Updated March 18, 2020

TIPS for Scheduling an AA meeting on Zoom as the account holder

These are just my experiences. As I learn more, I will update this document.

Each meeting is autonomous so you will have to decide how you would like these to be set for your meeting. Below are some suggestions but do what is best for your members.

When logged in, under **PERSONAL** you will see…

<u>Settings</u> – these can be set and then will apply to all meetings scheduled

- **Schedule Meeting** - these are general settings – **see below for actually scheduling a meeting**
  - Start meeting with Host video on
  - Start meeting with participants video on(participants can change during meeting)
  - Audio type – telephone and computer audio
  - Allow members to join before the host – meeting before the meeting
  - Without Password is easiest for members to get to your meeting
    - If you decide to use a Password then
      - Can be embedded in link sent to people
      - Can post link without password and give password separately to people
      - Can enable so participants dialing by phone require password too
  - Mute participants on entry – cuts down disruption if members join late
- **In Meeting(Basics)**
  - Chat – allow people to send messages so everyone can see, and also privately
    - Allow saving chats or not?
  - Allow cohost – this is useful if a chair is not too tech savvy then a cohost can do the mute/unmute, lower hands, answer chats and so on so the chair can focus on chairing duties
  - Allow polls – good if your group will hold their business meeting on Zoom – can vote
    - Account holder is the only one who can create/edit polls
      - Can be done on the spot or ahead of time
    - Host or co-host can launch the poll (may not be able to launch from smartphone or ipad)
  - Allow ability to put a participant on hold to temporarily remove from meeting
    - Can set so a participant removed from meeting cannot return to that meeting
  - Screen sharing – allow to post readings for participants
    - Allow all to share
    - Allow host to share if another is sharing

Under **PERSONAL** you will see…

If you click **Meetings**, you will see a BLUE button that says **Schedule a New Meeting**

- Most of these settings you will only need to set once. Once set they will be saved and apply to all scheduled meetings unless you choose to change them.
  - Select correct time zone – **Eastern Time (US and Canada)**
  - Generate new ID for each scheduled meeting (if account is being used by different groups you may want each to have a unique ID)
    - Can set up as recurring meeting using same generated ID each time
    - Having all meetings with same ID makes it easier for members to join since less links to keep track of
  - Password required or not?
    - Probably easiest not to use a password
    - Exception might be if doing a small group such as a commitment group or something like that when it is meant to be the same people every time
  - Video of host and participants ON to start?
    - Pros of having participants start with their video ON
      - helpful for members who are less proficient on zoom and want their video on
      - Members can turn off if they want to
      - Has more of a face to face meeting if you can see people as they talk
  - Audio – BOTH (phone and computer audio)
    - <u>You will need to</u> **EDIT** where members can **<u>Dial from</u>** to select which countries phone numbers will be included in the generated invitation to permit members to dial in
  - Meeting Options:
    - Enable join before host – see FAQ below
    - Mute participants on entry – suggested to reduce disruption for anyone late
- Once you SAVE, you will see a summary of settings for your meeting
  - Beside URL to join you will see **COPY THE INVITATION** which will generate the invitation that can by pasted into an email or on a website or wherever

Frequently Asked Questions

Does the account holder have to be on every meeting?

No. When the account holder joins a meeting, they become the host by default. They can make any participant on a meeting the host. The host can also make any participant a co-host. See what the host, co-host and participants can do below in the permissions chart.

If the account holder does not want to join a meeting, they can give the Host Key (6-digit number) ahead of time, to the person who will chair the meeting. When the chair joins, they can "claim the host" using the host key. The claim the host button will only appear if no host has joined. Once the host has been claimed, that button disappears. If it's not at the bottom of the window, then check the participants' panel.

Would there be phone charges if someone dials in long distance?

If dialing into a number that is not included in their plan, then they would incur charges.

If participants are permitted to join before the host, then could they join anytime of the day?

Yes. It permits some fellowship time before the meeting begins. And members could casually meet at other times during the day if a meeting is not scheduled IF all meetings scheduled use the same link(Same meeting ID)

If however, all meetings using the account do NOT have the same Meeting ID then this could potentially create a problem. If someone has joined using linkA and a chair wants to join using linkB, then they would get a message indicating that another meeting is underway. They would have no way to start their meeting without contacting the account holder and having them end linkA meeting.

Initially you may want to consider permitting participants to join before the host, if it becomes a problem then it can always be changed later.

Roles in standard meetings - Standard meeting rooms can accommodate up to 100 attendees; this includes the host and co-host(s).

- **Host:** The host has complete control of the meeting and all of its settings.
- **Co-host:** The host can designate one or more co-hosts. Except for ending the meeting and designating other co-hosts, the co-host can perform all tasks available to the host.

NOTE: In breakout rooms, the co-host role is not available, and co-hosts are demoted to participants.

- **Participant:** This role is most appropriate for students and attendees who should not have administrative privileges to the meeting.

Permissions chart

Action	Host	Co-host	Participant
Answer poll	No	No	✔Yes
Ask poll	✔Yes	✔Yes	No
Chat	✔Yes	✔Yes	✔Yes
Designate co-host	✔Yes	No	No
End meeting	✔Yes	No	No
File sharing	✔Yes	✔Yes	✔Yes
Lock meeting	✔Yes	✔Yes	No
Lock screen sharing	✔Yes	✔Yes	No
Modify meeting settings	✔Yes	✔Yes	No
Mute/unmute all*	✔Yes	✔Yes	No
Put participant on hold**	✔Yes	✔Yes	No
Raise hand	No	No	✔Yes
Remove attendee	✔Yes	✔Yes	No
Share video	✔Yes	✔Yes	✔Yes
Stop video	✔Yes	✔Yes	No

*Participants can unmute themselves at any time. While hosts/co-hosts can lock screen sharing, they cannot lock audio sharing.

**Putting participants on hold is not available via the Linux Zoom client.