

PARTICIPANT GUIDELINES

We recommend that only the Zoom app be used to start or join a virtual Al-Anon meeting. This is the tool that Zoom is continuing to enhance in an effort to increase the availability and flexibility of options and protocols for those of us who lack the cybersecurity infrastructure of a large corporation.

It is also a security risk to have a browser open while you are in a Zoom meeting, so joining or starting a meeting through a browser increases the chances that your device could be hacked.

Participants should only use the Zoom web portal to download the Zoom app.

MEETING PREPARATIONS

Close all browsers, documents, and interactive software applications on your device, as every open file you bring into a Zoom meeting is a potential gateway for hackers. ***This includes virtual and blurred backgrounds, which are strongly discouraged in an Al-Anon meeting for health and security reasons.***¹ Just as we do in an in-person meeting, we bring only ourselves to a virtual meeting without distractions.

You do not need your own Zoom account to join an Al-Anon meeting, just the Zoom app on your device.

If you do not have the Zoom app yet, you can download the “Zoom Client for Meetings” at <https://zoom.us/download>.

If you do not have a Zoom account, please skip to “Update Your Zoom App.”

If you have your own Zoom account:

1. Sign In at <https://zoom.us/> and, toward the bottom of your Profile page, click **Sign Me Out From All Devices**. Scroll back to the top of your Profile page and click on either your profile picture or a gray head and shoulders in the upper-right corner. On the dropdown menu that appears, click SIGN OUT and *close your browser*.
2. Using your own account, Sign In through the Zoom app, click on the Settings icon just below your initials or profile picture in the upper-right corner of the Home window, select Background and Effects under Settings, and change Virtual Background to “None.”
3. Close the Settings window, click on your profile picture or initials in the upper-right corner of the Home window, then SIGN OUT on the dropdown menu. Please **close your Zoom app** so you can make a clean entry into an Al-Anon meeting.

You are now ready to Join a Meeting.

1. Virtual and blurred backgrounds are discouraged in Al-Anon meetings, as they create a security risk for all participants and a potential health risk for some who attend our meetings. **A blurred background is a virtual background** (generated by the same software) and is an unnecessary distraction in an Al-Anon meeting.

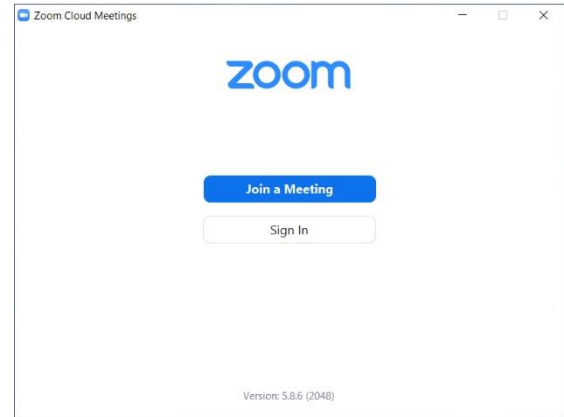
UPDATE YOUR ZOOM APP

Using Your Zoom App To Check For Updates (Windows)

Open your Zoom app.



While the “Join a Meeting” popup window is open, select “Show hidden icons” on your Windows taskbar, right-click on the Zoom icon from this Hidden Icons menu, and select “Check for Updates.” A popup window indicates that “You are up to date” OR the update process begins.



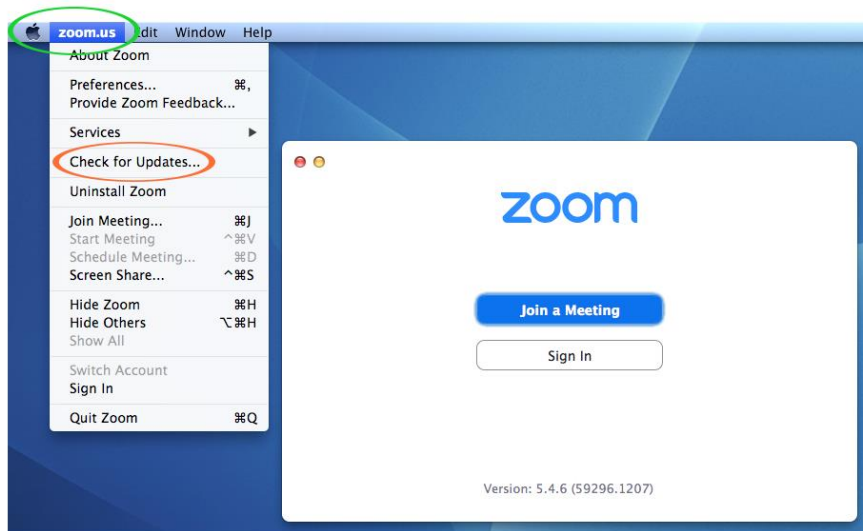
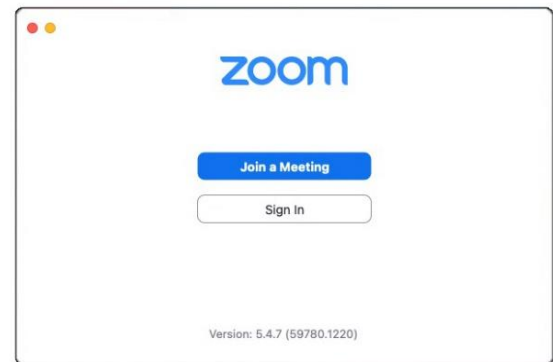
Using Your Zoom App To Check For Updates (Mac)

Open your Zoom app.



This is the window you will see: →

Click on **zoom.us** to the right of the Apple icon on your desktop (circled in green on the sample window below). When the dropdown menu appears, select “Check for Updates” (circled in orange below).



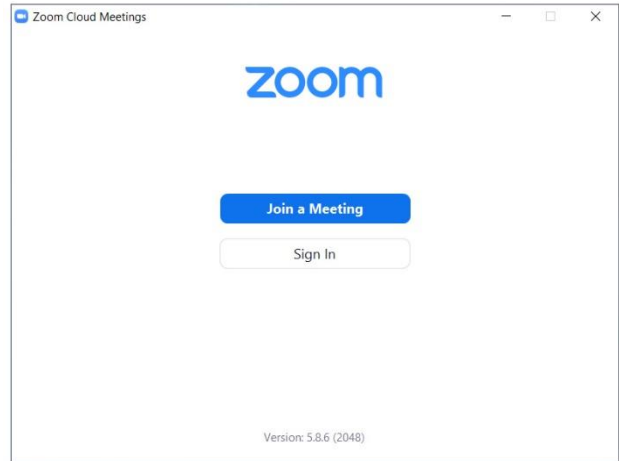
A popup window may appear indicating that “You are up to date” OR the update process will begin. In the latter case, simply follow the instructions.

USING YOUR ZOOM APP TO JOIN A MEETING

Open your Zoom app.

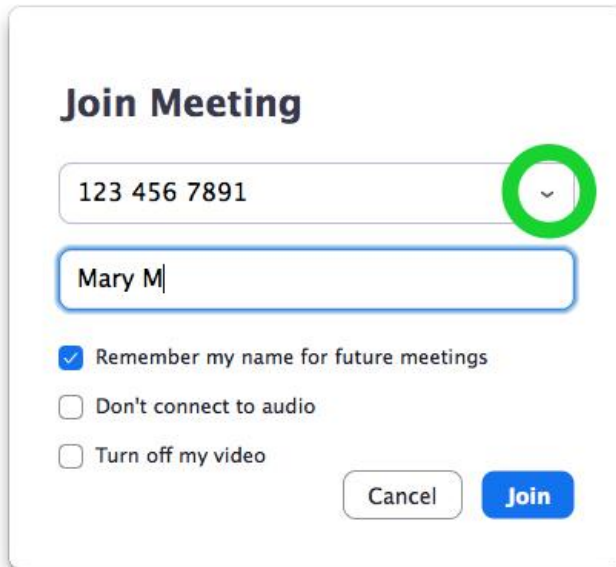


On the popup window (pictured right), click on “Join a Meeting.”



On the next popup window (pictured below), manually enter the Meeting ID and your first name and last initial.² Clicking on the down arrow (circled in green) will also allow you to choose the Meeting ID if you have used it recently.

[NOTE: The only box checked on this popup window should be “Remember my name for future meetings.”]

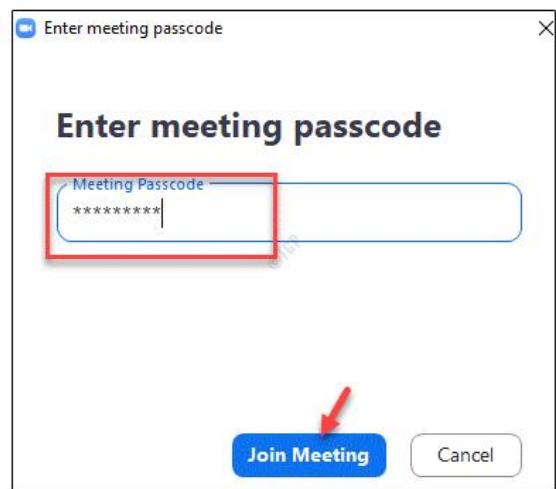


Always join with audio connected and video ON.

Click the blue “Join” button.

On the subsequent popup window (pictured below), enter the meeting passcode. [This area is framed in red on the sample window.]

Click the blue “Join Meeting” button (note the red arrow), and the hosting team will admit you shortly.



While you are in the Waiting Room, you may see a message detailing security protocols. Please follow these instructions. Any delay in admitting you to the meeting room itself can be attributed to safety concerns, so please do not take it personally. The Host or a Co-Host may also send you a Chat message to which you will be able to reply.

2. In some Al-Anon meetings, participants are not able to rename themselves; so it is best to do it here.

IN-MEETING ETIQUETTE

In preparation for the meeting, gather your reading materials. As we do in an in-person meeting, we will be reading from one or more books, pamphlets, and/or other published/printed resources.

Please arrive at least ten minutes before the meeting is scheduled to begin so you can adjust your device and get yourself settled.

Once you enter the meeting room, please ensure that your video is ON so you can be seen by the hosting team. If you enter the meeting with your video off, you are likely to receive a Chat message from a member of the hosting team asking you to start your video briefly; and you will be able to Chat back. Another option is that a banner may appear across your screen requesting that you start your video. Please comply.

If you do not respond to the request to start video, you may be returned to the Waiting Room where you will receive another Chat message. Some meetings will remove participants who are unwilling to show video for identification. If you are removed, you will not be able to return to the meeting until the following week.³

To minimize distractions for other participants in the meeting, please sit as still as you would in an in-person meeting. If it is necessary for you to do something other than sitting attentively, please stop your video.

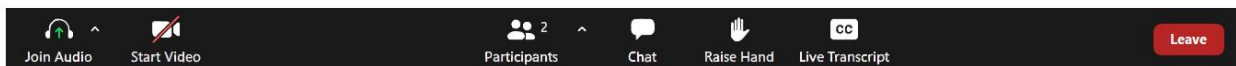
When you stop your own video, you will be able to start it again. However, if a member of the hosting team stops your video because you are too distracting, you will need to send a Chat request to have your video started again. A banner will appear across your screen in response to this request so you can start your video in collaboration with a hosting team member.

Please remain muted throughout the meeting unless you are reading or sharing.⁴

At some point, and at the Host's discretion, the meeting may be locked without notice. You are free to leave after the meeting has been locked, but you will not be able to return.

IN-MEETING FEATURES

The Zoom menu bar appears at the bottom of the Zoom window; and from left to right, you can mute/unmute your audio, stop/start your video, view a list of participants, send and receive chat messages (when the Host opens Chat), raise/lower your virtual hand, view a live transcript, and leave the meeting.



In Gallery View on a desktop or laptop,⁵ the Zoom window displays up to 25 video thumbnails of meeting participants per gallery screen (through which a participant can scroll with left and right arrows) and up to 49 video thumbnails in Full Screen mode. In Speaker View, the participant sees in the Zoom window only the individual who is speaking at that time.

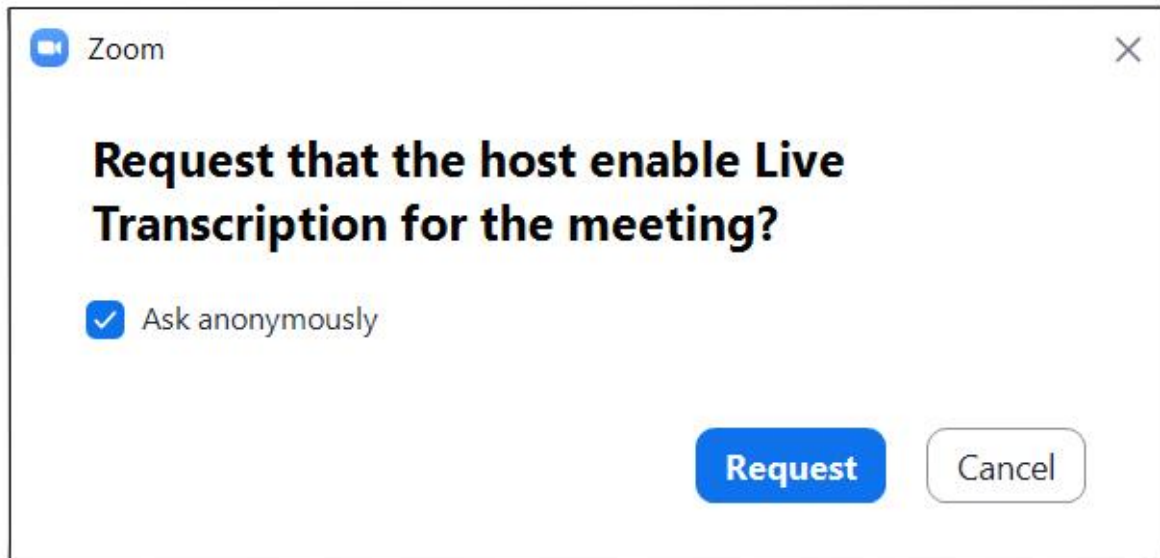
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3. If you are removed accidentally, it may be possible for you to return to the same meeting while it is underway by using a different device.
 4. Some AI-Anon meetings may not allow participants to unmute themselves.
 5. On a smartphone, iPad, or tablet, as few as four participants at a time can be viewed.

By clicking on “Participants” in the Zoom menu bar, a list of all meeting participants appears to the right of the Zoom window. When hands are raised during the meeting, the Host and Co Host(s) will be able to see the names attached to these hands in the order they were raised.

By clicking on “Chat” in the Zoom menu bar, this feature will appear. Using this feature, you will be able to Chat directly with the Host or Co-Host(s). During the last fifteen or twenty minutes of the meeting, Chat may be opened for Everyone so that phone numbers can be provided to newcomers and information can be posted for all participants regarding literature, Tradition Seven, and program-related announcements.

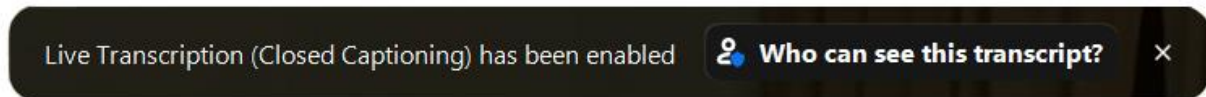
ACCESSIBILITY: LIVE TRANSCRIPTION AND CLOSED CAPTIONS

When the **CC Live Transcript** icon appears on the Zoom menu bar, this indicates that Closed Captioning has been activated within the group’s Zoom account. If this feature has NOT been enabled by the meeting host, any participant can click on the **CC Live Transcript** icon to view the following popup window.



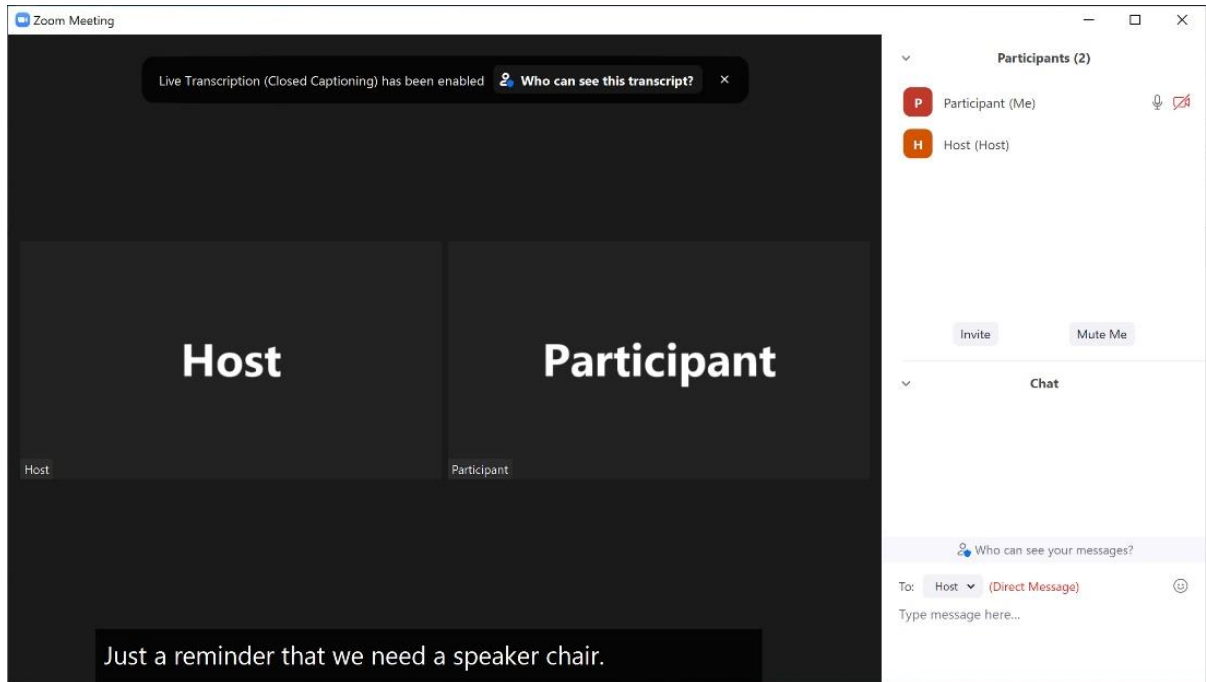
Check “Ask anonymously” if that is your preference and click on the blue Request button.

The following message will appear above the top row of video thumbnails in the Zoom gallery when Live Transcription is enabled. Click the X at the right to make it disappear.

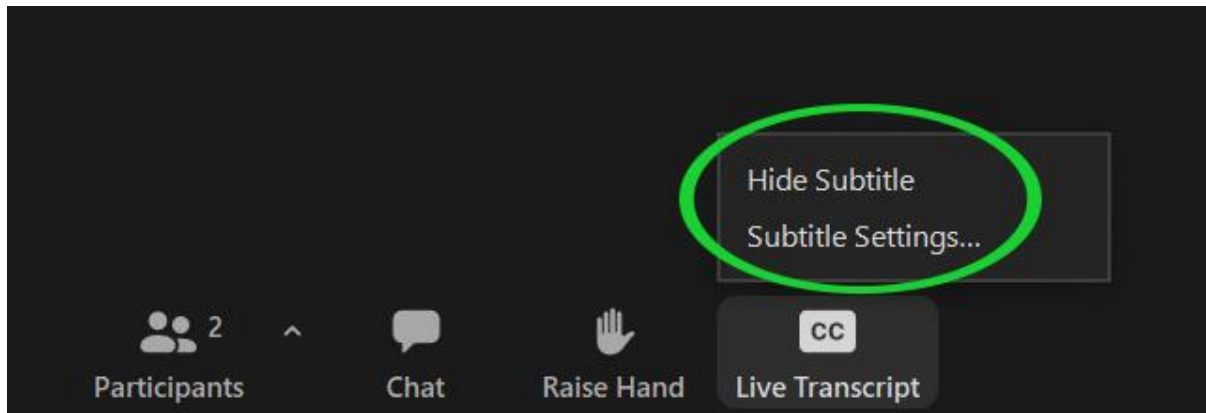


The message behind “Who can see this transcript?” will be incorrect, as the transcript will NOT be saved as a security measure to protect the anonymity of all participants.

Closed captions will appear at the bottom of the Zoom gallery above the Zoom menu bar. “Just a reminder that we need a speaker chair.” is the example shown below. Video was stopped for our Host and Participant in this sample screenshot to protect their anonymity.

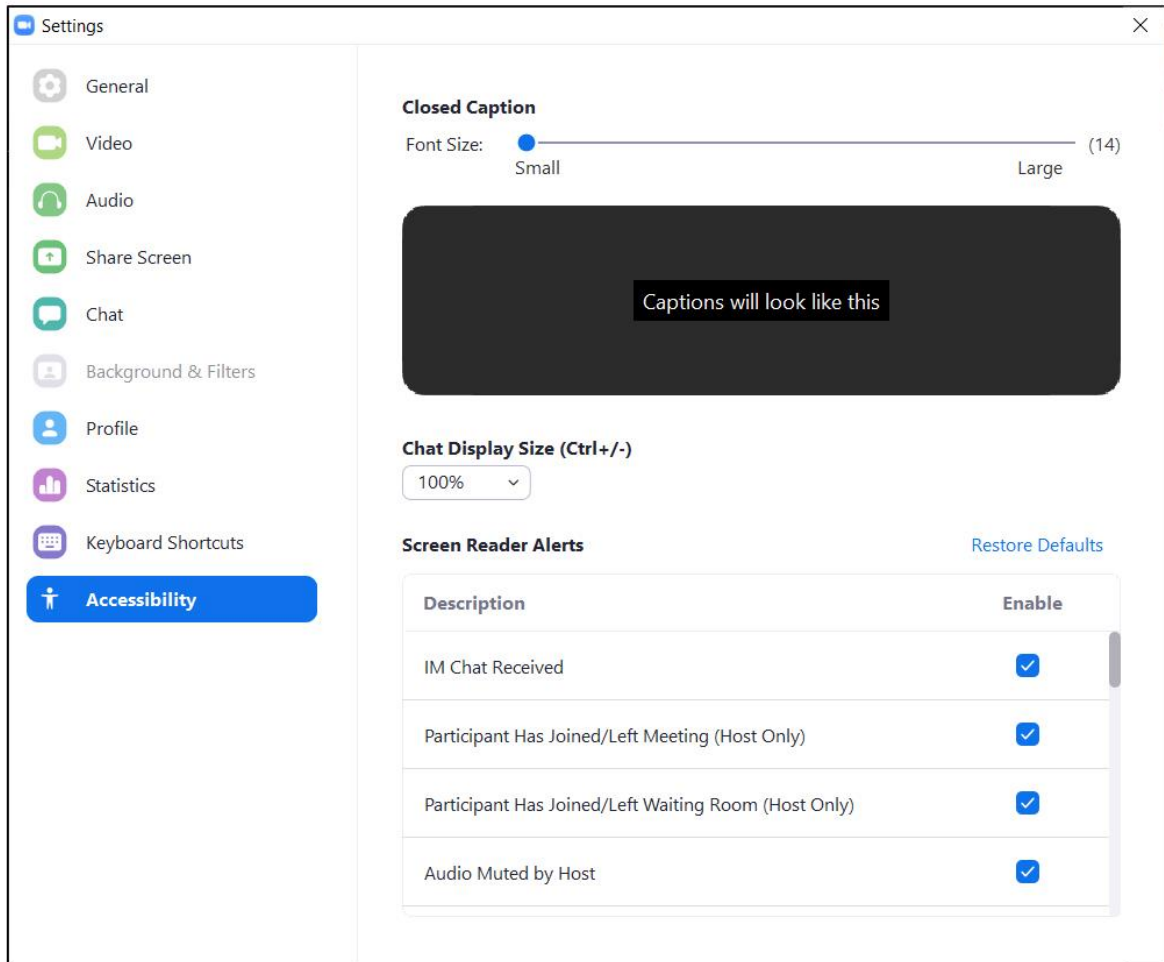


To adjust the size of the captions and to Show/Hide Subtitle, click on the **CC Live Transcript** icon to view the menu.



Clicking on “Subtitle Settings...” (circled in green above) will open the Accessibility Settings window (pictured on the next page).

This is the Accessibility Settings window:



You can use the Font Size slider bar (near the top under “Closed Caption”) to adjust the size of your captions, then click on the X in the upper-right corner to close the window.

LEAVING A MEETING

To leave the meeting you are attending, click on “Leave” (in red to the far right on the Zoom menu bar), then click the confirmation “Leave the Meeting” button that appears (also in red).

If you wish to return to that same meeting after leaving, and the meeting has not been locked, you can do so by following the instructions for “Using Your Zoom App To Join A Meeting” (see page 3). If you do this more than once or twice, however, you may be placed in the Waiting Room and then removed from the meeting by the Host or Co-Host(s), as this scenario typically raises a security concern.