Al-Anon Online Meeting and Helpful Zoom Tips

Online Meeting Etiquette:
- This is an Al-Anon meeting - please treat it that way.
- Surroundings - We can see and hear you. If you can see and hear us, please be in a private area.
- We need to be mindful of the person sharing as well as other members at the meeting. Any kind of movement or relocation can be distracting and take away from the meeting. You can temporarily turn off your video if you need to engage in non-meeting activity.
- Sound quality of the meeting is much better when all attendees are muted unless speaking. Mute options eliminate background noise or feedback; we hear everything including the slightest movement even headset wires.
- View – these views can be different depending if you are using a laptop, tablet or smartphone
  - speaker view, attendees will only see the speaker
  - gallery view, attendees will see all in attendances at the meeting

Video: Please temporarily stop your video for any of the following
- Relocating to a new location
- Any type of movement
- Eating

To Help with Audio:
- Turn off TV
- Turn off all other Wi-Fi devices while using Zoom
- Stop video
- If you like using your computer/laptop but still are having audio issues, you can use a second device for your audio; once you log in/call in on your second device, you will need to disable your computer audio by clicking on "leave computer audio." You will find this on arrow near the mute speaker at the bottom left corner of taskbar on your computer/laptop

Individual choices:
- Rename - this is an individual's choice of how you want your name displayed.
- Stop video - this is an individual choice of whether you want to be seen or not
- Chat - can type a message to meeting members via chat
- Raised or lower hand - physically raise your hand or use the option in Zoom
- Reaction - thumbs up or clap
- Leave meeting - this will end your current session

Waiting Room: The meeting you are attending may have a waiting room option. If turned on. All members logging on remain in the waiting room until the Host or Co-Host admit attendees.

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Host:
- Can manage participants with the following options:
  - Remove a person from a meeting if they are being disruptive. If a person is removed from the meeting, it is suggested to then lock the meeting so that same person cannot get back into the current meeting
    - Actually, to remove a person, find the person click on the 3 dots or "more" and click on "remove."
    - To lock a meeting, you can either go to security or go to the bottom of the lower right side of participants and click on the 3 dots and click on lock meeting
  - Mute all or unmute all or mute or unmute individual
  - Stop an attendee video, please see above in Zoom etiquette for reason why your video may be stopped
  - Rename, please see above about renaming
  - Assign Host or Co-Host which is especially helpful at the start of the meeting with moving attendees from the waiting room to meeting room if this option is turn on
  - **If you are the Host and need to leave the meeting early, you will need to reassign your hosting responsibility over to another member**
- Can manage the meeting
  - Lock the meeting at a specific time so no new attendees can join or removed individual cannot rejoin.
  - End meeting
- Account holder is the administrator of the meeting, they are also the host of the meeting unless they assign it to another attendee.
- The host of the meeting is not always the chairperson of the meeting.

Co-Host:
- Help with admitting attendees into the meeting, especially helpful at the start of the meeting with moving attendees from the waiting room to meeting room, if this option is turned on.
- Manage participant as following
  - Mute all or unmute all or mute or unmute individual
  - Stop an attendee video, please see above in zoom etiquette for reason why your video may be stopped
  - Rename, please see above about renaming

Recommended Security Options:
- Implement a waiting room
- Lock meeting after the meeting start, you may want to wait 10 minutes after the start of the meeting before you lock the meeting.
- Removing disruptive person

Devices: All devices will display the same functions but they maybe in a different location
- Laptop/computer
- Tablets: Samsung tablets, iPad, etc.
- Smartphone: iPhone, Samsung, etc.