

## How to join and behave in meetings:

1. Click on the link provided (in the email from AASWF or on our website [www.aafrance.net](http://www.aafrance.net)) at the indicated meeting start time.
2. Zoom will open; click on "I'm not the meeting host: Attend the meeting".
3. Zoom will connect you to the meeting room (this may take a few seconds). Click when prompted to "Join with video" (this will activate your camera).
4. You will be prompted to activate your audio: click on "Join with computer audio".
5. You are now in the meeting room. Your microphone is automatically muted when you first enter the room but others in the room will be able to see you.
6. To un-mute your microphone go to the menu bar at the bottom of the screen. If you don't see the menu bar move your cursor towards the bottom of the screen and the menu bar should appear. At the left-hand end of the menu bar is an icon upon which you can click to un-mute your microphone so that you can speak and share.
7. In order to avoid distraction during the meeting please don't make too much noise if you have your microphone un-muted and you're not speaking. Preferably keep your microphone muted when you're not speaking to the people in the meeting.
8. Please also try to avoid moving yourself or your camera around too much during the meeting as these movements may also distract people's attention. Try to maintain a stable image (preferably showing all of your face).
9. If you click on the "Participants" icon in the menu bar a window will open on the right-hand side of the screen, displaying a list of the meeting participants. If you hover over your name you will be presented with a menu allowing you to mute/un-mute your microphone and a further option titled "More". Clicking on "More" will enable you to change the name you show to other participants e.g. for anonymity reasons.
10. It is recommended that you do not click on any of the other menu icons.
11. At the end of the meeting click on the "Leave the meeting" tab in red text at the right-hand end of the menu bar. Your connection will be cut and you will be out of the meeting.

***For anyone wishing to learn more about how to use Zoom there is a link to a 10 minute tutorial video on our website [www.aafrance.net](http://www.aafrance.net).***

## For Co-hosts:

Wilf, as the owner and Host of the Zoom account on behalf of AASWF, may assign co-host status to an individual for the duration of a meeting; this would probably normally be the person leading the meeting.

In addition to the general actions identified in 'How to join and behave in meetings' the co-host is able to unilaterally mute and un-mute all or some of the participant's microphones. Co-hosts may wish to do this if extraneous noise from unmuted microphones proves disruptive during the meeting.

If you are a co-host, clicking on "Manage Participants" in the menu bar will open a window on the right hand side of the screen. In the list of participants displayed in this window the co-host can click on the microphone icon against individual names to mute or unmute the microphone of those individuals. Alternatively the co-host can click on "Mute All" or "Unmute all" at the bottom of the window.

Although it is anticipated that this feature will rarely if ever be used, co-hosts also have the ability to click on the camera icon next to individual names and select "More" in the resulting pop-up menu to

stop or restart the video from that person. An individual whose video has been stopped will need to accept a request, sent out when the co-host wishes to reinstate the person's video, to restart his/her video feed.

At the end of the meeting the co-host should try to be the last person to leave and should click on the option 'Close the meeting' to disconnect and end the session.

**For Meeting Leads:**

As many of us are not (yet) familiar with online meetings it may be useful prior to beginning the meeting for the meeting lead to simply remind the participants to observe good microphone and video behaviour; keep noise and movement to a minimum and preferably mute the microphone unless actually talking.

The format and content of the meeting are as decided by the meeting lead just like in a normal meeting in any of our rooms i.e. Big Book reading, Step reading, general sharing, topic discussion etc. The AA preamble, How it Works, Serenity Prayer and Promises would normally feature in our meetings and links to open or download these are on our website [www.aafrance.net](http://www.aafrance.net).

These resources may be displayed on the meeting screen using the "Share Screen" function in the Zoom menu bar. The document or resource must be open in a window or the browser on your PC and can be selected from a pop-up window which will open when the "Share Screen" icon is clicked.

For the time being, it is suggested that meeting participants be requested to put their Tradition 7 contributions to one side ready for them to deposit in their local group pot when we are able to congregate physically once again.