Zoom Hosting Information and Suggestions

Overview: This document is intended for NA members who are hosting meetings in the Uncoast Area of Narcotics Anonymous. While it is impossible to stop all disruptive activity, it is possible to prevent most disruptions and deter those who would interfere the atmosphere of recovery.

I. **How do I register as a Zoom Host?**
   a. The Uncoast website has a Zoom hosting form for members to complete.
   b. Host information must be kept current and is used to communicate essential hosting information.

II. **How to I list a meeting?**
   a. The Website Subcommittee maintains our local meeting list as well as the online meeting lists. Use the Contact form for any questions or to communicate changes.
   b. Meetings are listed on our website, and if requested the Website Subcommittee will list on NA Stuff and Virtual NA.
   c. Note that NA Stuff and Virtual NA normally take several days to update the listing, so it isn't recommended to change your listing at frequently.
   d. Only meetings that are served by the Uncoast Area are listed on our website.

III. **How do I install Zoom?**
   a. Zoom can be installed on any mobile device using the Google Play or Apple App Store and any computer (using Zoom website).
   b. Hosting is difficult using a mobile device, especially a phone, particularly when sharing your screen. We recommend you use a computer or tablet whenever possible.

IV. **Where are the readings and format?**
   a. You can use or adapt the documents on the Uncoast website if you like.
   b. Templates/documents
      i. Generic format – PDF or PowerPoint
      ii. Readings – PDF or PowerPoint

V. **General suggestions**
   a. ***Show up early, start on time*** – Members often attempt to join early, so hosts should show up prior to the listed time to admit members and organize the meeting.
   b. ***Assign a cohost if possible*** – Having another member who can assist with admitting, monitoring, and screen sharing can be very helpful.
   c. ***Configure meeting security***
      It is **STRONGLY RECOMMENDED** that you use the security settings described below in order to maintain the atmosphere of recovery.
      i. **Limit chat** to hosts and cohosts
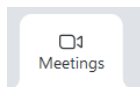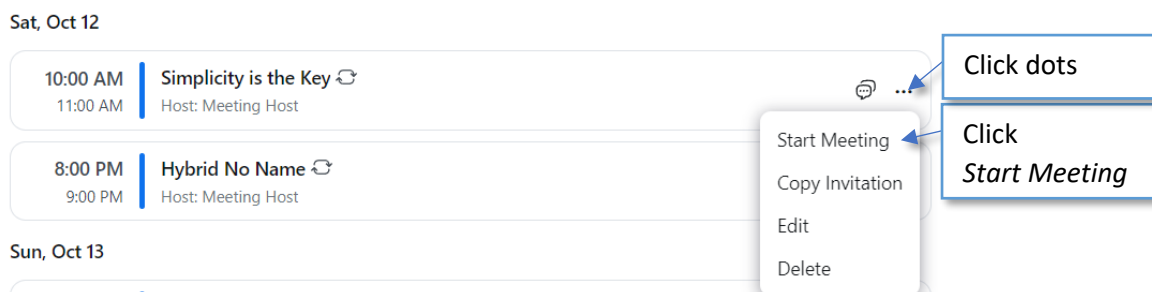   ii. **Disable the unmute feature**

VI. Open Meeting

  a. Open the application and log in (zoom1@uncoastna.org). Passwords are distributed to registered and approved zoom hosts (Zoom hosting form).

Username

Password

  i. Click Meetings on the top navigation:

  ii. Select your meeting, the three dots on the right, then StartMeeting

Click dots
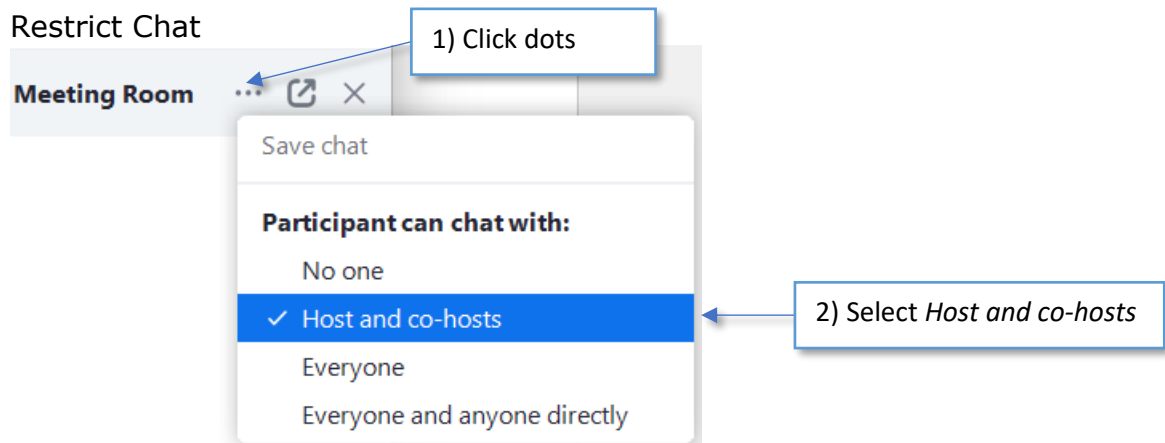
Click *Start Meeting*

VII. Configure meeting

  a. Change your name, open the Participants and Chat windows

Change name

Open *Participants*

Open *Chat*

b. Restrict Chat

1) Click dots

Meeting Room ···

Save chat

Participant can chat with:

No one

✓ Host and co-hosts

Everyone

Everyone and anyone directly

2) Select *Host and co-hosts*

c. Disable Unmute

Lock meeting
Enable waiting room
Hide profile pictures

Allow all participants to:
Share screen
✓ Chat
✓ Rename themselves
Unmute themselves
✓ Start video
✓ Share docs
✓ Share whiteboards
✓ Share notes
✓ Collaborate with Zoom Apps
✓ Set meeting timers
Record to computer
✓ Request to record to computer
✓ Request host to start cloud recording

Suspend participant activities

Host tools   React   Participants

2) Uncheck
Unmute themselves

1) Click *Host Tools*
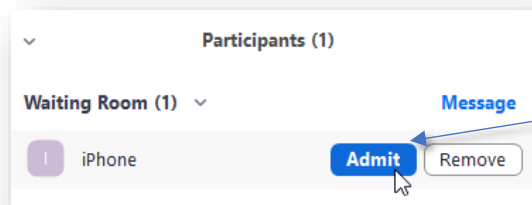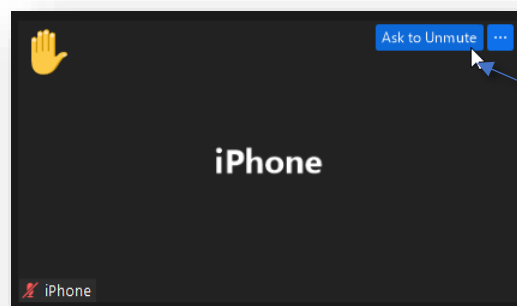
VIII. Manage meeting

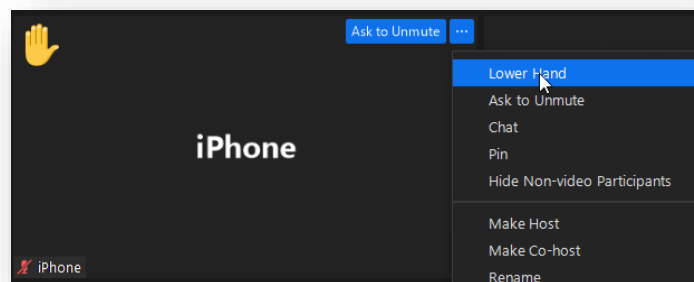   a. Admit/remove participants from *Waiting Room*

Admit new participant

    b. Click *Ask to Unmute* when requested

Ask to Unmute
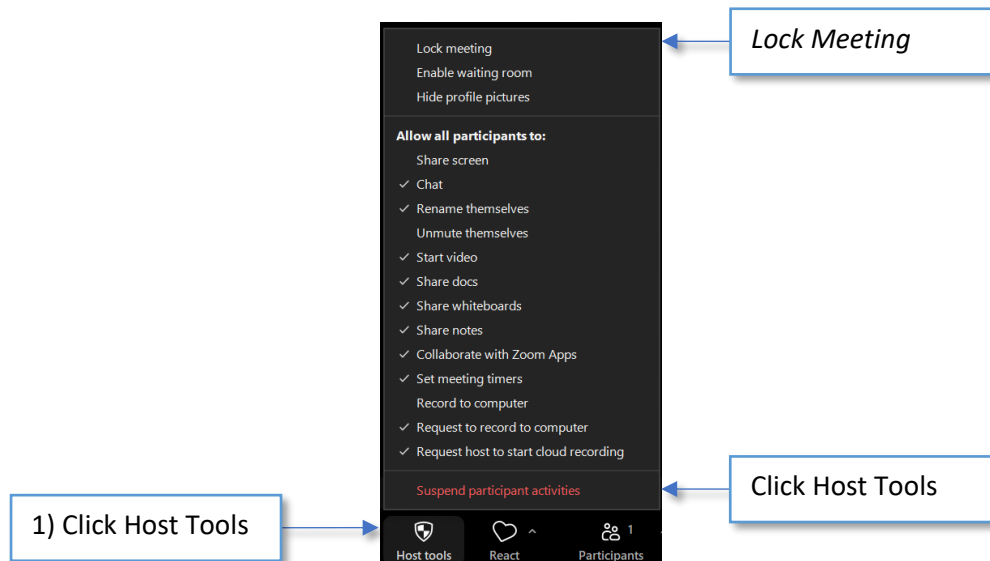
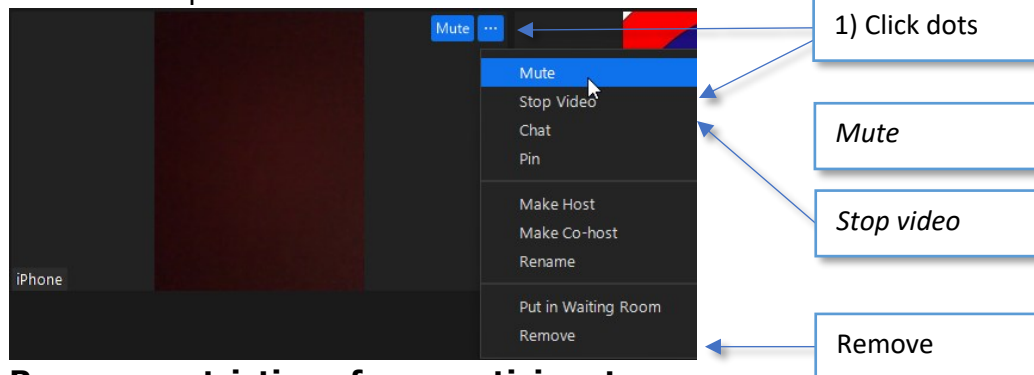   **c.** Lower participant's hand

Lower hand

IX. Additional Meeting Restrictions

    a. Use additional restrictions in the event they become necessary.
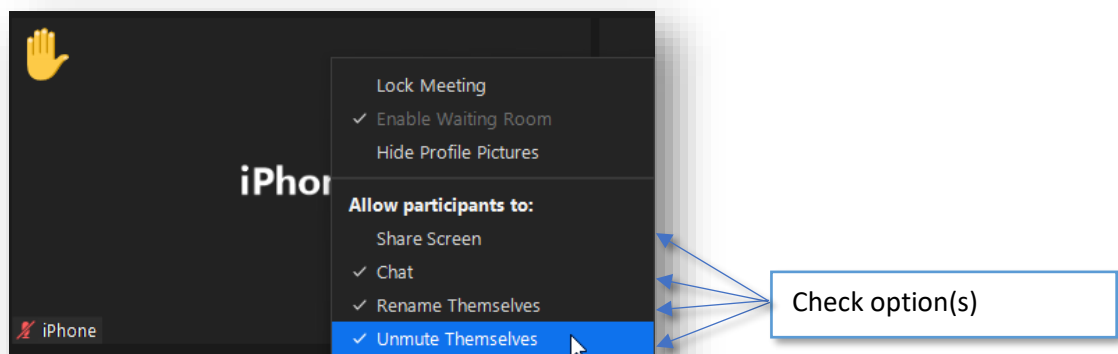
    b. Suspend Participant Activities or *Lock Meeting*

Lock Meeting

Click Host Tools

1) Click Host Tools

X. Restrict participant

Click the ellipses next to the user

1) Click dots

Mute

Stop video

Remove

XI. Remove restrictions from participant

Check option(s)

XII. Further Information

    a. More information and support can be accessed using the Zoom Support page or contact the website subcommittee.

    b. Note that neither NA nor the Uncoast Area is affiliated with Zoom in any way, we simply use this platform to host our online meetings.

    c. Please do not change any general settings within the Zoom application, just manage the settings within the meeting itself. Global settings impact all meetings and should not be modified.