

Reading Area Zoom Meeting Participant Orientation

Set-Up

- Make your FREE Zoom account ahead of time (Zoom is experiencing a large amount of calls & traffic, it will take longer for you to receive the “Activation” email)
 - For a computer: zoom.us
 - For a phone or tablet: Zoom Cloud Meetings (app.)
 - Check your settings for your personal account, to protect yourself.
 - You can change your name that shows up in the meeting.
 - Please, do not have a provocative or disrespectful profile picture. (If you do, we will temporarily remove you from the meeting & ask you to change it.)
 - Please keep in mind, these meetings are just like our regular meetings, we are just not face to face.
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Joining a Zoom Meeting

- Please pay close attention to the times of each meeting everyday, Meeting times differ day to day
- There are 3 parts to a meeting. (before, during, & after)
 - We have the meeting open for participants to join early/before the host.
- If you are able to use a computer, laptop, or table, this is preferable. Although you have the same options on a phone, it is easier to participate & read with a larger screen. (Because we display slides)

- If you have any trouble logging-in contact Roxy M., before the meeting, if possible.
 - Roxy M. 610-823-2430

 - We do advise, if your internet or wifi connection is weak or spotty, you join by phone.
 - Dial: **+1 929-205-6099**
 - Enter meeting ID: **293-843-1594**
 - Press #
 - Unmute: *6
 - “Raise hand”: *9

 - To join by website or app:
 - Log-In - click “Join” - type the meeting ID # - click “Join” again
 - Select “Join Audio Conference by Computer” option
 - Your camera will be off, upon entering the meeting, it is your choice to turn on your video or not
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During the Meeting

- Once the host begins the meeting, they will mute everyone.
 - So there is no background noise, interruptions, or distractions
 - Please give each other the respect that you would in a regular meeting

- You may unmute yourself to:
 - Say Serenity prayer
 - Respond to someone introducing themselves
 - Thank someone for sharing
 - Say Third Step Prayer
 - If you keep unmuting yourself & become disruptive during the meeting the host will temporarily remove you & private message you explaining why you were removed
 - It is then the host’s choice to allow you back in

- If you becomes disruptive, disrespectful, rude, etc., you will be removed from the meeting by the host
 - The host will then privately message explaining why you were removed
 - It is then the host's choice to allow you back in or not
 - Please keep an atmosphere of recovery

- The host will call on people to read the readings as they appear on the screen, you can decline to read if you wish

- To share, click the "raise hand" button. They appear on the hosts screen in order.
 - Computer/Laptop
 - Click "Participants" & find the "raise hand" button on the right side of your screen
 - Phone
 - Tap your screen to pull up the toolbar, tap "More" to find "raise hand" button

- Chat Box
 - You can message the entire group
 - You can private message each other
 - To exchange phone numbers
 - Please be kind to one another in the chat
 - We are here to support each other & share our experience, strength, & hope
 - If you are being rude or disrespectful in the chat, the host can remove you from the meeting
 - The host will privately message you first, asking you to stop, if it continues, you will be removed

- Video/Camera
 - Do not have drugs or paraphernalia on your video or picture
 - Do not change or undress with your camera/video on
 - The host will shut your video off & temporarily remove you from the meeting, if it continues the host can remove you from that meeting (to protect others in the meeting)

- After we "close"the meeting, the host will leave the Zoom room open for everyone to chat & fellowship

