

Toolkit for Zoom Meetings

There is no one-size-fits-all instruction for every meeting. Each meeting must decide which security tools to use to balance safety in the meeting with welcoming the newcomer.

Zoom Account Settings (go to zoom.us and log in for a one-time set up)

These are recommended default settings that will help secure the meeting as well as make it more user friendly for participants. This is for new meetings and those of you who want to check your account settings.

Waiting Room, *Enabled* with the following settings: 1-Everyone will go to the waiting room 2- Place participants in the waiting room if the host and co-hosts are not present or if they lose internet connection during a meeting (found in Edit Options)

The following **settings** should be toggled to “**on**” as part of this one-time set up

Meeting Passcode

Require passcode for participants joining by phone

Embed passcode in invite link for one-click join

Host video

Participants video

Mute all participants when they join a meeting

Require encryption for 3rd party endpoints (SIP/H.323)

Chat (This can be controlled in the meeting by the host)

Private Chat (This can be controlled in the meeting by the host)

Co-host

Meeting Polls (these can be set up for a group conscience)

Always show meeting control toolbar

Show Zoom windows during screen share

Screen sharing (set to Host Only)

Disable desktop screen sharing for meetings you host

Allow participants to rename themselves (larger meetings may want to toggle this feature **off**)

Report to Zoom

These **settings** should be toggled to **Off**

Reactions: This allows the raise hand feature to show up on the toolbar.

Virtual Backgrounds: These may be toggled on, but uncheck **Allow use of videos for virtual backgrounds**

Useful Links

Zoom has a great [Getting Started](#) page.

Cornell University has an informative [Zoom Safety Page](#)

During the meeting

Meetings should have both an assigned **Chair**, to read the script and a **Host** (also referred to as tech host) to open the meeting from the account, manage muting, lower hands and handle meeting intrusions. **Rotation of service** is recommended, at least quarterly. Many meetings have 2 people elected to each position that alternate weeks of service.

It is recommended that the host assign another meeting participant to be **co-host** at the time of the meeting. This will assure the meeting continues should the host have an internet outage. The co-host can also assist in the removal of an intruder, should it be necessary. Larger meetings may need several co-hosts with assigned responsibilities to ensure the smooth flow of the meeting. These co-hosts may be elected as a service position.

Chat Feature

The chat can be open:

- throughout the meeting, privately and to the group
- during 7th Tradition Break and Announcements
- not at all
- chatting with the host only

We suggest this be decided by a group conscience. Settings can be adjusted by the host clicking the 3 dots in the chat box (2 times to access the menu).

Info for the Meeting Host

The host should be on a computer, not a phone or a tablet

Meeting should be opened 5-10 minutes before the scheduled start

Participants and Chat tabs should be open throughout the meeting on the Host screen

Participants should be let in from the waiting room throughout the meeting

Messages can be sent to the waiting room, but no response can be made by the participant

Once someone is admitted the host can ask for more identification, if needed, via the chat or verbally

Anyone can be muted from the participant list as well as from the controls listed below

If the host needs to leave before fellowship at the end of the meeting, reassign the host to someone else by using the Participants list

There are 4 areas on the screen which give the Hosts control during the meeting (there is overlap in the 4 areas):

Security Tab at the bottom of the screen

Mute All and More, under the participants list

Three dots in the chat (double click these)

Three Dots in each participants square

The host is able to launch **Polling** at the bottom of the screen (see below for one-time setup).

Business Meetings and Group Conscience

There are several ways to ensure group participation during business meetings, especially for larger meetings on where participants are on multiple Zoom pages.

- The raised hands can be cleared in the chat and participants can raise hands to share in the meeting.
- A group conscience can be taken using the raised hand feature. A total count is indicated at the bottom of the participants list
- **Polling** can be used to take a group conscience. Polling needs to be toggled to **on** in **Settings. Set up** needs to be done only once for recurring meetings is as follows:
 - sign into your Zoom account
 - go to the **Meetings** page and click on the scheduled meeting
 - scroll to the bottom of the page
 - click **Add**
 - enter **Group Conscience** as the title of your poll
 - click the **Anonymous** tab
 - add question: **Do you agree?**
 - Click **multiple choice**
 - enter answer 1 **Yes**, answer 2 **No**, answer 3 **Abstain**
 - click **Save**
 - click **Add** and repeat for 4 or 5 polls (in case you need them)

-**To Launch a Poll** during the meeting: click **Polling** on the tool bar at the bottom of the screen. Click **Launch**. When finished click **End Poll**.

-To launch an additional poll. Click **Polling** and then the **down arrow** at the top of the pop-up box. This will list the remaining polls and click on the next one.

-Participants that have dialed in to join the meeting will not have access to the polling feature, so they will have to unmute and vote verbally. However, if a participant has entered through the Zoom mobile app they will have access.

Note: if more than one person is logged into the Zoom user account the polling feature may not be available

If a Troll disrupts your Meeting

First: **Mute all** and have a cohost keep everyone muted

Anyone disrupting the meeting should be sent to the **waiting room**. It can be chaotic during a disruption and its easy to mistakenly remove someone from the meeting, so the waiting room is the safer option.

In the **Security** tab there is an option to **Suspend Participant Activities**

If there are multiple disrupters and the meeting can't be brought under control, you can end the meeting and restart it from the account.

Tradition 12

"Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities." Zoom and other virtual platforms are designed for easy connection, not anonymity. Our community--individuals, groups, trusted servants--can take time to PAUSE

