



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 we will also list them on [NA Stuff](#) and [Virtual NA](#).
 - c. Note that NA Stuff and Virtual NA take several days to update the listing, sometimes a week or more, so we don't recommend changing your listing at frequent intervals.
 - 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 the documents on the Uncoast website for format and sharing 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**
 - i. **Limit chat** to hosts and cohosts
 - ii. **Disable the unmute feature**, at least when admitting unknown members.



VI. Open Meeting

- a. Open the application and log in (zoom1@uncoastna.org or zoom3@uncoastna.org). Passwords are distributed to registered and approved zoom hosts ([Zoom hosting form](#)).

The image shows the Zoom Cloud Meetings login interface. At the top, the Zoom logo and 'us04web.zoom.us' are displayed. Below this is a form with an 'Email' field containing 'zoom1@uncoastna.org' and a 'Password' field with the placeholder 'Enter your password'. A 'Forgot?' link is next to the password field. A 'Sign In' button is below the password field. Underneath is a checkbox for 'Keep me signed in' and a separator line with the text 'or sign in with'. Below this are three icons for 'SSO', 'Google', and 'Facebook'. At the bottom left is a '< Back' link and at the bottom right is a 'Sign Up' link. Two callout boxes on the right point to the email and password fields, labeled 'Username' and 'Password' respectively.

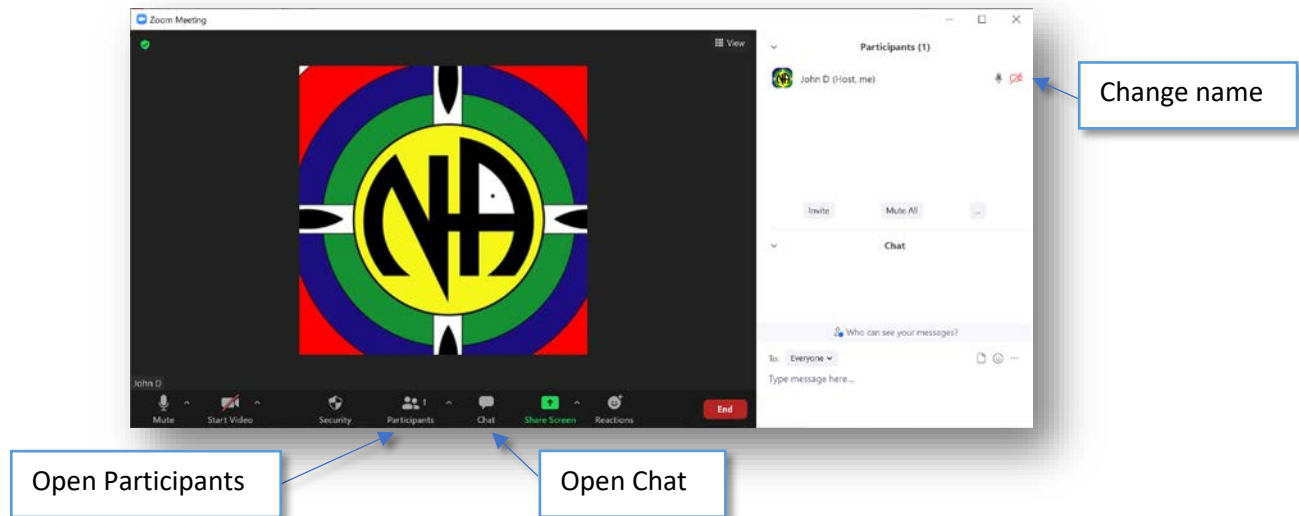
- i. Select your meeting, click Start

The image shows the Zoom web interface. The top navigation bar includes 'Home', 'Chat', 'Meetings', and 'Contacts'. The 'Meetings' tab is active, showing a list of 'Upcoming' meetings. The first meeting in the list is 'Simplicity is the Key' with a meeting ID. A callout box labeled '1) Select Meeting' points to this entry. To the right, the details for the selected meeting are shown. It includes the title 'Simplicity is the Key', the status 'Recurring', and the meeting ID. A 'Start' button is prominently displayed, with a callout box labeled '2) Click start' pointing to it. Other buttons like 'Copy Invitation' and 'Edit' are also visible. At the bottom of the meeting details, there is a link to 'Show Meeting Invitation' and a button to 'Add a calendar'.

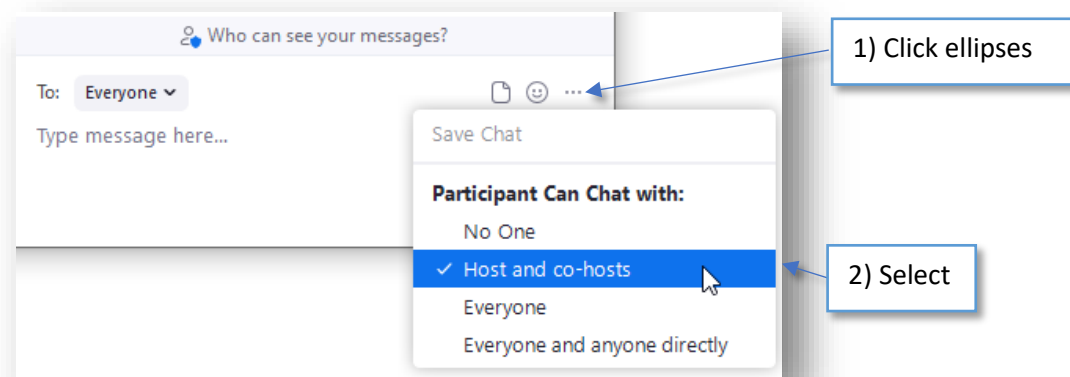


VII. Configure meeting

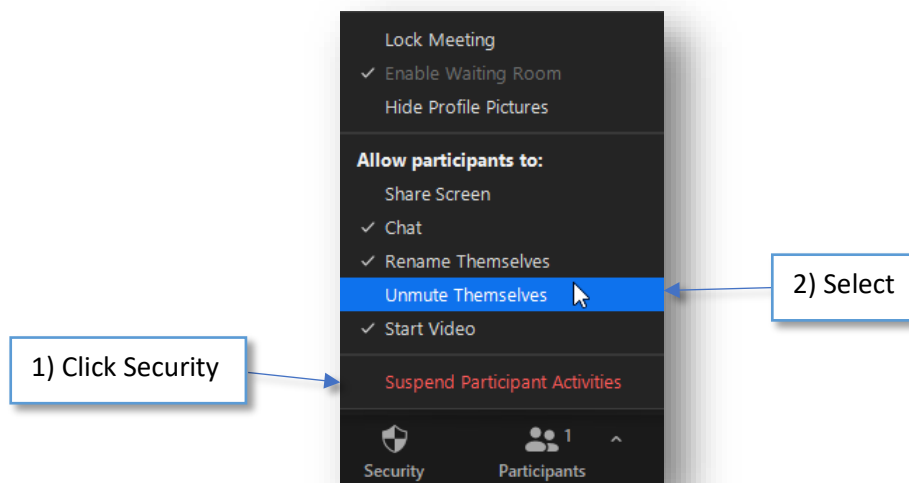
- a. Change your name, open the Participants and Chat windows



- b. Restrict Chat



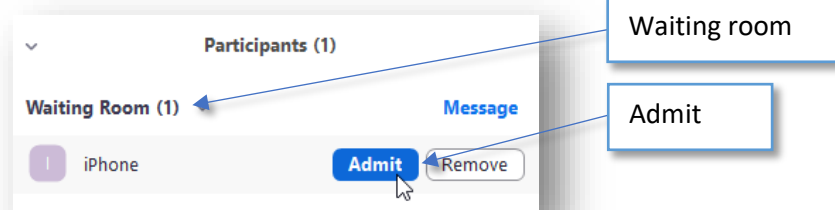
- c. Disable Unmute



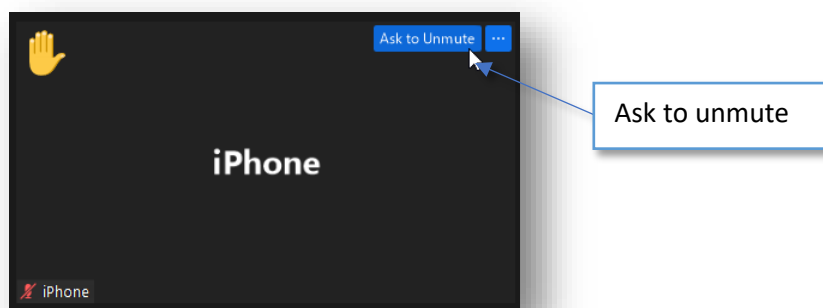


VIII. Manage meeting

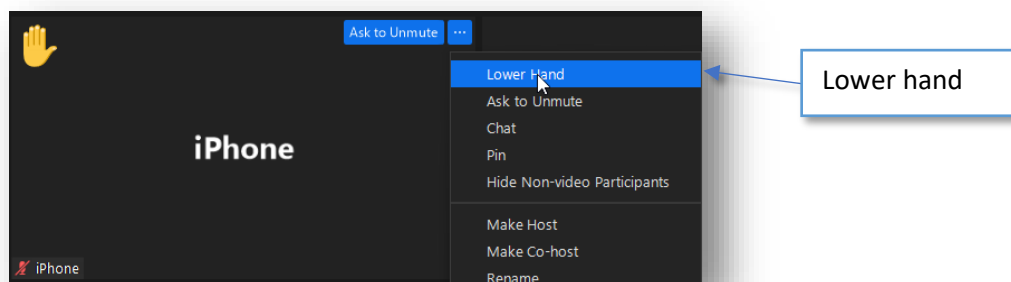
a. Admit/remove participants



b. Ask to unmute when requested



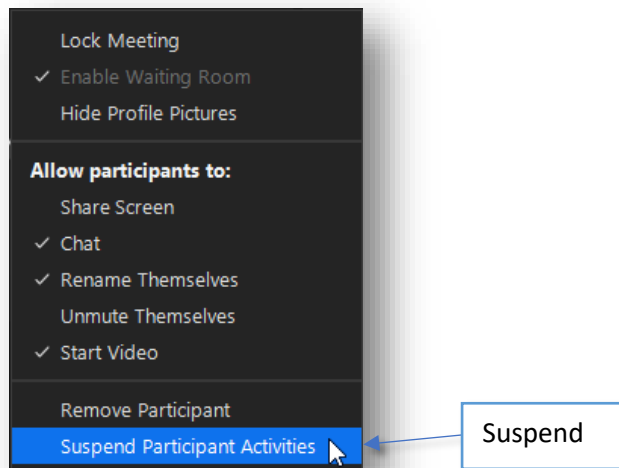
c. Lower participant's hand



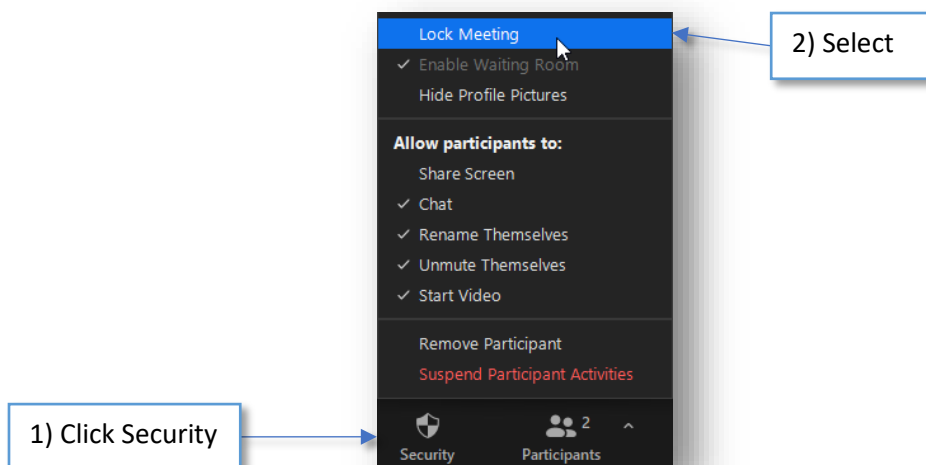


IX. Restrict meeting

- a. Suspend participant activities if necessary

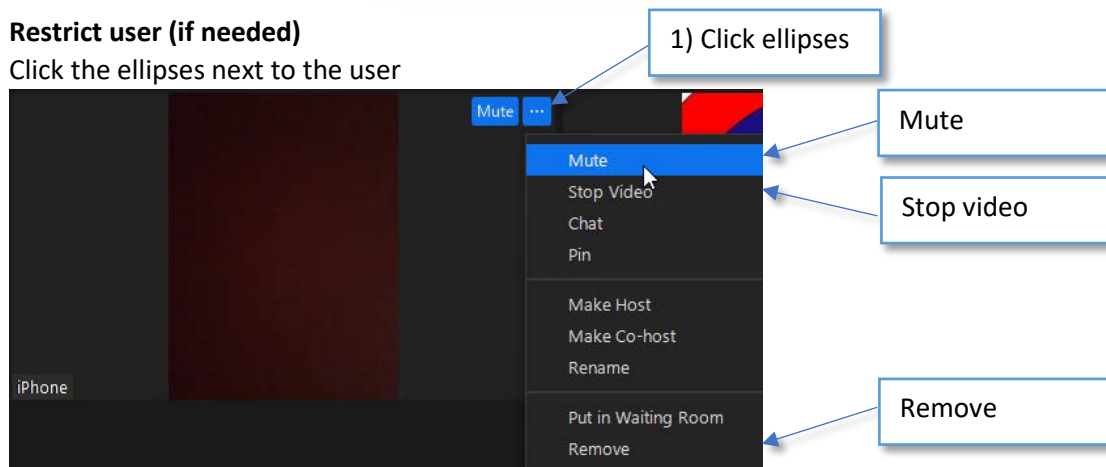


- b. Lock meeting (if needed)



X. Restrict user (if needed)

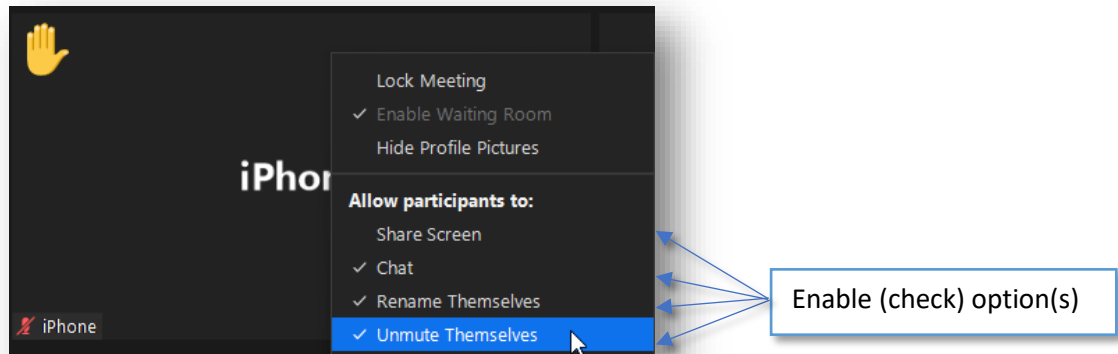
Click the ellipses next to the user



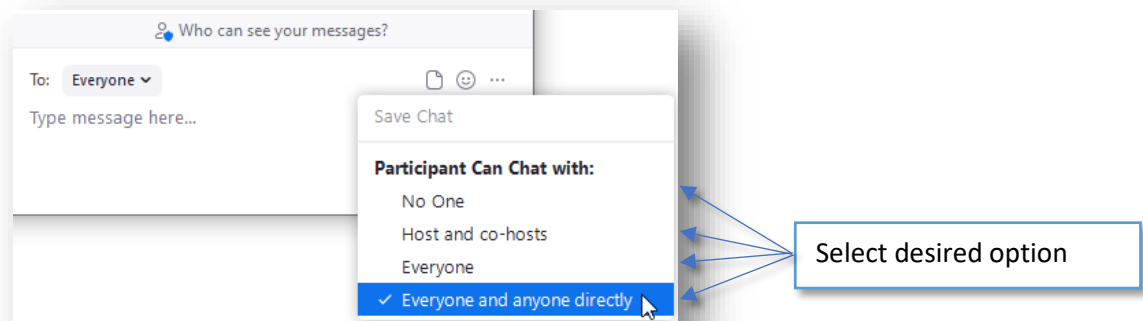


XI. Remove restrictions

- a. Allow unmuting (if desired, be careful)



- b. Open chat (if desired, be careful)



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.