

Zoom Etiquette

PARTICIPANTS

- Attend the meeting from a quiet location. Put noisy pets in another room.
- Protect the anonymity of others by attending from a private location.
- Don't use your phone or other device to let someone remote to you listen in unless the Group Conscience agrees. Reveal that you'd like to let someone listen in to the Host or Chairperson. A quick Group Conscience can be taken.
- Don't use your phone or other device to record any part of the meeting without the consent of everyone in the meeting.
- Use headphones or ear buds if there are others around you.
- If you are concerned about your own anonymity, change your screen name by clicking on the ellipses (...) in the window of your personal image/icon. Select "Rename" to do this.

To ensure greater anonymity, you may wish to turn off your video camera.

- Mute yourself when not speaking.
- Mind the time. Keep your sharing time as short as you can.
- Please keep in mind common standards of decency and consideration when sharing. The use of vulgarity, profanity and insulting language is discouraged.
- Use discretion: Avoid discussions of outside issues such as politics, religion, other substance-abuse issues, etc. unless they constitute your own alcoholism-related experience, strength and/or hope. Be especially mindful of the 6th and 10th Traditions.
- Anonymity, Privacy and Confidentiality: "Anonymity is the spiritual foundation of all our traditions..." Please respect this and treat in confidence who you see and what you hear.
- While unmuted, avoid conversations with someone where you are or by phone.
- Silence your phone at the beginning of the meeting.
- Use the Chat to "Everyone" feature sparingly. It can be distracting when used too often.

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- You can add a virtual background to your image by going to the preferences section under the zoom.us menu and select "Virtual Backgrounds". Backgrounds display better if there is an uncluttered wall behind you.
- To raise your hand in a Zoom meeting, click "Raise Hand". If you don't see that, it is because the Host has disabled that feature.

When you click the Raise Hand icon, a hand icon will appear next to your name in the participants list that will notify the host your hand is raised.

When you want to lower your hand, you can click the hand icon again and your hand will be lowered.

Keep in mind that a host can lower your hand for you, as well as disable the raise hand feature altogether.

- If you are using video, speak to the camera.
- Don't disrespect people in the meeting, especially the current speaker, by making faces, making gestures with your hands, changing your background, or rotating your camera image.
- If you are joining a meeting by phone, identify yourself (first name plus initial) to the Host so they can change your screen name.
- Expect that you could be removed from the meeting by the Host if you are not responsive to questions and requests directed at you.
- If you are concerned about revealing your physical location or people seeing into your house, sit with your back to a wall or curtain.
- Do not make solicitations or requests for support of any activity or product that is not AA-related.
- Join the meeting early and stay on after the meeting for Fellowship!
- Remember Rule 62.

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HOSTS

- Disable the "Record" feature for all meetings.
- To reduce cross talk while the meeting is underway, the host can disable the chat feature
- Ask people who have joined by phone to identify themselves (first name plus initial) and change their screen name so participants know who is present.
- It is helpful to mute all participants when the meeting begins, and unmute individuals doing a reading and, of course, the speaker. Remember to mute readers when they have finished.
- Use the "Share" screen feature to display readings. For example, the "Blue Card", Preamble, Steps, Traditions, etc. Have these documents open on your computer prior to launching the meeting so they can be called up quickly.
- Meetings proceed most smoothly when there is a Host working "behind the scenes" while the Chairperson (with Co-Host privileges) conducts the meeting.

The Host can be screening and admitting participants, helping participants change their screen names, and using the private Chat feature to communicate silently with the Chairperson.