

April 9, 2020

ONLINE MEETING SUGGESTIONS FOR ZOOM USERS:

Don't show your last name. Adjust your profile accordingly.

Be early and check your technical details before the meeting starts. Mute your microphone when you are not speaking to the group.

People can see you! Behave appropriately. Be dressed (and stay dressed) and don't move around the room. It's distracting for others. If you need to leave the meeting temporarily, just turn off your video feed for that time so we aren't looking at an empty screen.

ZOOM HOSTS:

Help protect anonymity and online safety.

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 the fellowship'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.