

April 4, 2020

Hello AI-Anon Members,

Welcome to our new era of virtual AI-Anon! It is certainly not without its challenges and these seem to be changing daily.

As we become aware of new issues we are trying to keep up with them. We will be communicating with GR's and the group, as well as posting this information on our website www.al-anoncontracosta.org as new information becomes available.

The most current issue is meeting security and the new phenomena, "Zoom Bombing". This can be anything from unwanted audio interruptions to unwanted and disturbing visuals being placed on the screen by unknown people. There are ways to protect against some of these such as blocking screen share and disabling self un-muting.

I've put together some suggestions on how to manage these issues and linked [a very helpful document](#) given to me by Jason, an AI-Anon member. It includes screen shots showing how to accomplish these suggestions. The document was created by the IGNU, Inter-group Association of A.A. of New York, Inc. It covers the following:

- What to do if your meeting is disrupted
- Muting all Participants and Disable Self-Unmuting
- Turning off Participant's Video and Remove Participant
- Locking a Meeting
- Preventing "Zoom Group Chat" abuse
- Preventing "Share Screen" Abuse

Zoom's web site also has detailed instructions on how to initiate these suggestions, www.zoom.us.

Here's some additional information:

Waiting Rooms

It has been recommended that groups begin using the "Waiting Room" option as a way to screen members prior to allowing entry into the meeting. (see below)

Enabling or Disabling Waiting Room During a Meeting

1. As the meeting host, tap Manage Participants.
2. Click More at the bottom of the participants' window and tap Put Attendee in Waiting Room on Entry to enable the feature.

Admitting Participants During a Meeting

As the meeting host, tap **Manage Participants**.

Tap **Admit** to have the participant join the meeting.

Re-sharing and Updating Invitations:

Zoom is recommending meeting moderators to re-share meeting invitations weekly, or a day or so before the meeting is scheduled to ensure members have the current password.

Not posting passwords on the website:

I have heard the suggestion that we don't post the passwords on our website, which would be helpful. However, that would also make it impossible for members who are not on the invitation list to enter the meeting; virtually making it a "closed" meeting and limiting access by members and newcomers in need of a meeting.

Meeting Moderators:

Moderators of meetings need to become managers of meeting security.

1. All Zoom Meetings will now require a PID (personal meeting ID or password. If you haven't initiated one, it will be assigned to your meeting by Zoom.

Zoom is recommending meeting moderators re-share their meeting invitation weekly or one or two days prior to the meeting to ensure members can log in:

Going forward, your previously scheduled meetings (including those scheduled via your Personal Meeting ID) will have passwords enabled. If your attendees are **joining via a meeting link, there will be no change to their joining experience.** For attendees who join meetings by manually entering a Meeting ID, they will need to enter a password to access the meeting.

For attendees joining manually, **we highly recommend [re-sharing the updated meeting invitation](#) before your workweek begins.** Here's how you can do that:

Log in to your account, visit your [Meetings](#) tab, select your upcoming meeting by name, and copy the new meeting invitation to share with your attendees. For step-by-step instructions, [read this FAQ](#).

We are all in this together and although it is a challenging time, I strongly believe that we will continue to grow and adapt as we face the new challenges ahead. As always, every group is autonomous and can manage their meeting as best suits the groups needs.

Please feel free to [email me](#).

Remember, talk to each other, reason things out, and let the loving hand of Al-Anon and Alateen always be there, and Let It Begin With Me.

Virtual Hugs,

Billie T.
District Representative
District 14