

## Anonymity and Suggested Zoom Settings

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 AA'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.**

### Group Chairs

There are many 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:***

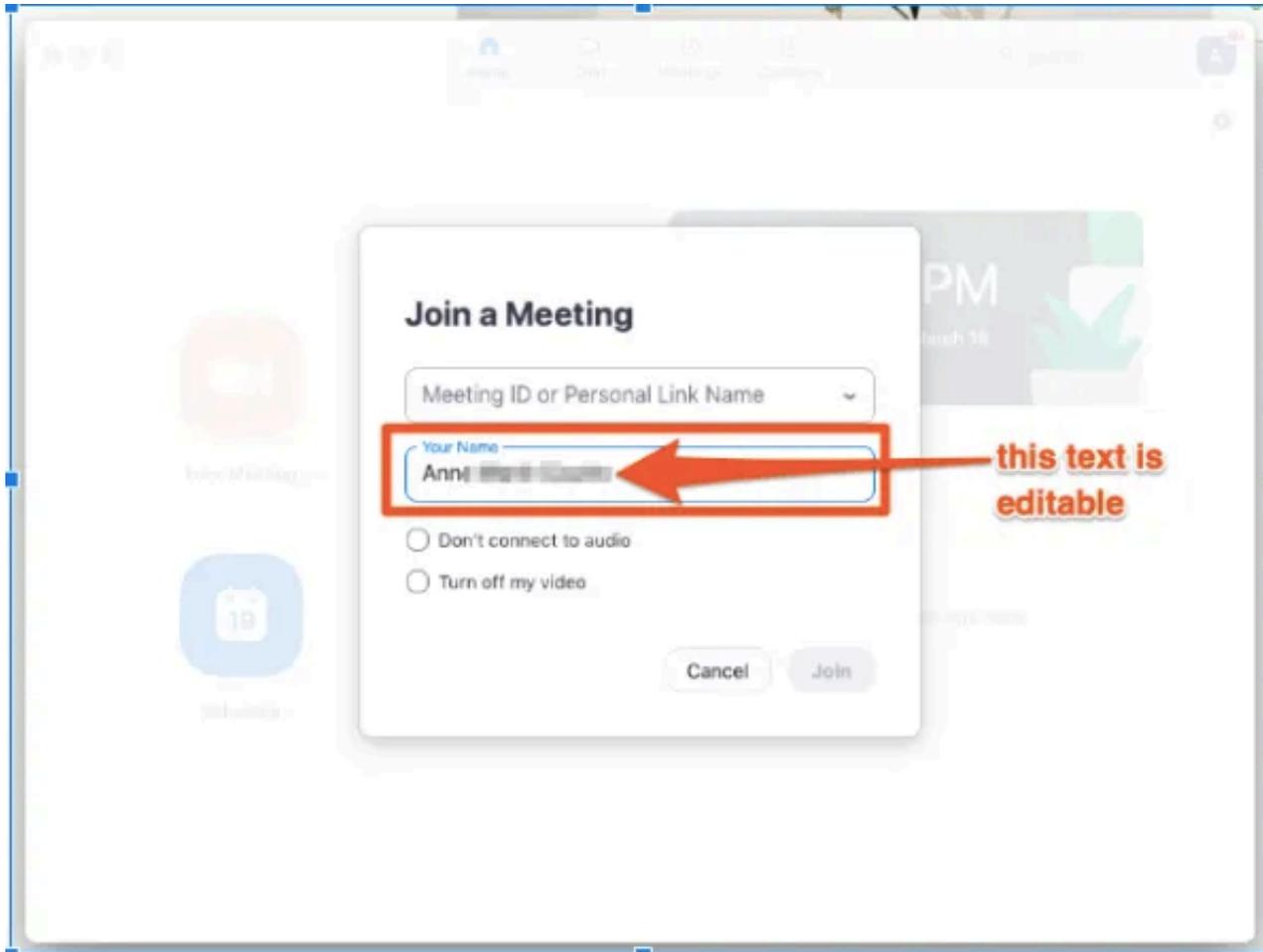
- *Require Encryption for Third Party Endpoints*
- *Disable Auto saving chats*
- *Disable File transfer*
- *Disable Feedback to Zoom*
- *Disable Screen sharing*
- *Disable desktop/screen share for users*
- *Disable Remote control*
- *Allow Virtual background (this is the Zoom default and allows the user 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*

## How to Maintain Anonymity in an Online Zoom Meeting

You can change your name before joining a meeting:



- If you're concerned about your house showing in the background, sit with your back facing a wall.
- If you're concerned about being seen on camera at all, you can always disable your video.
- You can dial in from your phone so that only your phone number appears and no video appears.
- You can temporarily turn off your camera and turn it back on if needed.
- Use headphones if you don't want others in your household to hear.

### **Suggestions for running a smooth meeting**

It is beneficial to have a **Host** and a **Co-Host**. The Host chairs the meetings and the Co-Host can be the eyes and ears for people who do not know how to raise their hands to share and are waving to get the attention of the chair person. As well, the co-host can ensure that attendees are muted when they are not sharing in order to minimize background noise that can be very distracting. The Co-Host can also monitor participants and remove anyone who is disruptive and/or should not be there. Another tip is to mute everyone except the host during the serenity prayer and closing prayer.

When members would like to share they can choose the “**raise hand**” option which is located at the bottom of the “Participants” tab if they are accessing via computer. If they are accessing via phone or tablet they simply click on the screen and click on “more”. Otherwise, they can physically waive their hands and the host or co-host will see them. If you find that people are not raising their hands to share, instead of having dead air space, it is recommended that the chairperson simply call on attendees to share. They are welcome to pass if they would like.

Some people do not have access to the internet. These people can call in using their cell phone or landline by dealing **1-647-374-4685**. They will then be asked to enter the Meeting ID followed by pound (#) key. They will then need to enter the password followed by the pound (#) key that corresponds to the particular meeting they are attempting to access.

## **Example of Online Meeting Agenda**

Good evening. My name is \_\_\_\_\_ and I am an Alcoholic.

**Welcome** to the Women's 12 & 12 Step Study group. During the current unprecedented circumstance, this is an online meeting of Alcoholics Anonymous and men are welcome on Tuesdays. We want to assure you that the our group has followed the best practices relayed to us by AA New York City Central Office to protect anonymity on this platform. I have muted all of your microphones. Please leave them muted until it is your turn to speak as background noise can be very disruptive.

Our singleness of purpose and our third traditions states that the only requirement for AA membership is a desire to stop drinking. We ask that the identity of anyone you hear here or anything they say here please let it remain here. It is customary to open our meeting with a moment of silence followed by the serenity prayer. May we have that moment now please.

### **Serenity Prayer**

#### **AA Preamble**

Alcoholics Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for AA membership is a desire to stop drinking. There are no dues or fees for AA membership, we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization or institution, does not wish to engage in any controversy, neither endorse or opposes any causes. Our primary purpose is to stay sober and to help others to achieve sobriety.

#### **Chairperson to Qualify:**

#### **Readings:**

*I have asked \_\_\_\_\_ to read the 12 Steps.*

*I have asked \_\_\_\_\_ to read the 12 Traditions*

*I have asked \_\_\_\_\_ to mention the importance of sponsorship, home group and phone numbers.*

#### **Chips**

*Although we cannot physically give out chips right now we still want to acknowledge and celebrate you. If you are deserving of a chip today or within the last week please unmute yourself and let us know.*

The most important person in any room of Alcoholics Anonymous is the newcomer or the person just coming back. Is there anyone here for their first meeting or just coming back?

For this meeting, we will read today's Daily Reflection and then begin the sharing portion of our meeting. You may share on this reading or the First Step for the benefit of the newcomer. Please keep your sharing as it relates to alcoholism and be mindful of time so that others have a chance to share. Also, please keep your sharing general keeping in mind that this is an online platform.

*I have asked \_\_\_\_\_ to read the Daily Reflection.*

If you would like an opportunity to share please click on the 3 dots next to your name and choose "raise hand" if you connecting via smartphone or tablet and if you are using a computer by clicking on participants and clicking on raise hand at the bottom. If you have joined our meeting by telephone I will be sure to unmute you and offer you a chance to share. Who would like to begin?

### **Sharing portion**

5 minutes before end of meeting: We are nearing the end of our meeting. Is there anyone who has a burning desire to share I will give you that opportunity in a moment. If we don't get around to you and you have something to get off your chest, please hang around after the meetings and we can talk.

Announcements

Close with the Lord's Prayer (mics muted)