ZOOM CHANGES TOOK EFFECT

Changes in Passwords | Waiting Rooms | Office Services

Friends, if your meeting was set up using a Basic (Free) Zoom or single-license, Pro Zoom account you may need to take action to ensure the meeting information we have posted on our meeting schedule is still accurate and that the meeting can still be accessed.

Why? Because effective immediately, Zoom **implemented changes to those two types of accounts**. (More info **here**.) In short, **Meeting Passwords and Waiting Rooms will be** *TURNED ON* **by default;** the prior default was OFF. Further, you will need to **resend your meeting information, via a Zoom Meeting Invite, to groupservices@chicagoaa.org.** This will give us the complete information necessary to update your meeting page to keep the schedule accurate. Please **put the meeting name, day, and time in the subject** field.

Note: Each group will need to decide on its own course of action with regard to the changes Zoom made to it's service and the meeting host will need to implement it.

Pro-Tip: All groups are encouraged to have both a Zoom "Host" and "Co-Host" in every meeting as service positions. One host acts as the traditional chair while the other manages muting & hand raising, and can be free to handle meeting intrusions. **Click here for details on assigning a Co-Host when your meeting has begun**

Here are your options.

Option One: Keep the meeting wide open
This will require the host to set the meeting up again and adjust the settings to **enable the one-click option**. This is the *most accessible way to post meeting info* and may increase the likelihood of your meeting being disrupted.
　　　In your "Personal User Settings," **enable** "Embed password in meeting link for one-click join" by using the toggle on/off. Detailed instructions can be found here,

When that is done, you will need to **email groupservices@chicagoaa.org the Zoom Meeting Invite**. The password will be included in the posted link. Meeting attendees need only click the Meeting Name and then the Link to Meeting for immediate access to the meeting (or the Waiting Room… keep reading).

1. Click Meeting Name
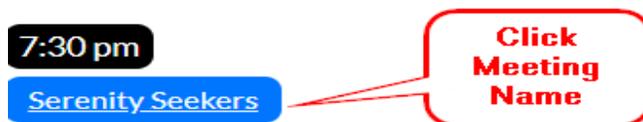
2. Click the Link to Meeting
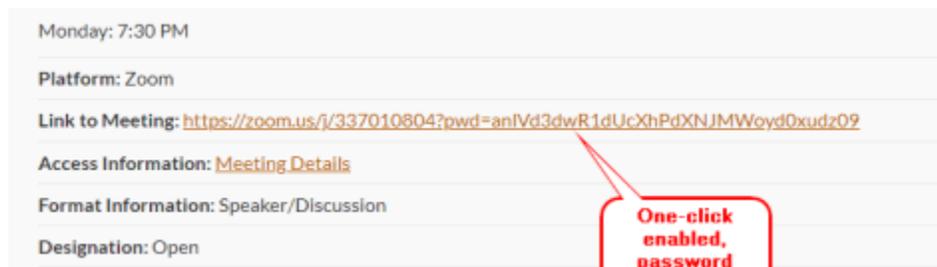
If you choose **Option One**, you do have some deterrents for disruptors; you can keep the "**Waiting Room**" enabled, which again, is now the default. However, should you choose to forego that option, you can disable that feature. More detailed Instructions **here**.

Adding two to four co-hosts, depending on the size of your meeting, is our current suggestion for managing the Waiting Room and for removing participants if necessary. Detailed instructions **here**.

Option Two: Maintain a password, but do not include it directly in the link.

This will require meeting attendees to enter the password manually. This is still a luxury problem and less work than having to get your physical person to a physical meeting. **Bonus: it reduces the likelihood of getting bombed by trolls.**

The password will be posted as a separate number in the meeting page a mere one click away. Waiting Room options and co-host suggestions apply here, there and everywhere.

You will need to **resend the information via a Zoom Meeting Invite to groupservices@chicagoaa.org**. This will give us the complete information necessary to update your meeting page with the password. Please put the meeting name, day, and time in the subject.

Option Two looks like…
   1. Click Meeting Name

   2. Locate password and enter into the Zoom popup after clicking the meeting link
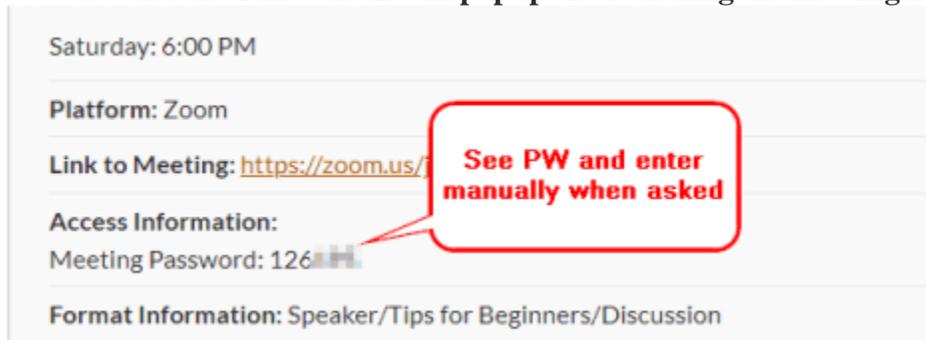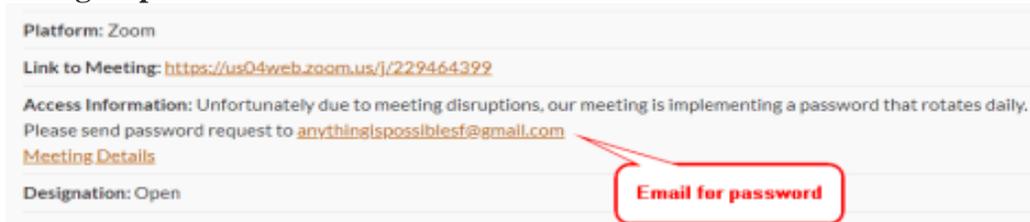

Option Three: Email the Group for the Password
If your meeting does not want to provide the password in the schedule, you will need to provide us with a **group email address** so members can write you for access info. You can circulate your meeting password among your known members while those who are not regulars can email the greeter, if you will, for the password.
In this option, attendees will need to…

   1. Click on the Meeting Name

2. Email the group

Platform: Zoom

Link to Meeting: https://us04web.zoom.us/j/229464399

Access Information: Unfortunately due to meeting disruptions, our meeting is implementing a password that rotates daily. Please send password request to anythingispossiblesf@gmail.com

Meeting Details

Designation: Open

Email for password

We will not list meetings that don't allow for any of the above options as they are not accessible to anyone outside "the know" and therefore not helpful on <u>chicagoaa.org</u> or to newcomers.

That said, keep in mind that we have several other ways newcomers can reach us: 24/7 phone service, <u>help@chicagoaa.org</u> and Help Chat (our online chat tool), all staffed by volunteer members of AA.

NOTE: We learned that sharing meeting passwords on social media is one of the primary ways meeting disruptors are getting meeting information, so you might want to refrain from that practice at this time.

Finally, the Austin Bid for ICYPAA Committee hosted a webinar over the weekend that we will share as soon as the recording is ready. It covers much of the Zoom User Settings for those that are in need of assistance. We request that all meeting updates and changes to your currently listed meetings continue to get routed to <u>groupservices@chicagoaa.org</u> once the new Zoom Meeting Invite has been sent.

Stay tuned and please, *for the love of a few days of smooth sailing*, **share this information with your social media communities** (*but not meeting passwords!*)

All decisions and suggestions will be re-evaluated as the situation continues to rapidly change; **we are doing our best and appreciate your support and understanding.**

Your Chicago Area Service Office