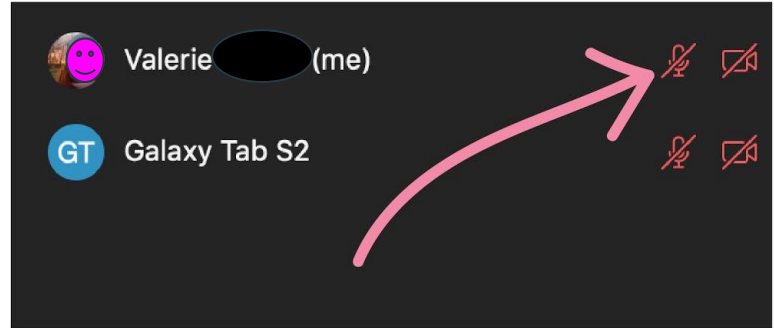
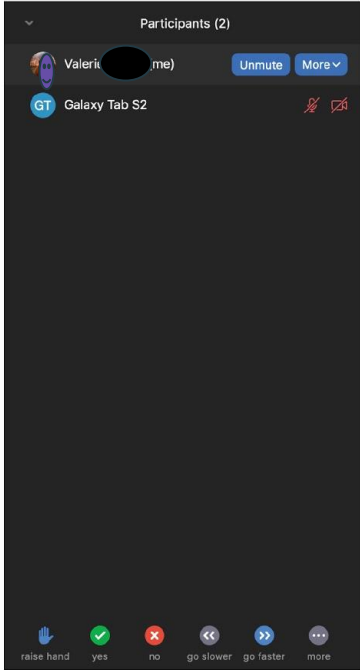
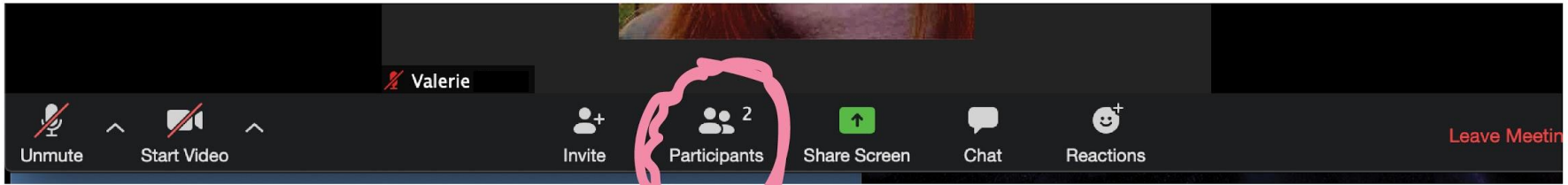
- Start Video
- Unmute My Audio
- Rename
- Edit Profile Picture
- Hide Non-Video Participants
- Hide Self View

- raise hand
- yes
- no
- go slower
- go faster
- more

Unmute Me

Claim Host





# Protecting Anonymity

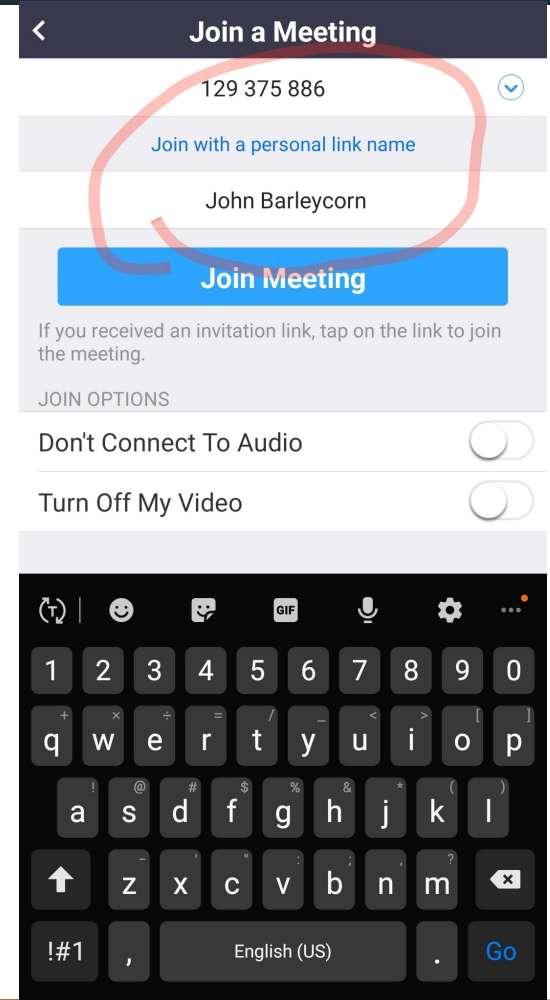
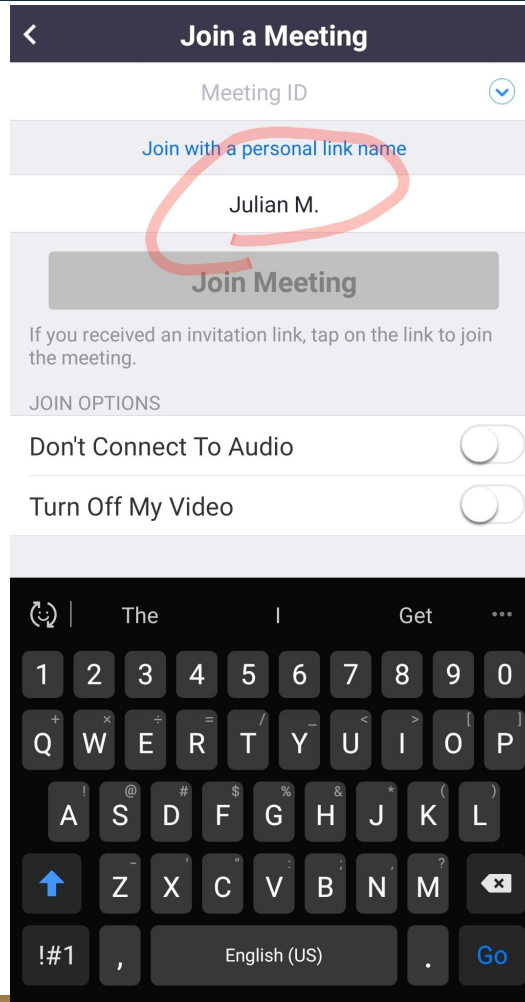
Julian M.





# How to make your name anonymous

- ★ Join a Meeting Screen
  - Join with a personal link name
  - Adjust your name to your liking



# How to make your face anonymous

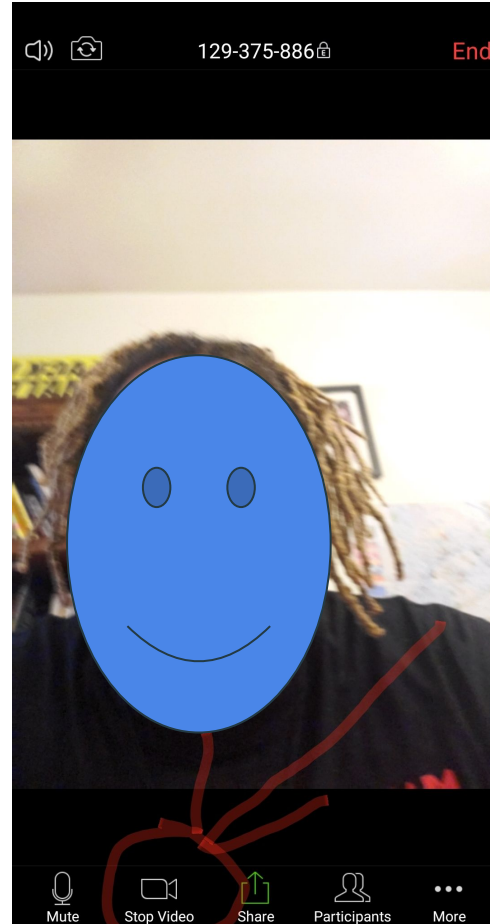
**Option #1:**  
Click the  
Join  
without  
video icon

## Video Preview



Join with Video

Join without Video



**Option #2:**  
Hit the  
STOP  
VIDEO icon



# Best Practices & Suggestions for Meeting Hosts

Wendy S. / Nathan K.



# Have a Chair & Co-Chair

- ★ One person can focus on typical chairing duties, while the other focuses on Zoom Hosting duties such as screen sharing, lowering hands, chatting, or muting participants.
- ★ Host and Co-Host Controls in a Meeting
  - Host: Host controls allow you as the host to control various aspects of the Zoom Meeting, such as managing the participants.
  - Co-Host: The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants. The host must assign a co-host.



# Have a Chair & Co-Chair

## Enabling co-host

### Account

To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, and click **Account Settings**.
2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



3. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.



# Have a Meeting Script for Chairperson

## ★ Example:

Explain raise hand feature

Welcome to the [Day of Week] Online Meeting for Area 55. My name is \_\_\_\_\_ and I am an alcoholic. Before we begin the meeting, we have some housekeeping announcements.

Please be sure to mute your microphone when you are not speaking. If you are calling in instead of using the Zoom app, please mute your phone. We ask everyone to take a moment to do that now. If the video or sound is choppy for you, try closing other applications and taking other devices off your Internet connection.

You can adjust your settings to heighten your anonymity at this meeting if you desire. You can hide your video by clicking "Stop Video" in the bottom left corner. You can also re-name yourself by clicking on "Participants" at the bottom of your screen, finding your name, and clicking "re-name." Please adjust these settings to ensure a level of anonymity you are comfortable with.

Once the meeting begins, you can click "raise hand" in the participants tab if you would like to share. This will let the moderator know to call on you. You can also use the meeting chat for this. Please take a moment to practice this now.

Our group endeavors to provide a secure and welcoming virtual environment in which our meetings can take place. To help us make everyone feel comfortable in our meeting, we ask that group members and others refrain from contact with people they do not know during or after the meeting unless it is regarding recovery. We hope that we can work together to provide a safe meeting place for all attendees. This is accordance with the first tradition, which states that "Each member of Alcoholics Anonymous is but a small part of a great whole. AA must continue to live or most of us will surely die. Hence, our common welfare comes first. But individual welfare follows close afterward."

Also, please take the precautions you feel are necessary to ensure your own personal comfort. For example, please let the chairperson know if someone is sending inappropriate private messages during or after the meeting.

If you require a meeting slip, please send me your name and email address using the chat feature and I will email you a slip after the meeting.

I have asked \_\_\_\_\_ to read \_\_\_\_\_.

I have asked \_\_\_\_\_ to read \_\_\_\_\_.

\*handle readings however you see fit\*

Are there any announcements or anniversaries?

Explain mute & potential connection issues

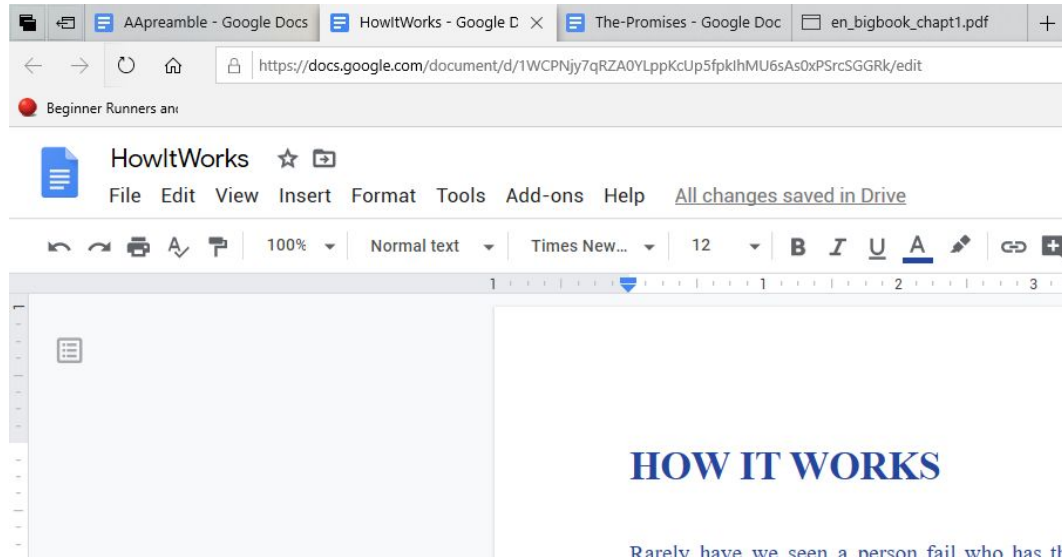
Explain anonymity controls

Provide instructions for obtaining attendance verification slips



# Utilize Screen Share for Readings

- ★ Access readings in advance.
- ★ Readings are available from aa.org
- ★ Open multiple tabs in same browser so don't have to switch your screen share:



The screenshot shows a browser window with multiple tabs open: 'AApreamble - Google Docs', 'HowItWorks - Google D', 'The-Promises - Google Doc', and 'en\_bigbook\_chapt1.pdf'. The active tab is 'HowItWorks - Google D', displaying a Google Docs document. The document title is 'HowItWorks' and the URL is 'https://docs.google.com/document/d/1WCPNjy7qRZA0YLppKcUp5fpkIhMU6sAs0xP5SrcSGGRk/edit'. The document content shows the title 'HOW IT WORKS' in large blue letters, followed by the text 'Rarely have we seen a person fail who has th'. The document's toolbar is visible, showing various editing options like bold, italic, underline, and link. The browser's address bar shows the URL, and the tabs bar shows the other open documents.



# Restrict Screen Sharing to Host while in Zoom Session

To prevent participants from screen sharing:

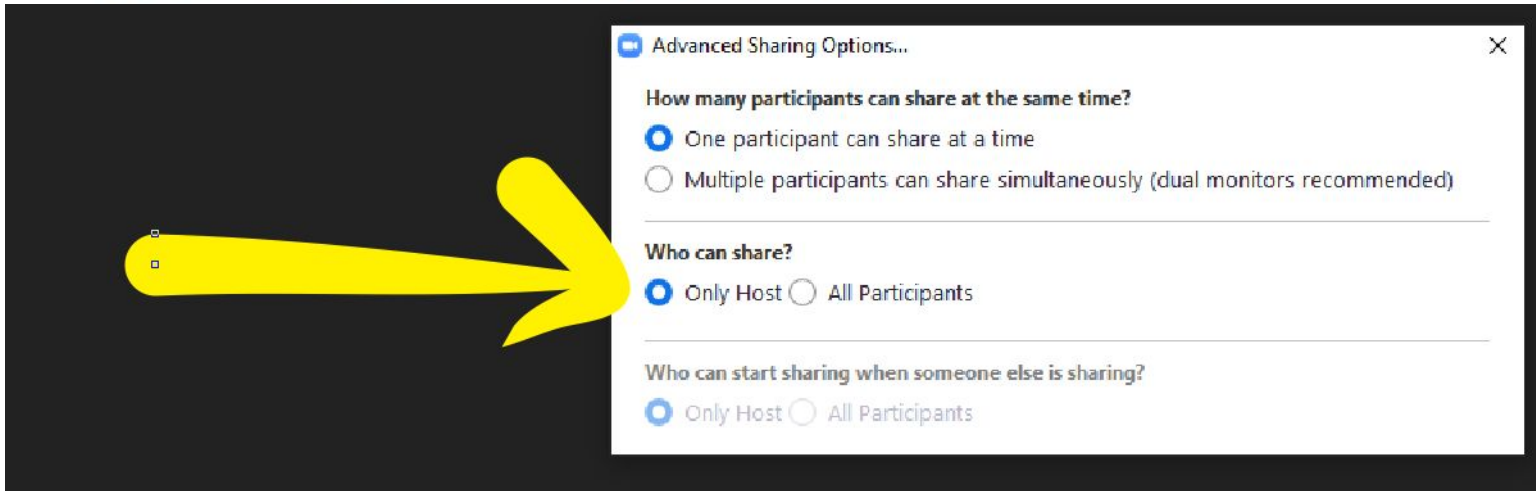
1. In the host controls, click the arrow next to **Share Screen** and click **Advanced Sharing Options**.





# Restrict Screen Sharing to Host

2. Under **Who can share?** choose **Only Host**.



3. Close the window.

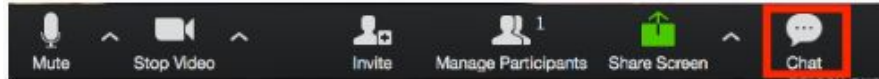


# Utilize Chat for Announcements and File Sharing

## Accessing the Chat in Meeting from a Desktop Device

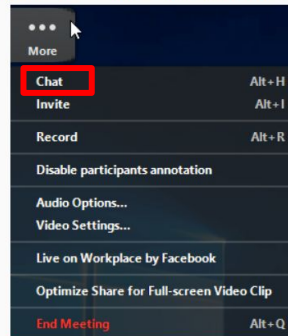
Video Only or While Viewing a Screen Share

1. While in a meeting, click **Chat** in the meeting controls.



While Screen Sharing

1. While screen sharing, click **More** in the meeting controls. Choose **Chat**.



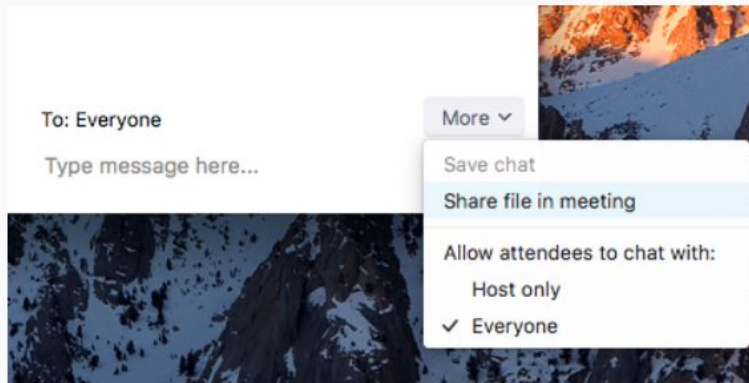
2. A floating chat window will appear.



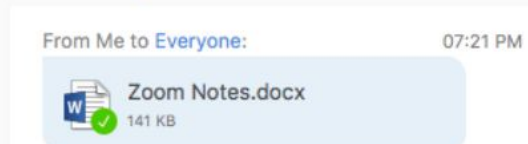
# Utilize Chat to Share Files

- ★ Upload any files/readings to the Group Chat, so participants can download the files/readings

2. Select **More** and choose the option to **Share file in meeting** to send a file.



3. The following indication will be seen once the file is successfully sent.



# Utilize Chat for Announcements and/or Attendance Verification Requests



## Zoom Group Chat

From **Host** to **Everyone**:

If you require meeting attendance verification, using the chat feature, send me your name and e-mail address and I will e-mail the attendance verification after the meeting.

From **Me** to **Host**: (Privately)

My name is Jon Barleycorn. Please e-mail an attendance verification for this meeting to me at [username@hostemail.com](mailto:username@hostemail.com)



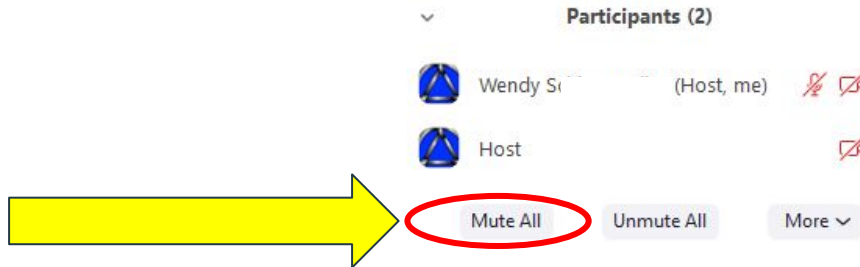
# Manage Participants Feature

Click **Manage Participants** in the host controls to display the participants list:



# Mute All Participants Except Speaker

- ★ Because background noises are unnecessary distractions, mute all participants except the person currently speaking to eliminate as much background noise as possible.



# Easy Does It

## ★ Progress, Not Perfection

- There are many who are new to using video conferencing.
- Ask your Higher Power for patience, love, and tolerance for yourself and others as we are all adjusting to new conditions.
- Ask for help:
  - [webmaster@area55aa.org](mailto:webmaster@area55aa.org)
  - [web.comm.chair@area55aa.org](mailto:web.comm.chair@area55aa.org)
  - [recording.secretary@area55aa.org](mailto:recording.secretary@area55aa.org)
  - [delegate@area55aa.org](mailto:delegate@area55aa.org)



# Tradition 7 - A Virtual Basket

Josh D./Wendy S.





# Fully Self Supporting... Online

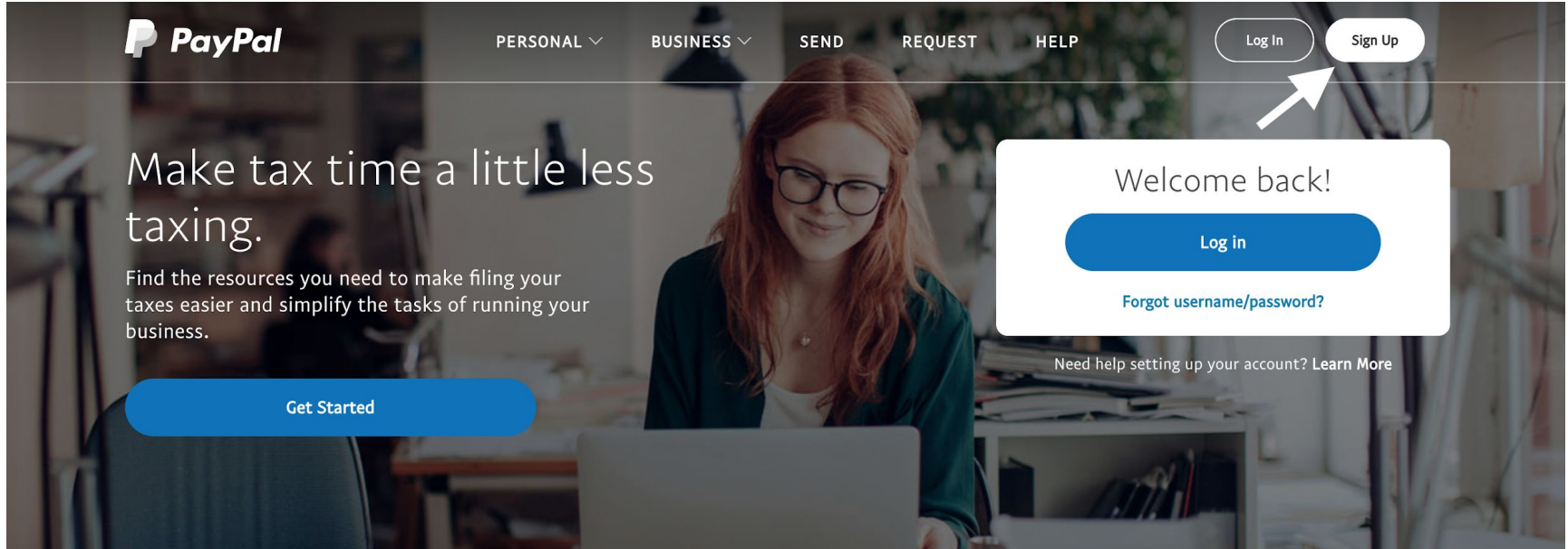
- ★ Current expenses + future expenses
- ★ Three levels of support
  - Directly to meeting
  - Directly to local service structure
  - Directly to AAWS
- ★ Some considerations
  - Online “baskets” should be established via group conscience
  - You can set up an account for your meeting online
    - Required: Minutes listing meeting officers, [Tax ID Number \(IRS form SS-4\)](#), Minimum Deposit, ID for treasurer/co-treasurer
  - Protect anonymity of donors/security of online system



# Creating a “Basket” for your home group

- Multiple virtual payment Apps/Sites are available to link mobile/online payment to your group bank account
  - PayPal
  - Venmo
  - Cash App
  - Zelle
- According to the [AA Group Treasurer pamphlet](#),
  - “Experience suggests that the treasurer is a likely choice to handle digital contributions, though some groups add more than one trusted servant to share the responsibilities or create a new service position to inform the group about digital payment options and assist other group members who are interested in contributing this way”

# Paypal - www.paypal.com



The image shows the PayPal website homepage. At the top left is the PayPal logo. The navigation menu includes 'PERSONAL', 'BUSINESS', 'SEND', 'REQUEST', and 'HELP'. On the right side of the navigation, there are 'Log In' and 'Sign Up' buttons. A white arrow points to the 'Log In' button. The main content area features a woman with red hair and glasses working on a laptop. The headline reads 'Make tax time a little less taxing.' Below this is a sub-headline: 'Find the resources you need to make filing your taxes easier and simplify the tasks of running your business.' A blue 'Get Started' button is positioned below the sub-headline. On the right side, a white login overlay is displayed with the text 'Welcome back!', a blue 'Log in' button, and a link for 'Forgot username/password?'. At the bottom of the overlay, it says 'Need help setting up your account? Learn More'.

**PayPal**

PERSONAL ▾ BUSINESS ▾ SEND REQUEST HELP

Log In Sign Up

## Make tax time a little less taxing.

Find the resources you need to make filing your taxes easier and simplify the tasks of running your business.

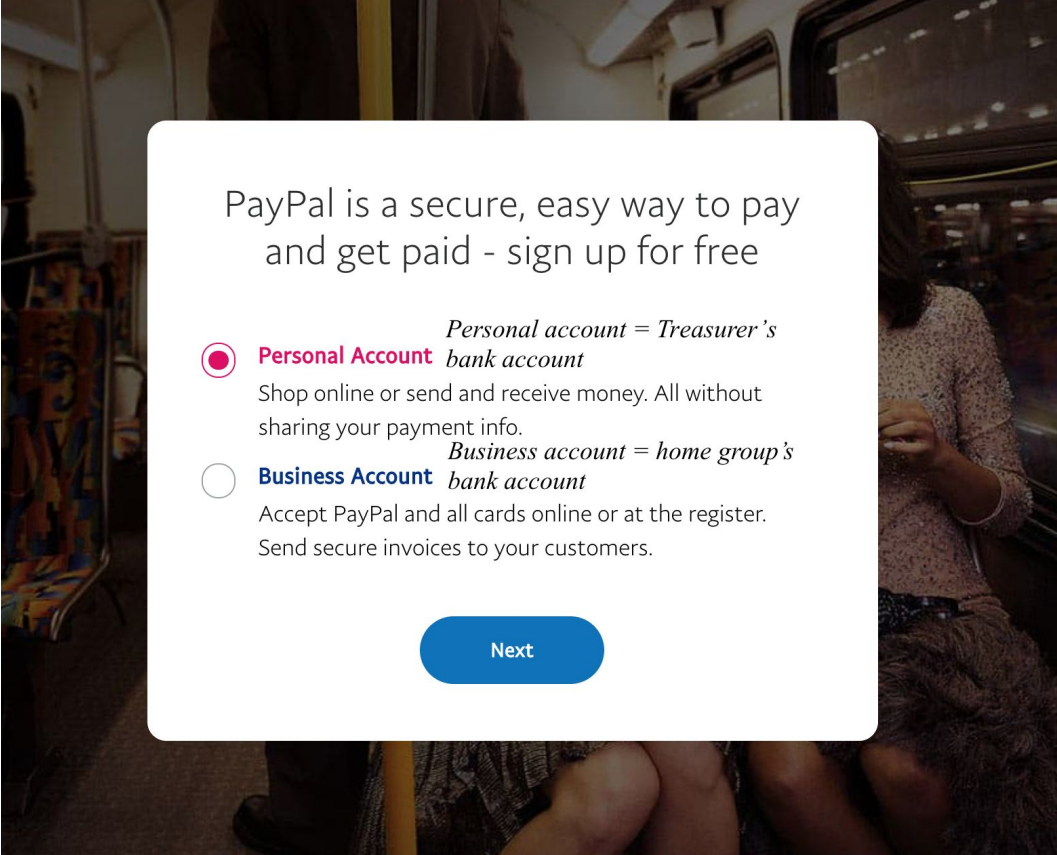
Get Started

Welcome back!

Log in

[Forgot username/password?](#)

Need help setting up your account? [Learn More](#)

A background image showing a person sitting on a train, looking out the window. The person is wearing a patterned top and a dark skirt. The train interior is visible, including a window and some equipment.

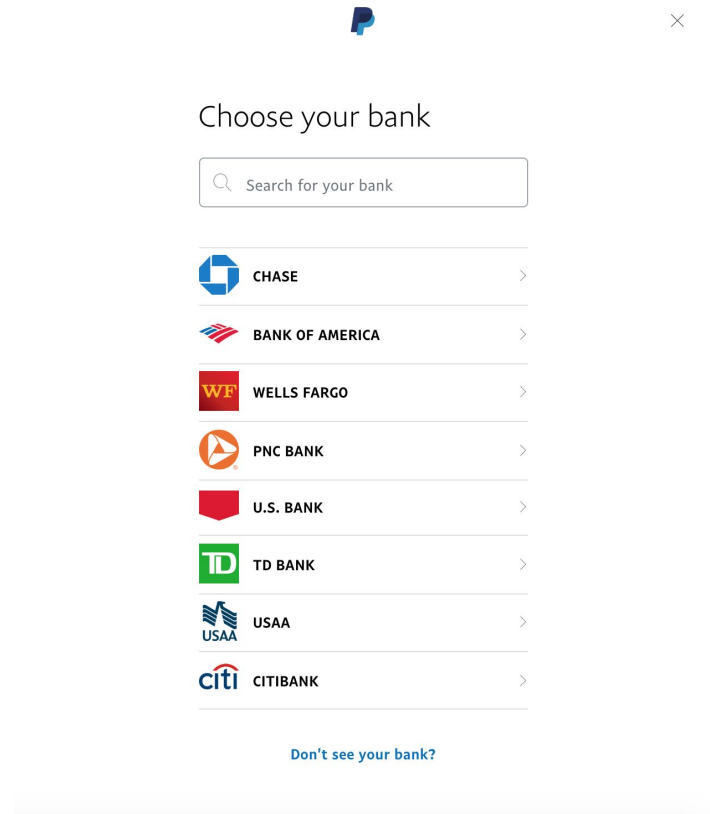
PayPal is a secure, easy way to pay  
and get paid - sign up for free

- Personal Account** *Personal account = Treasurer's bank account*  
Shop online or send and receive money. All without sharing your payment info.
- Business Account** *Business account = home group's bank account*  
Accept PayPal and all cards online or at the register.  
Send secure invoices to your customers.

Next

# Creating Your Account

- Select email address, password
- Enter personal information
- Enter linked bank account information



The screenshot shows the PayPal interface for selecting a bank. At the top right, there is a small blue PayPal logo and a close button (X). Below this, the heading "Choose your bank" is displayed. A search bar with a magnifying glass icon and the placeholder text "Search for your bank" is provided. Below the search bar is a list of bank options, each with its logo, name, and a right-pointing chevron:

- CHASE
- BANK OF AMERICA
- WELLS FARGO
- PNC BANK
- U.S. BANK
- TD BANK
- USAA
- CITIBANK

At the bottom of the list, there is a link that says "Don't see your bank?".

# Paypal.me

- Customized PayPal link you can share in your online meeting
- Visit **paypal.me** to create your custom link

The screenshot shows the PayPal.Me settings page for a user named TNYPGroup. The page title is "Your PayPal.Me". Below the title is a circular profile picture of a brick building entrance. The user's custom link is displayed as "paypal.me/TNYPGroup". There are three main settings sections: 1. "Turn it on or off anytime" with a toggle switch turned on. 2. "You're accepting Goods and Services" with a dotted line below it. 3. "MORE ABOUT YOUR BUSINESS" with three sub-sections: "Location" with an "Add" button, "Personal message" with the text "Tradition 7... online" and a "Change" button, and "Cover photo" with an "Add" button. At the bottom, there is a link to "See our terms and conditions." The browser's address bar shows "www.paypal.com/paypalme/my/settings" and the top navigation bar includes links for Facebook, NY Writers Coalition, Twitter, LinkedIn, The Weather Channel, PowerSchool, and Scribblar.



Tuesday Night Young People

paypal.me/TNYPgroup

\$ 0.00

USD ▾

Next

MORE ABOUT ▾

---

Tradition 7 . . . online

---



Summary

Money

Activity

Reports

Tools ▾

More ▾

Help

## Money

[More >](#)

Available

**\$49.30**

Transfer Money ▾

[Add Money](#)



## You have an ac

Help confirm your business  
To help keep your account s  
you've already added them,



## Recent activity

PayPal Activity



Money

More >

Available

\$49.30

Transfer Money



Instant Transfer

Standard Transfer

Check by Mail



### Money

More >

Available

\$0.00

Transfer Money ▾

Add Money



### Get paid fast

Start an invoice in seconds.

Enter your customer's email

Add an item description

Enter amount (USD)

Create an Invoice



### You have an account alert

Help confirm your business identity

To help keep your account secure, please [provide documents that confirm your business identity](#). If you've already added them, thanks. We'll email you once we've reviewed them.



### Recent activity

PayPal Activity

[Payments received](#) [Payments sent](#) [Activity \(including balance & fees\)](#)

2:19 PM

Instant Withdraw to Bank Account

Pending

-\$49.30 USD

Mar 31, 2020

Payment from  
Completed

\$4.00 USD

Mar 24, 2020

Payment from  
Completed

\$10.00 USD

Mar 24, 2020

Payment from  
Completed

\$4.00 USD

Mar 24, 2020

Payment from  
Completed

\$2.00 USD

Mar 24, 2020

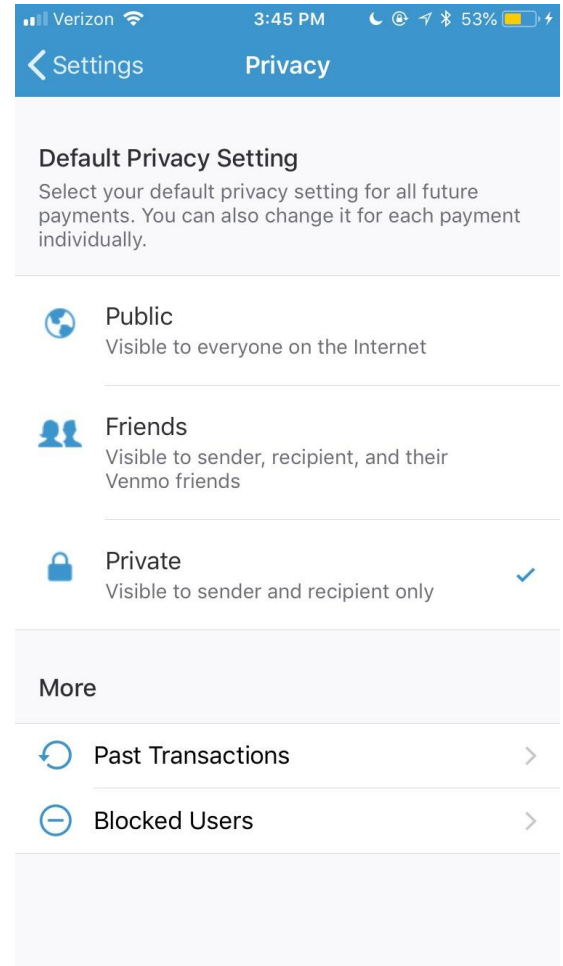
Payment from  
Completed

\$1.00 USD

[View all](#)

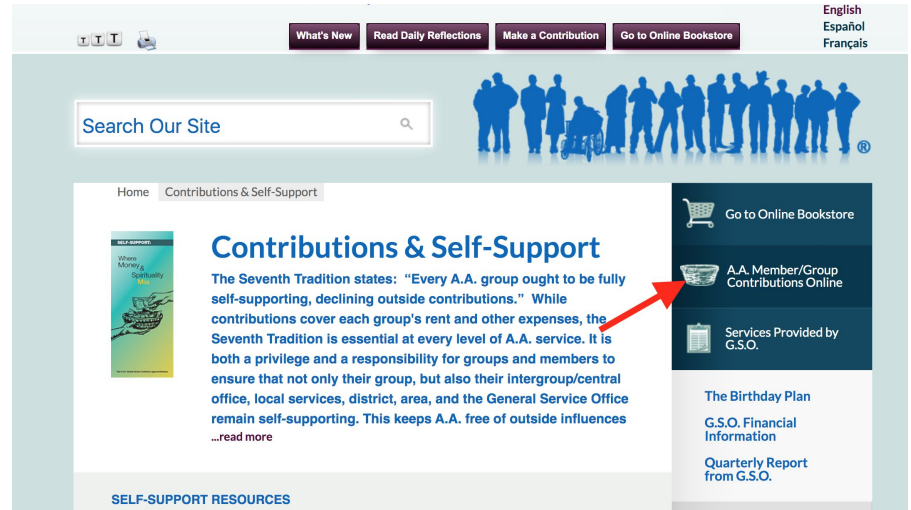
# Venmo

- Similar to PayPal
- Requires email, phone number, bank information
- \*Defaults to Public payments
  - These are visible to anyone
- Change your account settings to Private ----->
  - This will protect everyone's anonymity



# Contributions Directly to AAWS

- [contribution.aa.org](https://contribution.aa.org)
- Google Search: AA Online Contributions



The screenshot displays the website's navigation bar with links for 'What's New', 'Read Daily Reflections', 'Make a Contribution', and 'Go to Online Bookstore'. A search bar is labeled 'Search Our Site'. The main content area is titled 'Contributions & Self-Support' and features a book cover on the left and a text block on the right. A red arrow points from the text 'contributions cover each group's rent and other expenses' to the 'A.A. Member/Group Contributions Online' link in the sidebar. The sidebar also includes links for 'Go to Online Bookstore', 'Services Provided by G.S.O.', 'The Birthday Plan', 'G.S.O. Financial Information', and 'Quarterly Report from G.S.O.'.

Home Contributions & Self-Support

**Contributions & Self-Support**

The Seventh Tradition states: "Every A.A. group ought to be fully self-supporting, declining outside contributions." While contributions cover each group's rent and other expenses, the Seventh Tradition is essential at every level of A.A. service. It is both a privilege and a responsibility for groups and members to ensure that not only their group, but also their intergroup/central office, local services, district, area, and the General Service Office remain self-supporting. This keeps A.A. free of outside influences ...read more

SELF-SUPPORT RESOURCES

Go to Online Bookstore

A.A. Member/Group Contributions Online

Services Provided by G.S.O.

The Birthday Plan

G.S.O. Financial Information

Quarterly Report from G.S.O.

# Direct AA Contributions

- [contribution.aa.org](https://contribution.aa.org)
- Process very user friendly
- Your donation can be attributed to your home group
- **For questions or problems with Contributions Online:**  
Call: (212) 870-3400
- Email:  
[contributions\\_info@aa.org](mailto:contributions_info@aa.org)

**Alcoholics Anonymous®** English US



## Welcome to Alcoholics Anonymous Contributions

The A.A. groups themselves ought to be fully supported by the voluntary contributions of their own members.

We think that each group should soon achieve this ideal; that any public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise.

— from the Long Form of Tradition Seven

### Get Started

-  **Contribute With PayPal or Debit/Credit Card**
-  **Contribute With ACH or Debit/Credit Card**

In keeping with A.A.'s Seventh Tradition of self-support, we accept contributions only from A.A. members.

# Supporting Local Service Structure

## **Donations to Area 55 General Service**

To contribute/donate online:

**<https://area55aa.org/make-a-contribution/>**

To contribute/donate by mail:

Area 55 General Service

P.O. Box 401

Toledo, OH 43697

## **Donations to Central Office**

To contribute/donate via Paypal:

**[toledoaa2017@outlook.com](mailto:toledoaa2017@outlook.com)**

To contribute/donate via CashApp:

**\$toledoaaco**

To contribute/donate by mail:

Alcoholics Anonymous Central Office

3328 Glanzman

Toledo, OH 43614

# Ok, so how should we *pass* the basket???

- Include an announcement at the start of your meeting
- Post a link/instructions using the chat feature, once at the start of the meeting, again at the end of the meeting
- Have the host screen share a page with the information







Participants (1)



Josh D. (Host, me)



yes



no



go slower



go faster



more



clear all

Mute All

Unmute All

More ▾



Chat

To: Everyone



Hey, support Tradition 7 here: [paypal.me/yourgroup](https://paypal.me/yourgroup)



## Chat

From Me to **Everyone**:

06:25 PM

Hey, support Tradition 7 here: [paypal.me/yourgroup](https://paypal.me/yourgroup)

# Valuable Resources

Further Items to Check Out



# Resources

- ★ Meeting Schedule Online
  - <https://area55aa.org/meetings/>
- ★ Online meeting request
  - <https://area55aa.org/online-meeting-request>
- ★ Document Resources for your Meeting
  - [\(Readings, Attendance Slip, etc\)](#)
  - E-mail your Ad Hoc Online Meetings Committee if you'd like a copy of these
- ★ Instructions
  - [How to Use Zoom](#)
  - [Guidance and Tutorials from Zoom](#)



# Meeting Security

George C.



# Zoom Bombing - What Is It?

★ People who purposely try to disrupt your meeting by:

- ★ **M**ute/Unmute (Interrupting)
- ★ **A**nnotating (Posting on your Screen Share)
- ★ **B**ackgrounds (Inappropriate Videos/Pics)
- ★ **C**hat (Posting repeated inappropriate chat)
- ★ **S**creen Sharing (Takes over the meeting)



## ★ Mute/Unmute (Interrupting)

### ★ 2 Key Features:

- Mute Participants Upon Entry
- Don't Allow Participants to Unmute Themselves



# ★ Mute/Unmute (Interrupting)

★ “Mute Participants Upon Entry”

★ **UNSELECT** “Allow Participants to Unmute Themselves”





## ★ Annotating (Posting on Your Screen Share)

★ If not secured, users can:

- Draw inappropriate pictures
- Type inappropriate things
- Share their Screen, which has inappropriate images on it
- Some settings allow users to “take control”



# ★ Annotating (Sharing/Interrupting Sharing)

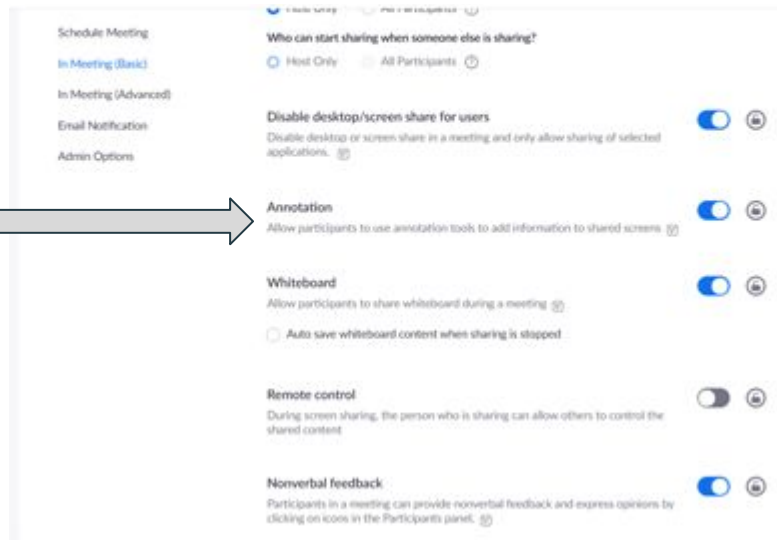


- ★ User Annotation
- ★ Drawings
- ★ Typing Texts
- ★ “Take-Over” controls

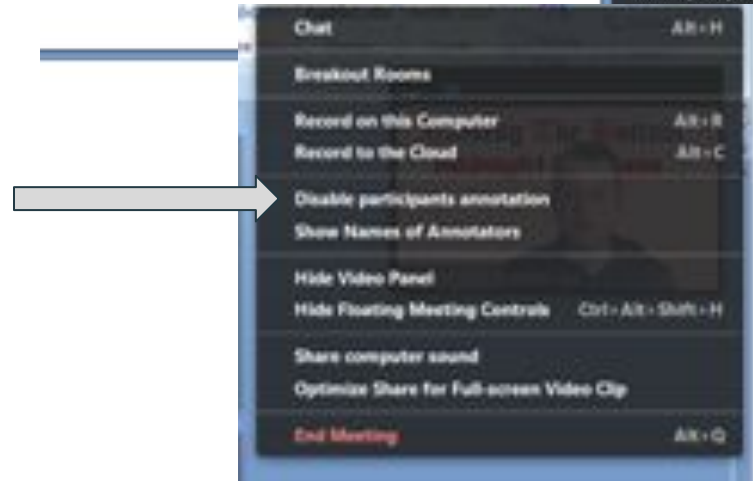
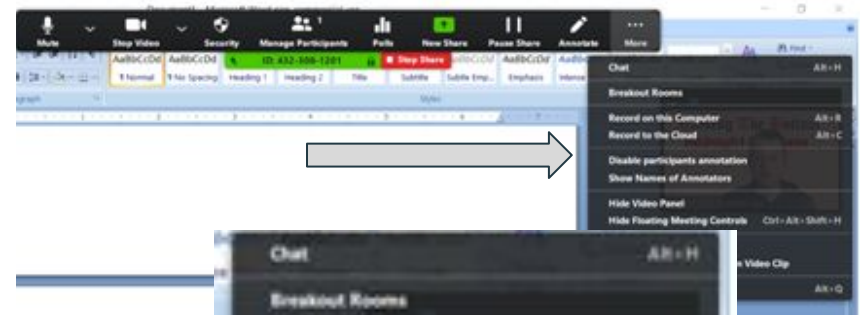


# ★ Annotating (Posting on Your Screen Share)

## Account Management Setup



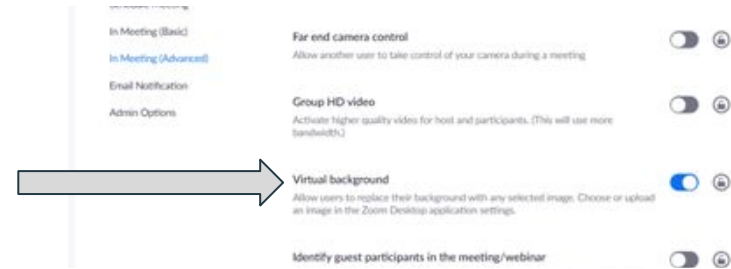
## In-Meeting



# ★ Backgrounds (Inappropriate Videos/Pics)

- ★ Watch via “Gallery View” as Host
- ★ If anyone has inappropriate backgrounds/videos, remove them from meeting
- ★ Can change account setting

## Account Management Setup



★ Chat (Posting repeated inappropriate chat)

★ As a host, you can control who a Participant can Chat with

- Everyone in the Room Publicly & Privately
- Everyone Publicly
- **Host Only**
- No One

★ If “everyone”, someone can post lots of inappropriate material in seconds



# ★ Chat (Posting repeated inappropriate chat)

- ★ Select the “...” to the Right of Chat
  - Select the setting level



# ★ Screen Sharing (Takes over the meeting)

In-Meeting

## Account Management Setup

PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEE

Always show meeting controls during a meeting

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Admin Options

**Screen sharing**

Allow host and participants to share their screen or content during meetings

**Who can share?**

Host Only  All Participants

**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.

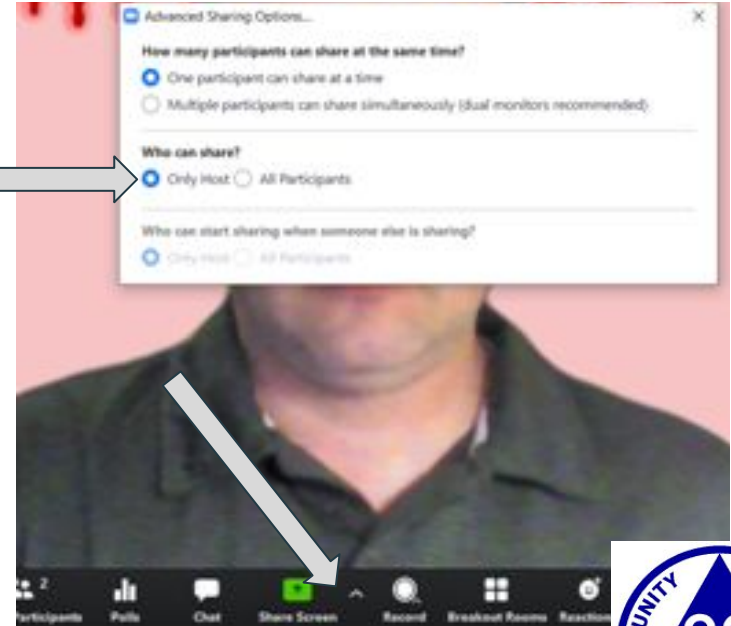
**Annotation**

Allow participants to use annotation tools to add information to shared screens

**Whiteboard**

Allow participants to share whiteboard during a meeting

Auto save whiteboard content when sharing is stopped



## ★ Enabling the **WAITING ROOM**

- ★ Once users join, they are placed in a waiting room. The host lets them in
- ★ You can decide to admit or remove the member
- ★ Zoom bombing RED flag: Multiple users join at the same time, unrecognized names
- ★ Waiting room also allows you time to “lock down settings” before admitting them



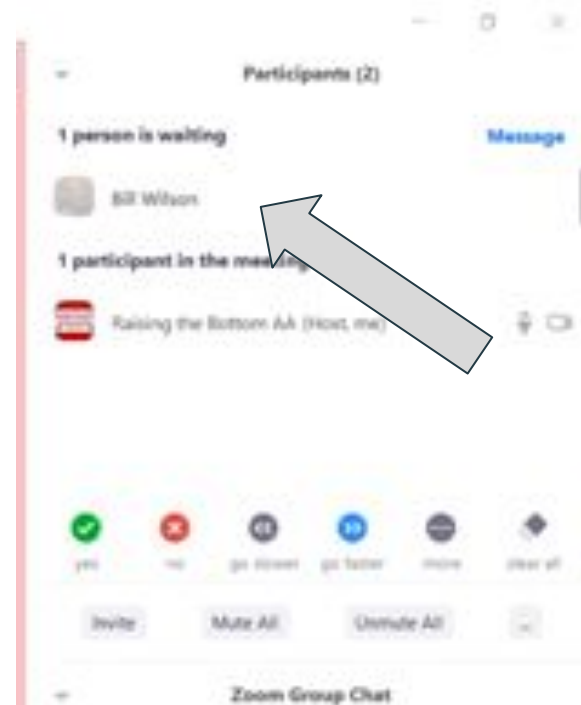


# ★ Enabling the **WAITING ROOM**



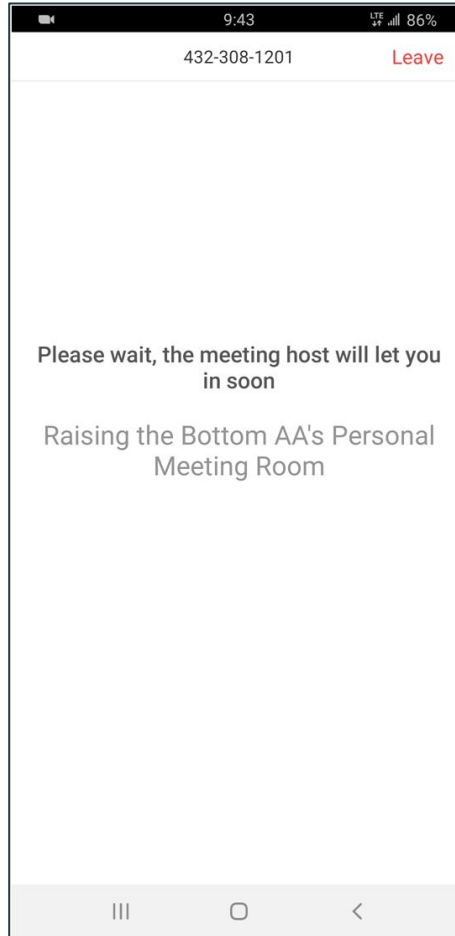
## ★ WAITING ROOM

- ★ Can “admit” or “remove” member in waiting room
- ★ Can send the waiting room a message
- ★ Red Flag: When multiple people join at the same time, unrecognized names



# ★ WAITING ROOM

★ What the User Sees -->



## ★ Locking the Meeting

- ★ If you lock the meeting, no one can join
- ★ You can tighten down the meeting without having to “lock it”
- ★ “Locking” meeting is the nuclear option to prevent unwanted visitors



# ★ Layered Approach to Meeting Security

## ★ BEFORE Meeting

- Allow participants to unmute themselves

## ★ JUST PRIOR TO Meeting

- Disallow participants to unmute themselves
- Make sure participants are muted upon entry
- Enable the Waiting Room

## ★ DURING the Meeting

- You can generally loosen as the meeting continues



## ★ A quick note on Zoom-Bombers

- ★ If you have a secured meeting that they can't interrupt, they will generally leave after a minute or two (not always)
- ★ If they come in late, some will immediately ask to speak in an effort to disrupt the meeting



# Voting / 3rd Legacy Online

Josh D.



# Multiple Options for Voting

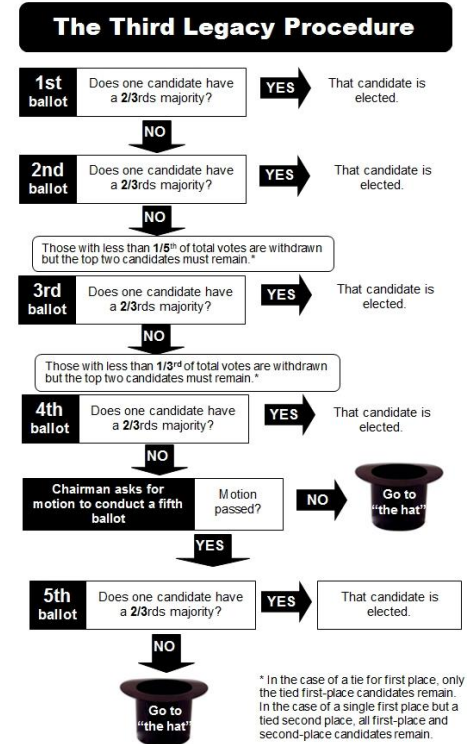
- ★ Group Chat
- ★ Raise Hand Feature
- ★ Zoom Polling Option





# Explaining Voting Procedures to Participants

- Can use screen share option to explain 3rd Legacy Voting
- No matter what method you use, ensure everyone's voice is counted
  - This may require some people to vote using a different method than the rest
  - E.g., multiple people using one device



# Group Chat Voting

- Can either be private message to chair or posted publicly in chat
- Suggestion - Post each motion before voting occurs and have each person label their vote
  - Without this, a constant stream of Yay / Nay will make it hard to tell which votes were cast for each motion
- Balance of transparency vs. influence of votes

From Me to **Everyone**:

12:59 PM

Ballot 1: Motion to have purple t-shirts

1 - Yay

1- Yay

1- No

1- Hell yeah let's run this... purple shirts for life!

Ballot 2 - Motion to have \$50 pizza budget

2 - yay

2 - yay

# Raise Hand Voting

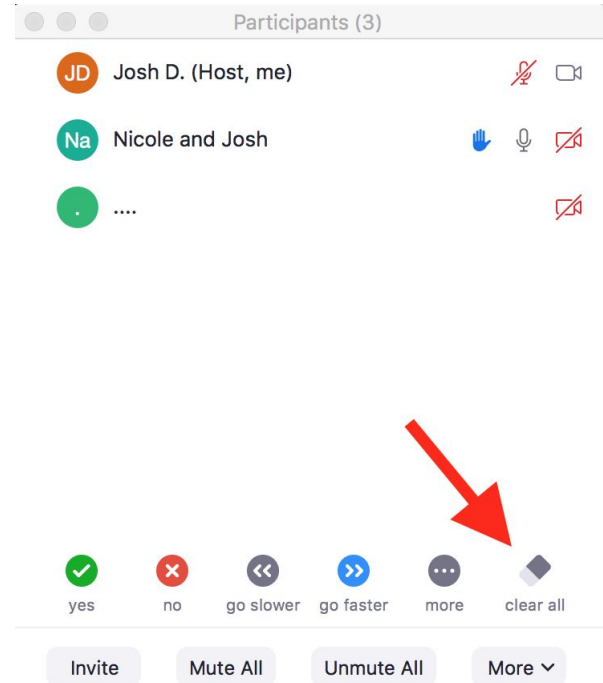
- Ensure no hands are raised prior to the vote
- Clearly state motion - may help to have everyone muted when motion is stated
- Have people keep hands raised until count is taken.

The screenshot shows a Zoom meeting interface. At the top, a window titled "Participants (3)" lists three participants: "JD Josh D. (Host, me)", "Na Nicole and Josh", and a green circle with "...". Each participant has icons for video (a camera icon) and audio (a microphone icon). The "Na" participant has a blue hand icon next to their name, indicating their hand is raised. Below the participants list is a voting toolbar with six buttons: "yes" (green checkmark), "no" (red X), "go slower" (two left arrows), "go faster" (two right arrows), "more" (three dots), and "clear all" (trash can icon). At the bottom of the toolbar are four buttons: "Invite", "Mute All", "Unmute All", and "More" with a dropdown arrow.

# Raise Hand Voting

- Chair can use “clear all” option to lower everyone’s hands between ballots or between “for” and “against” votes
  - Ensures no one leaves their hand up and is counted twice
- Always make sure your number of votes equals your number of voters

\*\* This method is difficult for people sharing a device, like Nicole and Josh

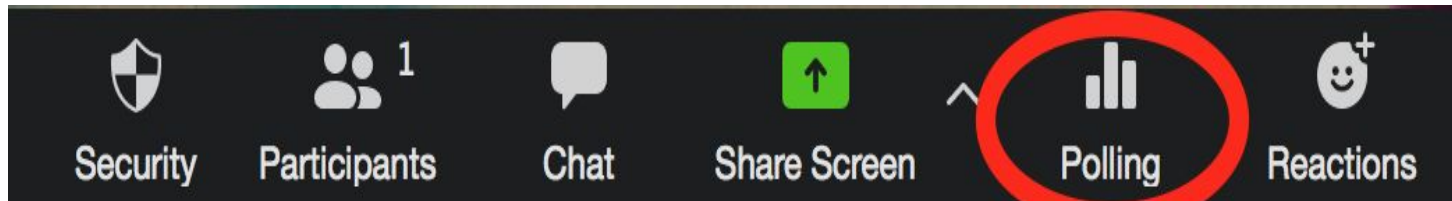


# Polling Option Voting

- Built in Polling feature on Zoom that allows for accurate, anonymous voting
- Potentially best option, but requires direct account access
- Having “Host Key” is not enough to use this - you must have **direct login access** to the Zoom account to create polls

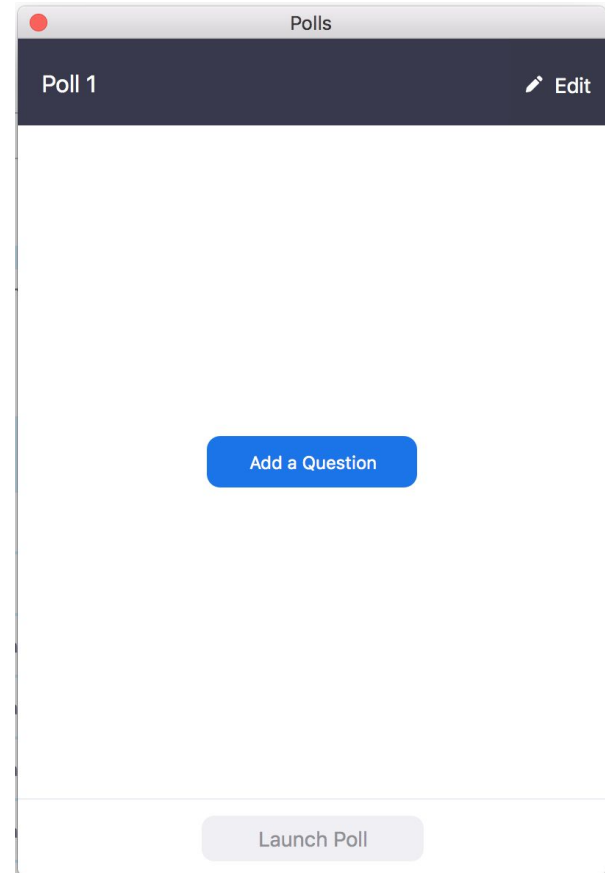
# Polling Option Voting

- Select Polling at Bottom of Screen

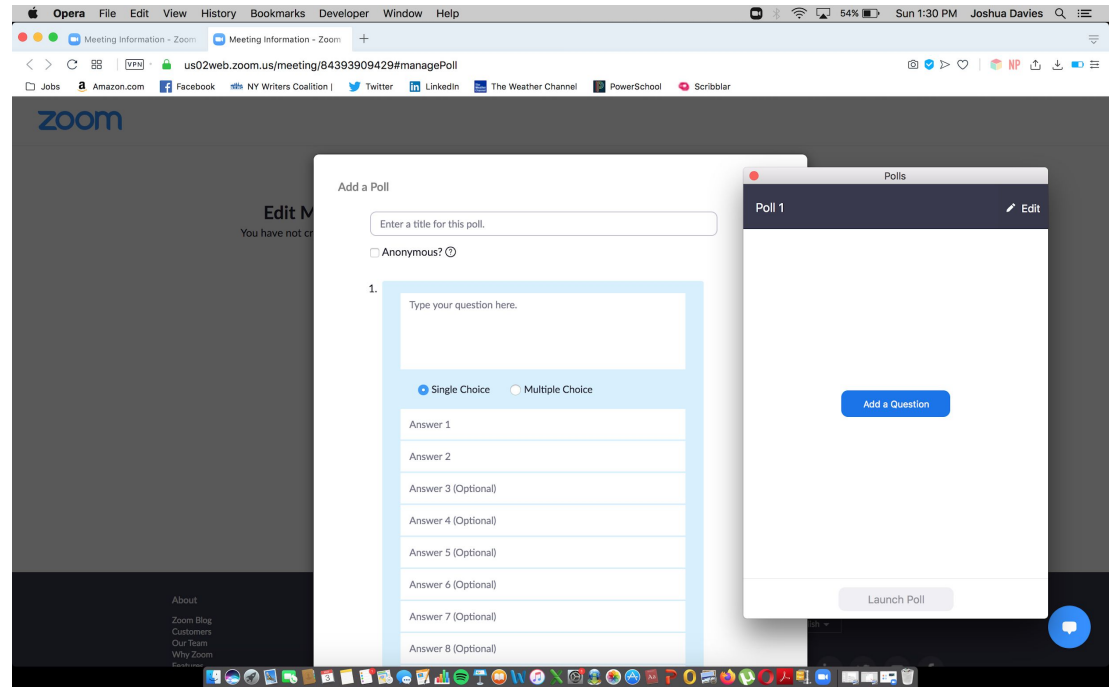


# Polling Option Voting

- Pop-up screen will appear - click “Add a Question”
  - If you created polling questions in advance, perhaps for a tabled motion or standard motion (e.g., to approve treasury report), the questions will appear here



- Adding a question launches a web browser
- You must be logged in to the Zoom account to add questions






- Check this box at the top of the Add a Poll page if you want vote results come back anonymously - similar to 'name in a hat' voting

### Add a Poll

The user information in poll report will be kept anonymous

Anonymous? 

# Polling Option Voting


- Clicking “Save” at the bottom of the screen will allow you to launch the question on Zoom

Single Choice  Multiple Choice

Big Book	
12 x 12	
Daily Reflections	
As Bill Sees It	
Other... I'm an AA hipster	229
Answer 6 (Optional)	
Answer 7 (Optional)	
Answer 8 (Optional)	
Answer 9 (Optional)	
Answer 10 (Optional)	

Delete

+ Add a Question



- Click “Launch Poll” when you are ready for voting to begin

The screenshot shows the Zoom web interface in an Opera browser. The main page is titled "Edit Meeting Polls" and displays a table with one poll entry:

Title	Total Questions	Anonymous
▼ Poll 1:Sample Poll	1 question	No

An overlay modal window titled "Polls" is open, showing the details for "Poll 1: Sample Poll". The poll question is "1. What is your favorite AA book?". The options are:

- Big Book
- 12 x 12
- Daily Reflections
- As Bill Sees It
- Other... I'm an AA hipster

A red arrow points to the "Launch Poll" button at the bottom of the modal.

The footer of the page contains the following links:

- About: Zoom Blog, Customers, Our Team, Why Zoom
- Download: Meetings Client, Zoom Rooms Client, Zoom Rooms Controller, Browser Extension, Outlook Plugin
- Sales: 1.888.799.5926, Contact Sales, Pairs & Pricing, Request a Demo, Meetings and Events
- Support: Test Zoom Account, Support Center, Live Training, Feedback
- Language: English

# Polling Voting Option

- Host will be able to see live results and can click “End Poll” once all votes are cast
- Zoom does the math for you to determine percentages needed for 3rd Legacy Voting, if needed
- Polling Option = lots of work, lots of results. May be best for important votes and position nominations

Sample Poll in Progress 00:00:11

Attendees are now viewing questions 0 of 0 (0%) voted

**1. What is your favorite AA book?**

Big Book	(0) 0%
12 x 12	(0) 0%
Daily Reflections	(0) 0%
As Bill Sees It	(0) 0%
Other... I'm an AA hipster	(0) 0%

End Poll

# Q & A Session



# Thank You!

To access this presentation and other useful documents, visit:

<https://bit.ly/3437c5d>

