

# AA Online Meeting via Zoom HOWTO – v0.2

## District 23 - Lawrence, Kansas

Web: [aa-ksdist23.org](http://aa-ksdist23.org)

Email: [dist23info@aa-ksdist23.org](mailto:dist23info@aa-ksdist23.org)

## Introduction

In this document you will find a simple, straight-forward methodology for groups to host online AA meetings via their own paid (\$15/month) Zoom Pro account. The instructions below create a single online meeting room with an easy to remember meeting-ID that is easily sharable with others. By using the Zoom account's "Personal Meeting-ID", it eliminates the need to schedule meetings at all. This will create a meeting room that can be used anytime without the Zoom admin account user. It also allows attendees to join without a host being present, and the ability for an attendee to enter a "host key" pin number to become the host. Best practices regarding anonymity and privacy are also employed.

## Changes

### v0.2

- Added clarity to the Introduction paragraph in respect to using the Personal Meeting ID vs scheduling meetings
- Added instructions on how to turn off "participants are waiting" email notifications with the "When attendees join meeting before host" option.
- Added instructions at the end on how to email a meeting invitation and get the dial in phone numbers
- Wrong settings tab was specified in disabling International dial-in numbers step

### v0.1

- First DRAFT of document

## Instructions

### Step 1: Create a Zoom Account

Visit <http://zoom.us> and click on "Sign Up, It's Free" in top right corner. Follow the instructions to create a free Zoom account using either your personal email address or a new one created specifically for this purpose. Note that Zoom accounts are tied to an email address, and it might be desirable to share this Zoom administration account with others in your group.

## **Step 2: Upgrade to “Pro” Subscription**

Unless you upgrade your Zoom account from a “Free” subscription to a paid “Pro” subscription (\$15 per month), your meetings will end automatically after 40 minutes. You will also not be able to set up a meeting with a persistent meeting-id. Therefore, these instructions assume you have a “Pro” subscription. It does not matter if you pay month-to-month or purchase an annual subscription.

## **Step 3: Set up a Custom Personal Meeting ID**

This step allows you to set up a custom Zoom meeting ID (10-digit meeting number similar to a phone number) that will be easier to remember and share with others.

Under *My Account -> Profile -> Personal Meeting ID*, click *Edit* and change your personal meeting ID to a 10-digit number you can easily remember. You will be sharing this number with others, so you might not want to use your personal cell phone number. As an example in our District, Rule 62 chose 785-555-6262 as an easy to remember Meeting ID. This number does not have to be a phone number and can be any 10-digits you want.

## **Step 4: Set a Host Key**

A “host key” is a 6 to 10-digit numeric password (pin) you can give out to your meeting leaders so they can give themselves special administrative privileges when they lead an online meeting. You are asked for this “host key” when clicking the “Claim Host” button in a meeting when there is no host. Host privileges allow a user to mute others, kick people off, un-raise hands, and perform a lot of other administrative actions that help a meeting run smoothly. Hosts can also make others attendees “co-hosts” to help out with meeting administration functions.

To set up a host key, under *My Account->Profile->Host Key*, either set a new host key or write down the existing host key. Note that this number should be kept private and only given out to your group’s meeting leaders so they can gain access to the meeting administrative functions.

## **Step 5: Set the First and Last Name Fields to your Group Name for Anonymity**

Under *My Account->Profile*, click on *Edit* in the top right-hand corner and change the First and Last Name fields to your group name. An example of how to do this would be something like.

First Name: Friends of Bill Wilson

Last Name: Group

The rest of the fields don’t seem to matter for how we are using Zoom, so just leave those blank.

## **Step 6: Change your Default Global Meeting Settings**

Changing the following settings will ensure a smooth meeting experience while protecting anonymity and privacy of the attendees. Please note that the settings listed below are only the options that need to be changed from their default values. Any setting/option that is changed from its default will have a message on the right-hand side noting that it has been changed.

All of these settings can be found under the *My Account->Settings->Meeting* tab:

#### Schedule Meeting

Join Before Host: On

#### In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP): On

Chat: On

Prevent participants from saving chat: Checked

File Transfer: Off

Feedback to Zoom: Off

Co-Host: On

Allow host to put attendee on hold: On

Always show meeting control toolbar: On

Show Zoom windows during screen share: On

Screen sharing: On

Who can share: Host Only

Annotation: Off

Whiteboard: Off

#### In Meeting (Advanced)

Show a "Join from your browser" link: On

#### Email Notification

When attendees join meeting before host: Off

### **Step 7: Turn off all Meeting Recording**

Under *My Account->Settings->Recording (Tab at Top)*, set the following:

Local recording: Off

Cloud recording: Off

### **Step 8: Turn off display of International Dial-In Numbers**

Under *My Account->Settings->Telephone (Tab at Top)*, set the following:

Show international numbers link on the invitation email: Off

## Step 9: Share and Post Your Group's Meeting Info

Now that you have your room set up, there are multiple ways you can share how to join your meeting with others:

1. Post a web link that others can click on:

This link can be found by visiting *My Account->Profile->Personal Meeting ID*. You will see a link that you can share others that looks like the following. Notice that your Personal Meeting ID is the last 10-digits of the link (without dashes):

<https://us04web.zoom.us/j/7855556262>

It appears you can also shorten your meeting link by removing "usweb04web.", so it looks like other Zoom meeting links that are "scheduled" instead of ones utilizing a "personal meeting-ID":

<https://zoom.us/j/7855556262>

2. Share your Zoom Meeting-ID:

Simply tell people to install the Zoom software on their Mac or PC by visiting <http://zoom.us> or instruct them to install the Zoom Online Meetings app on their cell phones from the Apple App Store or Google Play store. Once they have a Zoom client installed, have them run it, and then join a meeting directly by typing in the Zoom meeting ID.

3. Email an invitation and get your dial-in phone numbers for phone only attendees

Join your meeting room using one of the methods above and then click the "Invite" button at the bottom. From there, you can email yourself or anyone else a more formal email meeting invite with the dial-in phone numbers.