How to Participate in Virtual Meetings

What is a Virtual Meeting?

A Virtual Meeting typically means a meeting held with video, voice and text chat capacity in place of an in person meeting. Many ACA meetings are now using using Virtual Meetings in place of in person meetings due to concerns around COVID-19.

There are also many Phone Meetings available. These are voice only meetings that you use your phone to dial in and join. You can find out more about phone meetings here:

https://adultchildren.org/resources/phone-meeting/

What is Zoom?

Zoom is a Video Conferencing Software that many groups and individuals are using to host Virtual Meetings. Video Conferencing Software allows for video, voice and text chat capabilities. Zoom is widely used and the most likely platform for most Virtual Meetings. Other video conferencing software includes Blue Jean, Google Hangouts and Skype.

How do I join a Zoom meeting?

There are multiple ways you can join a Zoom meeting.

When you see Zoom meeting listed it will look something like this:

Topic: Thursday 5:30pm ACA **<~~~~~~~~ The title or topic**

Time: Mar 19, 2020 05:30 PM Pacific Time (US and Canada)
        Every week on Thu, **<~~~~~ The date and time**

Join Zoom Meeting
https://zoom.us/j/335157839   **<~~~~~**

The computer or phone link to join via Web Browser, Desktop Application or Phone Application (more details on installing software are in the next section)**. This will automatically join you to the Virtual Meeting using the correct Meeting ID**

Meeting ID: 335 157 839 **<~~~~~**

The meeting ID. You would enter this directly from the Zoom Web Browser, Desktop Application or Phone Application if you do not have the specific meeting link.

One tap mobile
+16699009128,,335157839# US (San Jose) **<~~~~~**
+13462487799,,335157839# US (Houston) **<~~~~~**

If you click these numbers your phone will automatically dial in the phone number, PLUS enter the meeting code for you (if this doesn't work on your phone see the next section below)**. You will not be able to use the Video or Text Chat feature if you dial in this way. It's the same as a typical Conference Call.**

Dial by your location **<~~~~~~~**

If the One Tap Mobile numbers are not working for you, then you can dial into any of these phone numbers and then provide the Meeting ID when prompted. This is similar to dialing into a Conference Call

   +1 669 900 9128 US (San Jose) **<~~~~~ Local numbers to dial in**
   +1 346 248 7799 US (Houston)
   +1 301 715 8592 US
   +1 312 626 6799 US (Chicago)
   +1 646 558 8656 US (New York)
   +1 253 215 8782 US

Meeting ID: 335 157 839 **<~~~~~ Meeting ID to enter after you dial into the local number**

Find your local number: https://zoom.us/u/abVO7Jifvt **<~~~~~**

Additional local numbers if yours is not listed

How do I use Zoom on my computer?

There are two ways you can use Zoom on your computer.

Web Browser - This does not require any special software installation and you do not need an account to join a meeting that has already been created by a Meeting Host. You join the meeting on a Web Page via your Internet Browser (Safari, Internet Explorer, Firefox, Chrome).

https://zoom.us/join

Desktop App - This is dedicated software that you can install on your computer that will open automatically when you click a Zoom meeting link. Desktop software tends to have easier to use features and runs faster.

https://zoom.us/client/latest/ZoomInstaller.exe

How do I use Zoom on my phone?

You can download Zoom from the App Store for Free (for iPhone) or Google Play (for Android)

iPhone:

https://apps.apple.com/us/app/id546505307

Android:

https://play.google.com/store/apps/details?id=us.zoom.videomeetings

# Do I need to install Zoom to join a meeting?

No.

- You can dial in by phone with the numbers provided by your Meeting Host and listed in the invitation.

- You can use the Web Browser version by either clicking the link provided by the Meeting Host or visiting https://zoom.us/join and entering the Meeting ID.

How does it work once I'm in the meeting?

You may be prompted to 'Join with Computer/Phone/etc. Audio'. Accept this and any other prompts that may appear regarding Audio and Video as best you understand.

Most of the automatic settings will work for the average user. Unless you have special equipment you will not need to adjust any settings to get started.
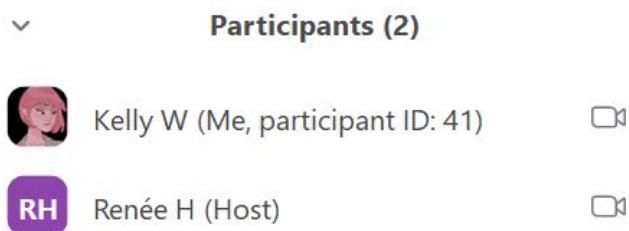
Menu Bar
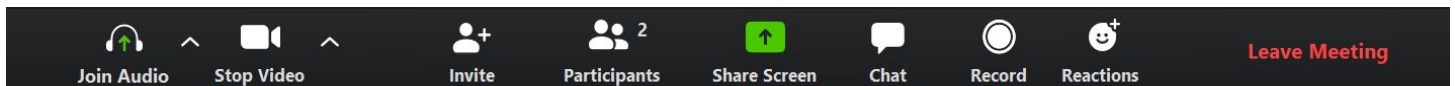
~~~ NOTE ~~~ The Menu Bar may look different on Mac, PC and Phone.
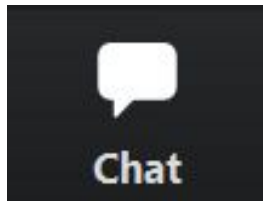
Participants

Click this to view a list of Participants in the Meeting. This will also allow you to see who has Raised their Hand, Names of Participants and if their Audio or Video are active or Muted.

This also allows you to access the 'Raise Hand Feature'.

Chat

This allows you to access the Chat feature. You can select if you send a Chat to Everyone, or select an Individual Participant to message them directly.
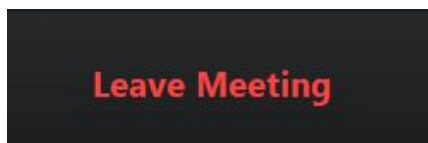

~~~~ Crosstalk rules apply in Chat the same way they would if you were talking in person. Do not interrupt a share with posting to the Chat ~~~~~~

The Meeting Host may use this feature to share links to Readings or other Materials.

Leave Meeting

This will disconnect you from the Meeting. Your Video and Audio will be disconnected and you will not have access to the Chat.

You can rejoin the meeting as long as the Host still has the meeting open. Once they end the meeting you will not be able to rejoin the meeting or see items in the Chat windows.
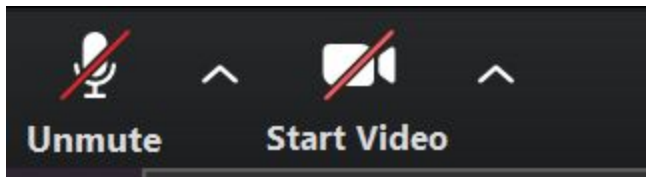
Video and Audio

If you did not select Audio when joining you will see an icon letting you know you need to join with Audio. Click the Arrow and select the Audio option for you Computer or Phone.

Once you join you will see videos of all current participants. You can disable your Video at any time by clicking the Video Camera Icon located at the bottom of your screen. You will still be able to view other people's video even when your camera is turned off.

Video will work on your Computer and Phone. It will not work if you dial in by phone number rather than joining the meeting through your web browser, desktop application or phone application.

Muting and Unmuting

~~~~ It is important that you keep your microphone Muted unless you are speaking or keeping time for a meeting ~~~~~

If too many people are Unmuted the sound will echo and be distorted.

The Meeting Host will be able to Mute and Unmute participants of the meeting. You can also check to make sure you are Muted by looking for a Red Line through the Microphone Icon at the bottom of your screen.

Gallery View

The Gallery View option will sometimes appear in the top Right corner of the screen.

Gallery View allows you to see images of many Participants at once. If there are more than will fit on the screen, you will see an arrow to the Left and Right which will allow you to shift views to the next set.

This option is only available when using Zoom from your computer. You may need to select 'Full Screen' to view everyone.

Raising your hand

Many meetings will use the Raise Hand feature to call on people for sharing, volunteering to read and taking votes during group conscious.

Typically, this option will be in the Participants Icon in the Menu Bar.

~~~~If you do not see the Raise Hand option, you can try Clicking on your name, or selecting the More option in the Menu Bar or Participant List~~~~

Once you Raise your Hand - a Hand Icon will appear next to your Name.

You will then have the option to Lower Hand.

The Meeting Host will also be able to Lower Hand for you.

How do I stay anonymous if I'm Participating in a Meeting?

- You can create a Zoom account with an anonymous email and set up a profile for ACA meetings specifically. This is especially helpful if your regular Zoom account is tied to your Work or Family accounts.

   Many email services such as Google, Yahoo and Microsoft let you create email addresses simply and for free.

- You can join the meeting from the Web Browser without signing into an account.

- You can adjust your username once you are inside the meeting if it's displaying your full name. You can also edit this in your profile.

- You can dial in via the Phone Numbers and not participate in the Video or Text Chat.

~~~ PLEASE NOTE ~~~~

If you are using your employers computer or phone you may want to join meetings from your Personal Computer or Personal Phone.

Company and Institution computers and phones may be searched or accessed by your employer without your explicit consent or knowledge.

How do I Host an anonymous Meeting?

Thanks to our friends in the AA NY Intergroup we also have suggested setting and defaults you should adjust if you plan to Host a Meeting to further protect Participants anonymity.

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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*

For additional information on Hosting Meetings - please refer to the Zoom Help page:

https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars

Additional Resources

Tutorials

Zoom provides easy to use video tutorials, training and basic information for new users.

https://zoom.us/docs/en-us/covid19.html

Try it out!

You may want to try out the software before joining a meeting to get familiar with all the options and features. You could even try to create or join a Virtual Meeting with a trusted friend so you can try things out without feeling pressured during a meeting.

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We're all learning as we go and experimenting with this new situation - so remember to be gentle and kind to your inner child and patient with others. This can also be an opportunity to attend meetings you may not have been able to make in the past and to expand your ACA network!

~~~ On this day I will be patient with my recovery process, acknowledging that I am giving myself a wonderful gift ~~~~

~~ Strengthening My Recovery pg 89