

AA Zoom Host, Co-Host Responsibilities

Host / Co-host Training

12 Step Study Group of AA

<https://www.aagroupusa.com/>

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First Off – Our website

We highly recommend looking at the posted materials under “Secretary Signup Sheet” on aaegroupUSA.com. There are many .pdf documents to support the smooth running of our nightly meetings and our other meetings that have been born from its example.

Another area to study (for those that want to about all things related to zoom is “Zoom Support links”, also on the site. And last (but not least) be aware of the extensive amount of readings in the form of AA published pamphlets on the “For the Newcomer” webpage on the site.

Meeting Documents

All of the meeting information necessary to run our meetings can be found at [Secretary Signup Sheet - 12 STEP STUDY GROUP OF AA \(aaegroupusa.com\)](#). When you follow that link, you will find everything!

The meeting documents, announcements, pdf files are contained either at the above link and at the bottom of every webpage.

Host and Co-Hosts

Let’s look at a couple of definitions so we can have a common vocabulary.

A “Participant” is anyone who is in the meeting. Each meeting can also have a “Host” who is a participant, but the host has more controls than a Participant. The Host can designate one or more “Co-Hosts”. Co-Hosts have all the powers that a host has but one - they cannot create other Co-Hosts.

Claiming Host:

Each meeting should have a Host and preferably several co-hosts. As the Host (or co-host), you have Zoom superpowers - you can control the meeting and you can control participants. In order to claim the host (if you are the Secretary or a Trusted Servant to the meeting), open the participants list. Down at the bottom of the Participants box there are several controls. If there is not a designated host, one of the options will be to “Claim Host”. This is useful if for some reason the host in the meeting has lost his / her connection to zoom.

Delegating Co-Hosts

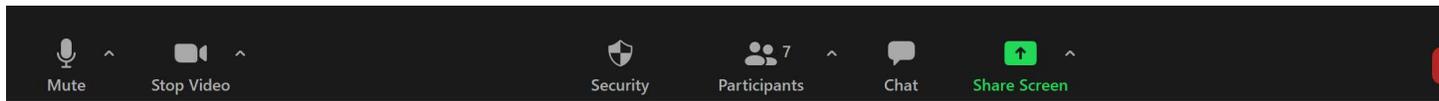
Now that you have host superpowers, you should give these powers to other trusted members. That will share the power and allow them to act independently. To give them co-host powers, hover over their name in the Participants List and you can hit the drop-down box that will appear after you mouse over them and one of the options will be “Make Co-Host”. It’s that easy.

Warning - Only make trusted people your co-host! If you mistakenly make someone co-host, you can use “remove co-host” to remedy the error.

The Zoom Meeting window layout

“HollywoodSquares” (main body of the window) this is a checker board square of participants and can be multiple pages for a large meeting.

Along the bottom of the window are 6 options



- Mute
- Start Video
- Security
- Participants
- Chat
- Share Screen
- End

Mute

Allows each participant to Mute / Unmute their own microphone

Start Video

Allows each participant to Start / Stop their camera (video) from showing their image to the rest of the meeting

The Participants List

The Participants List shows you everyone that is logged into the meeting.

At the top is the “Waiting Room” (shows who wants to enter the meeting).

Next is who is “In the Meeting”; It looks like a jumble of names, but there is a specific order to it:

- You - your name will be listed at the top
- People with their little blue hands up (in the order that they raised their hand)
- The Host & Co-Hosts
- Unmuted participants (sorted alphabetically)
- Phone numbers with no names attached
- Muted Participants (sorted alphabetically)

So, if you get hacked, the bomber will generally be an unmuted participant.

They will holler and scream and therefore will dominate the view (if you are in gallery view). You should be able to get their name and then filter on their name in the participants list. Once you filter them, they won't get automatically re-sorted and you should be able to better remove them.

They are, however, like slippery fish and it may take a second or two to figure out who they are and how they have named themselves.

How to Admit Members

The host should assign ONLY ONE co-host to monitor the waiting room. This is so that multiple people don't click on the "admit" button at the same time which can cause the screen to jump around and allow accidental muting of the host. (a zoom weakness).

The Zoom Group Chat

The chat has a scrolling window of both public and private chat messages. Public chat messages are broadcast to ALL meeting participants (no exceptions). Private chat messages are directed to only a single participant in the meeting. Co-hosts monitor the chat window for inappropriate content. We advise people not to discuss NON AA topics and especially not to post private phone numbers and email addresses. (this is for their own security because of the size of the meeting).

Screen Sharing

Our meeting shares the screen during our meetings. One Host (or Co-Host) should have the documents that will be used in the meeting open on their computer.

Remember, all the documents can be found at [12 STEP STUDY GROUP OF AA - Home Page \(aaegroupusa.com\)](http://aaegroupusa.com) at the bottom of every page and also the books are here [AA Books \(online - FREE\) - 12 STEP STUDY GROUP OF AA \(aaegroupusa.com\)](http://aaegroupusa.com)

How to Share your Screen

On the bar at the bottom of the Zoom window is a green button called "share screen". Once you hit that, a menu should pop up with three tabs - Basic, Advanced and Files.

- Basic - Basic shows you all of the windows that are open on your desk as well as a representation of your entire desktop. Each window is separate and the selected window has a blue background. We use Basic to display share files.
- Advanced - Allows you to feed a plugged in camera or music and sound files. We don't use Advanced.
- Files - allows you to open files that are on the web, in Dropbox, Microsoft Online, Google Drive or Box. We don't use Files.

Once you identify the file that you wish to share, double-click it and you will begin sharing. You will know that you are sharing the file because the Zoom window will move up to the top of your screen. It has a button up top that says "stop share" which you will use to stop sharing.

When you are sharing a window, you should be aware that whatever your mouse is doing over the window will be shared as well. If you have other tabs open (like to AA.org) that will be available to you as well.

Opening the Meeting

Serving as a host for our meetings is an important part of carrying the AA message. We suggest that the host open the zoom meeting session at least 20 minutes prior to the beginning of the meeting. This allows him / her to admit the co-hosts to the meeting and assign co-host permissions and tasks for the night.

Security Shield

When you are the Host or Co-Host, there will be a new icon at the bottom of your screen (added in December 2020), either in the gallery view or the speaker view. The new icon looks like a little shield and is entitled “Security”. When you click on the shield, there are 6 important options listed:

- Lock Meeting - this effectively “locks the door” to the meeting. Nobody can join the meeting while the door is locked. This locks the meeting to all outsiders. Some groups agree that they will “lock the doors” after the meeting has started. Remember, if you lock the meeting, nobody can join until the meeting is unlocked (or the meeting ends). The 11th Step Meeting uses “Lock Meeting” selectively, after the meditation has started.
- Enable Waiting Room - this creates a “holding area” where people are put until you (or a co-host) can allow them to join the meeting. Some meetings have a waiting room by default, others don’t. Remember, the only person that allows someone to enter the meeting from the waiting room is a host (or co-host), so having a waiting room means that there is more work for the co-hosts to do. When someone is in the waiting room, you (if you are a host or co-host) can chat with them to see who they are and whether they belong. Our group always uses the waiting room by default” to monitor admitting.
- Allow Participants to: Share Screen - Our meetings are set up so that the host (or cohost) are the only ones that can do screen sharing. This is good because if you had it wide open, then anyone could share anything such as inappropriate images or content. Our meeting does not allow participants to share screen - only the Host or Co-Hosts.
- Allow Participants to: Chat - this controls whether or not a Participant can post into the chat box. If it is checked, everyone can post to the chat. If it is unchecked, only the hosts can use the chat function. Our meetings allow people to chat as well as have private chats.
- Allow Participants to: Rename Themselves - this controls whether participants can change their name. In our experience, one of the bomber tricks is to grab the name of a valid participant. Once that happens, you don’t know whether a bomber is legit or not.

By Group Conscience, our nightly meeting does not allow Participants to rename themselves.

- Remove Participant - this control will give you options about managing the participants. You can remove participants from the meeting (not allowing them to log back in) or you can put them into the waiting room where you can deal with them directly via the chat. Once removed a participant cannot rejoin the meeting.

What to do if the meeting gets zoom hacked

A Typical Zoom Hacker Profile: In our experience, the typical hacker is about 13 years old, male, probably consistently inappropriate. Into computers, of course. Undeveloped sense of humor. Awkward. We've all been there!

Who knows what their motivation is, but the bottom line is that they are immature and pretty unsophisticated. Their primary "thing" isn't particularly malicious, but they do try and disrupt as much as possible by being loud and "clanging pots". Sometimes zoom hackers can be organized and swarm the meeting all at once. This is why, for the Nightly Meeting we suggest several co-hosts.

First, relax. There is no need to panic. Take a breath.

You aren't going to hear anything that you haven't heard before. Nobody is going to jump out of the screen and physically attack you! It's unnerving, but really more of an annoyance than anything else.

The hackers are like crazy, muttering people that you see sometimes. Just cross the street and be on your way. You are physically safe. If inappropriate content is being displayed don't take it personally. In a way, it's not even real, it's just some image or emoji that the hacker "wants to have fun with".

TO DEAL WITH THEM:

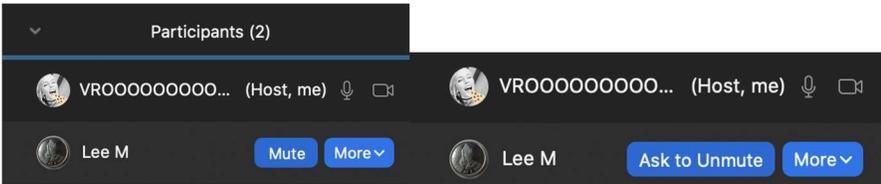
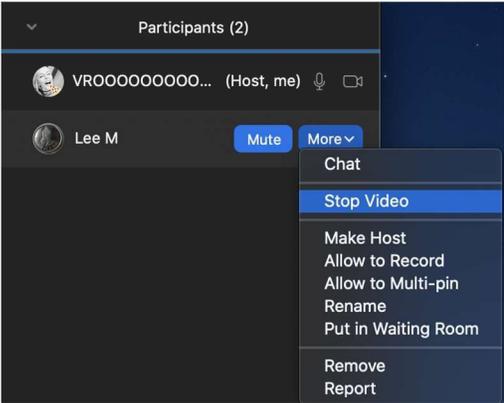
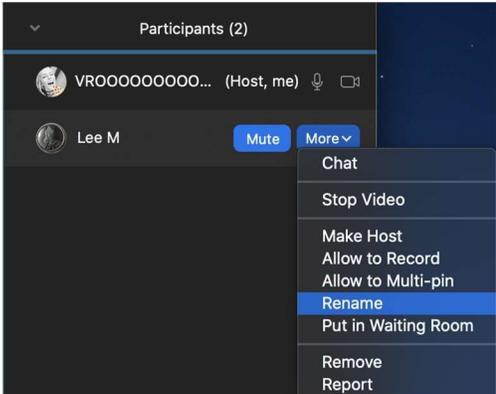
- Click on "mute all", this will silence them, next order of business is to make the meeting safe. (make sure the "allow participants to unmute themselves" option is unchecked)
- Go to the security shield and "lock the meeting". (this keeps new hackers from entering the meeting)
- Go to the security shield and "turn off chat". (this prohibits vulgar comments from going to the meeting participants)
- You should be able to see the name of the disruptor
- Type name in the search bar (at the top of in manage participants)
- Hover your mouse over the name
- Select "Remove" - that will remove the participant from the meeting.

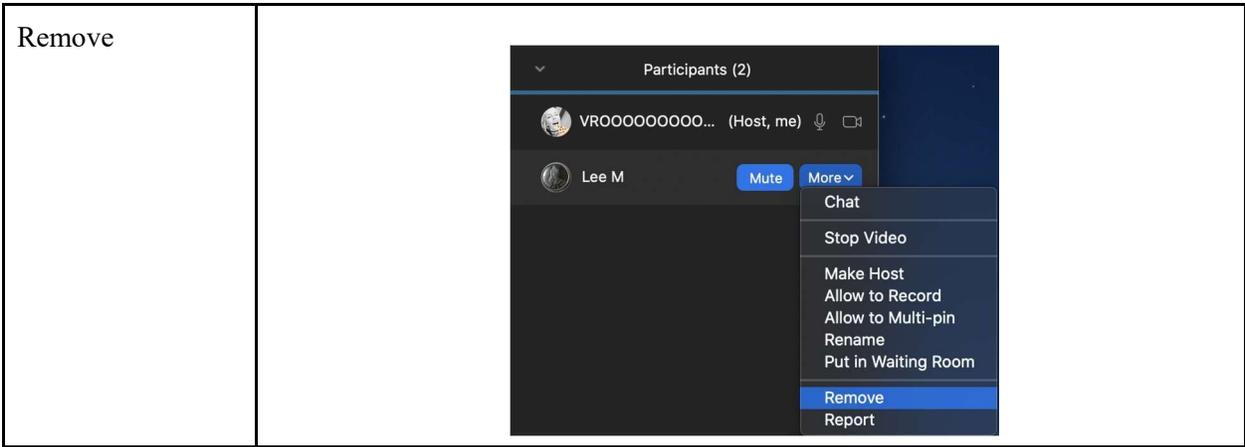
Our meetings are set up so that once a person is removed, they are not allowed to rejoin a meeting that is in progress. Also they will not be able to rejoin future meetings from the device that they used at that time.

Zoom Functions used by host / co-hosts

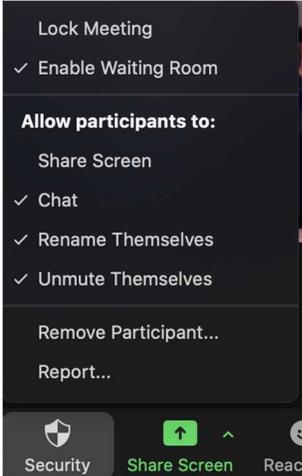
There are various ways you can mute/unmute members or shut off someone's video. You can click on the small drop down menu on that person's square in the meeting where you will find various options, including options to mute/unmute/raise hand/remove from meeting and rename (please see table below) During the meeting we keep everybody muted until someone is going to share. Generally, one of the cohosts will use the “Ask to Unmute” function prior to someone sharing. If you notice someone has their mic unmuted and has loud background noise, you can mute them.

Commonly Used Zoom Functions and how to access

Mute/Unmute	 A screenshot of the Zoom participants list. At the top, it says 'Participants (2)'. There are two participants listed: 'VROOOOOOOOO... (Host, me)' and 'Lee M'. For 'Lee M', there are two buttons: 'Mute' and 'More'. For the host, there are buttons for 'Ask to Unmute' and 'More'.
Stop Video	 A screenshot of the Zoom participants list. The 'More' menu for 'Lee M' is open, showing options: Chat, Stop Video, Make Host, Allow to Record, Allow to Multi-pin, Rename, Put in Waiting Room, Remove, and Report. 'Stop Video' is highlighted in blue.
Rename	 A screenshot of the Zoom participants list. The 'More' menu for 'Lee M' is open, showing options: Chat, Stop Video, Make Host, Allow to Record, Allow to Multi-pin, Rename, Put in Waiting Room, Remove, and Report. 'Rename' is highlighted in blue.



Zoom Security Features



If you click on the Security button located on the bottom left of your screen, you can find various security features (please see image).

We generally always have the chat on, but don't allow members to unmute or rename themselves during the meeting.

The chat is always enabled unless we are experiencing some Zoom "bombing", and people are disrupting the meeting;

In which case we will disable the chat until we can find and remove the problem members and continue on with the meeting.

Meeting Checklist

Here is a summarized meeting checklist for meetings. We aren't formal about all of this, so take it as a general suggestion.

<p>30 minutes (or so) before the Meeting</p>	<p>Log into Zoom:</p> <ul style="list-style-type: none"> • Claim Host (if not claimed already) • Set Security Preferences (the Shield) • Allow Participants to Share Screen: Not Checked • Allow Participants to Chat – Checked <ul style="list-style-type: none"> • Allow Participants to Rename Themselves - Checked • Allow Participants to Unmute Themselves – Checked • Not Checked after meeting starts • Open documents for the meeting so you are prepared • Open the format of the meeting • Open all of the meeting's readings (each in a separate tab or window) <ul style="list-style-type: none"> • Change multipage documents to show page-by-page rather than continuous • Open the chatbox.doc so you can cut/paste announcements • If you are the Host, begin to add Trusted Co-Hosts
<p>Approximately 15 Minutes before the Meeting</p>	<ul style="list-style-type: none"> • Make sure co-hosts have been assigned tasks for the night. • Start them monitoring the Waiting Room <ul style="list-style-type: none"> • Change Security Preferences • Allow Participants to Rename Themselves – Not Checked • Allow Participants to Unmute Themselves - Checked <p>Be on the lookout for Hackers - Remove disruptive people if they appear</p>
<p>When the Meeting Starts and During Meeting</p>	<ul style="list-style-type: none"> • For Nightly Meeting, turn off “allow unmute” – Not Checked • Help the meeting Secretary with Lowering Hands, mute anyone missed • Co-Hosts can share appropriate documents • Post timely announcements from the Chat box doc • Be on the lookout for hackers - Remove disruptive people

Keep Your Version of Zoom Current

Ensure you are running the latest Zoom version

Zoom is constantly updating their security systems. As of this writing (December 2020), Zoom is up to Version 5.4 with new security features. Make sure you are running the latest (and most secure) version.

To do this, hit “update” from the zoom menu at the top of your screen (on a PC or Mac). Check for updates in your App Store if you are on a tablet or a handheld device like a phone.

Business Meeting Policies and Minutes

The 12 Step Book Study Group has it’s month Business meeting on the First Tuesday of the Month. Consult the meeting schedule on our website.

Our business meeting is continuously updating our meeting policies and minutes from our business meeting. The most recent version, including all agreed-upon policies can be found at: [Business meeting agenda - 12 STEP STUDY GROUP OF AA \(aegroupusa.com\)](https://www.aegroupusa.com/business-meeting-agenda-12-step-study-group-of-aa)

Version Changes (of this document)

V1 Created document based on input from other AA Zoom Groups who graciously allow this content to be available to other AA Groups.

- Created December 2020