

How to Move an A.A. Meeting Online in 5 Simple Steps

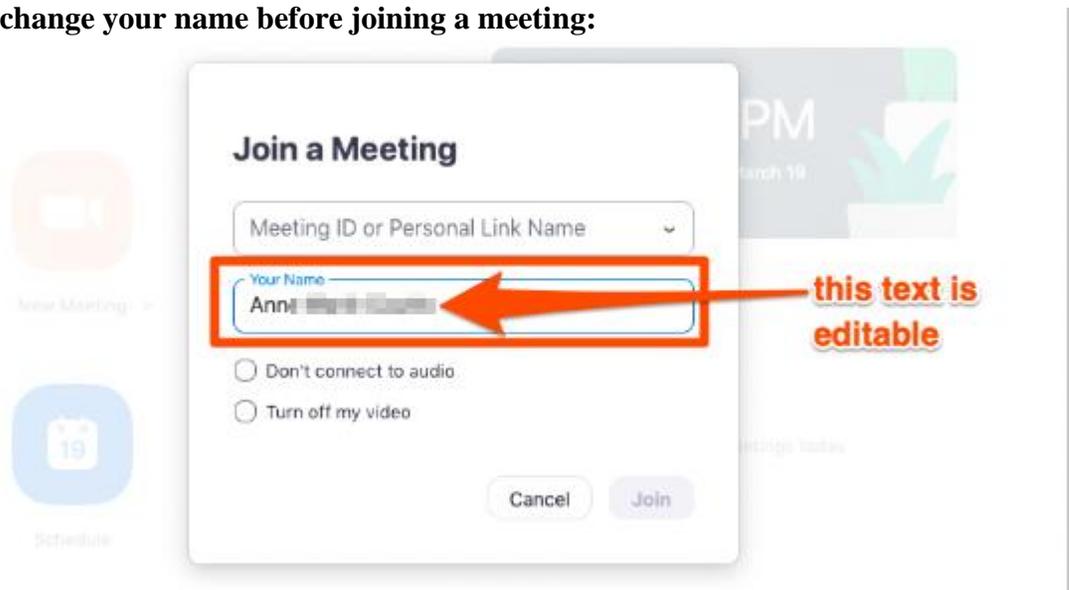
An account capable of hosting multiple/recurring 1hr+ meetings with up to 100 participants costs only \$14.99/monthly or up to 300 for \$19.99/month. Or you can find someone that already has a paid account to share with as many A.A.'s have already signed up for these.

1. Register an account at <https://zoom.us/>
2. Click 'Plans & Pricing' and purchase the \$14.99 package. Then select 'Monthly' billing instead of 'Annual' and checkout.
3. Click 'Schedule a meeting'
4. Schedule your meeting time. Tick the box for 'Recurring' and configure recurring frequency/days. Untick 'Require meeting password' and click 'Save'.
5. Report your physical meeting as Temporarily Closed to Central Office and fill out our [Remote Meeting Submission Form](#) so we can both add and remove you from the appropriate schedule!

A.A.'s can now connect to your meeting with a single click, touch, or phone call. And for meetings with sponsees, Zoom is always free for one:one meetings. Please consider this as information sharing only – in support of our common welfare and personal recovery – and not an endorsement of any outside enterprise. There are other platforms to use, like Google Hangouts, Webex etc.

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.

Zoom Guide for Meeting Attendees

1. Downloading the Zoom app:

- a. Zoom can be downloaded from <https://zoom.us/download> OR
- b. If you haven't downloaded Zoom, you will be prompted to when you click the link to join a meeting.

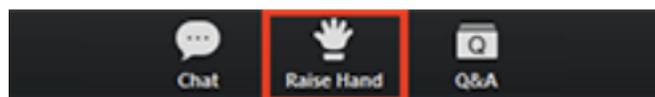
2. Joining a Zoom Meeting:

- a. You can join by clicking on a link that is emailed to you.
- b. Meetings can also be joined by entering a unique meeting ID. Go to <https://zoom.us/join> and enter the ID.

The Meeting will begin once the hosts starts it

3. Participating During a Meeting

- a. **Camera:** All attendees can decide whether to have their camera on or off. Simply click 'Start Video' or 'Stop Video' on the controls bar.
- b. **Microphone:** You have the option to 'mute' or 'unmute' your microphone so others can hear you. To 'mute' or 'unmute' yourself, click the microphone icon in the bottom left of the screen. **For larger meetings, it works best to keep your microphone muted unless you are speaking.** When you are 'unmuted' other participants can hear any background noise that your microphone picks up. The host has the option to mute everyone.
- c. **Chat:** You can also type a message by clicking on the 'chat' button. You can select whether to send the message to everyone or just the host. This is a good way to submit a technical question or clarification to the host.
- d. **Raise Hand:** The host may ask participants to raise their hands for a vote or in response to a question. To raise your hand, click the white hand icon on the controls bar. Click it again to lower your hand. The host can also lower all hands if they choose to do so.



TO CALL IN OVER THE PHONE:

It is also possible to participate over the phone instead of using the Zoom app.

1. Join by dialing the teleconferencing number provided in the invite.
2. Enter the meeting ID when prompted using your dial pad.
 - i. *6 to unmute yourself
 - ii. *9 to raise your hand (to vote or comment)