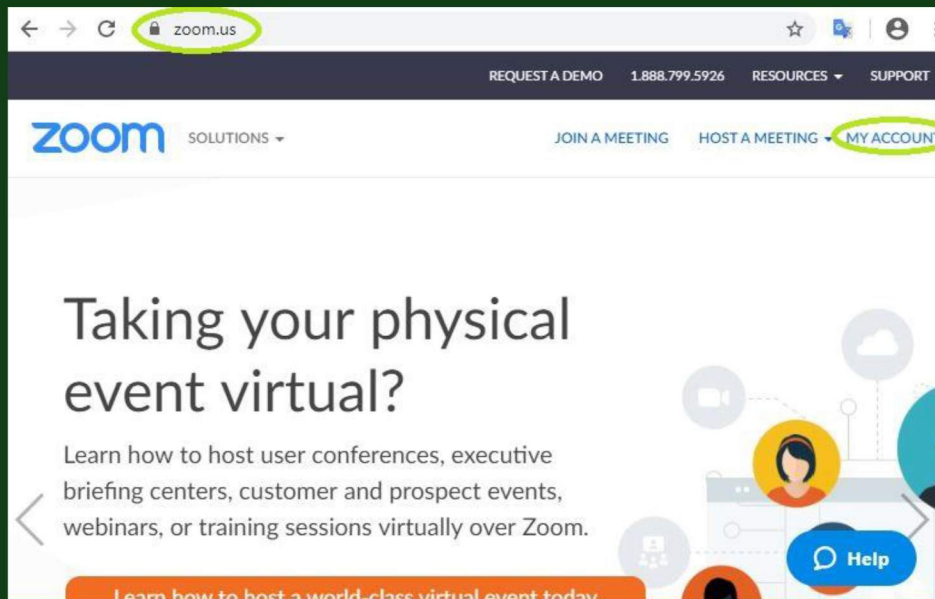


# Recommended Zoom Settings

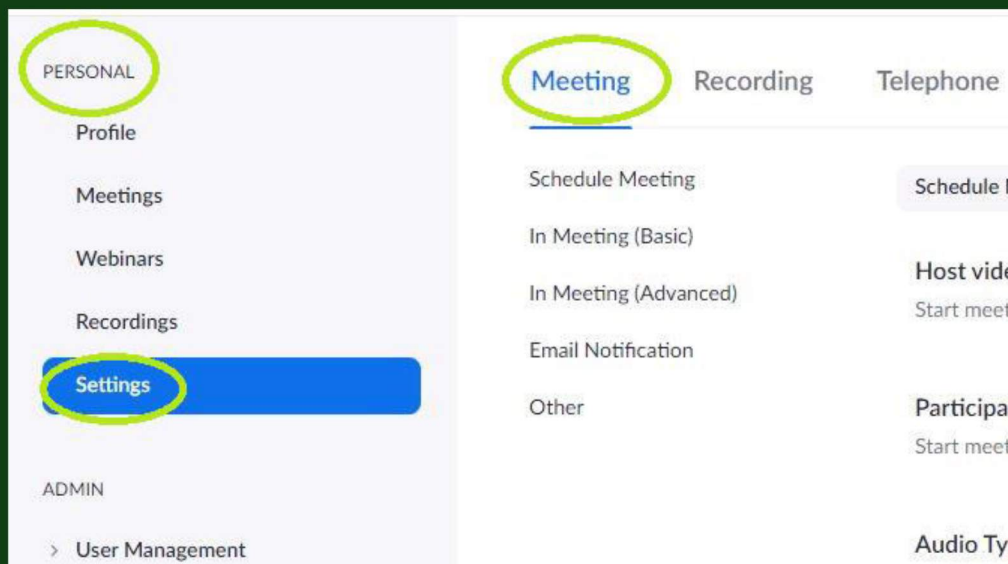


Narcotics Anonymous  
Chinook Area

- Login to <http://www.zoom.us/>. Keep in mind that you will need to completely close and re-open zoom for these changes to take effect



- For our purposes, we will be editing the personal settings. We will start in “Meeting”



### Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

OFF

### Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

OFF

### Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

OFF

### Require a password for instant meetings

A random password will be generated when starting an instant meeting

**Removal of passwords will remove barriers for the addict who still suffers to attend. We will go through additional settings to give the host greater control over the meeting.**

OFF

### Require a password for Personal Meeting ID (PMI)

OFF

### Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

OFF

### Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

OFF

### Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat

**If you decide to enable chat, this check box will disable saving**

### Screen sharing

Allow host and participants to share their screen or content during meetings

#### Who can share?

Host Only  All Participants

**If you enable screen sharing for your meeting, you will want to ensure that the Host only button is selected so that participants are unable to hijack the screen.**

#### Who can start sharing when someone else is sharing?

Host Only  All Participants

### Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin

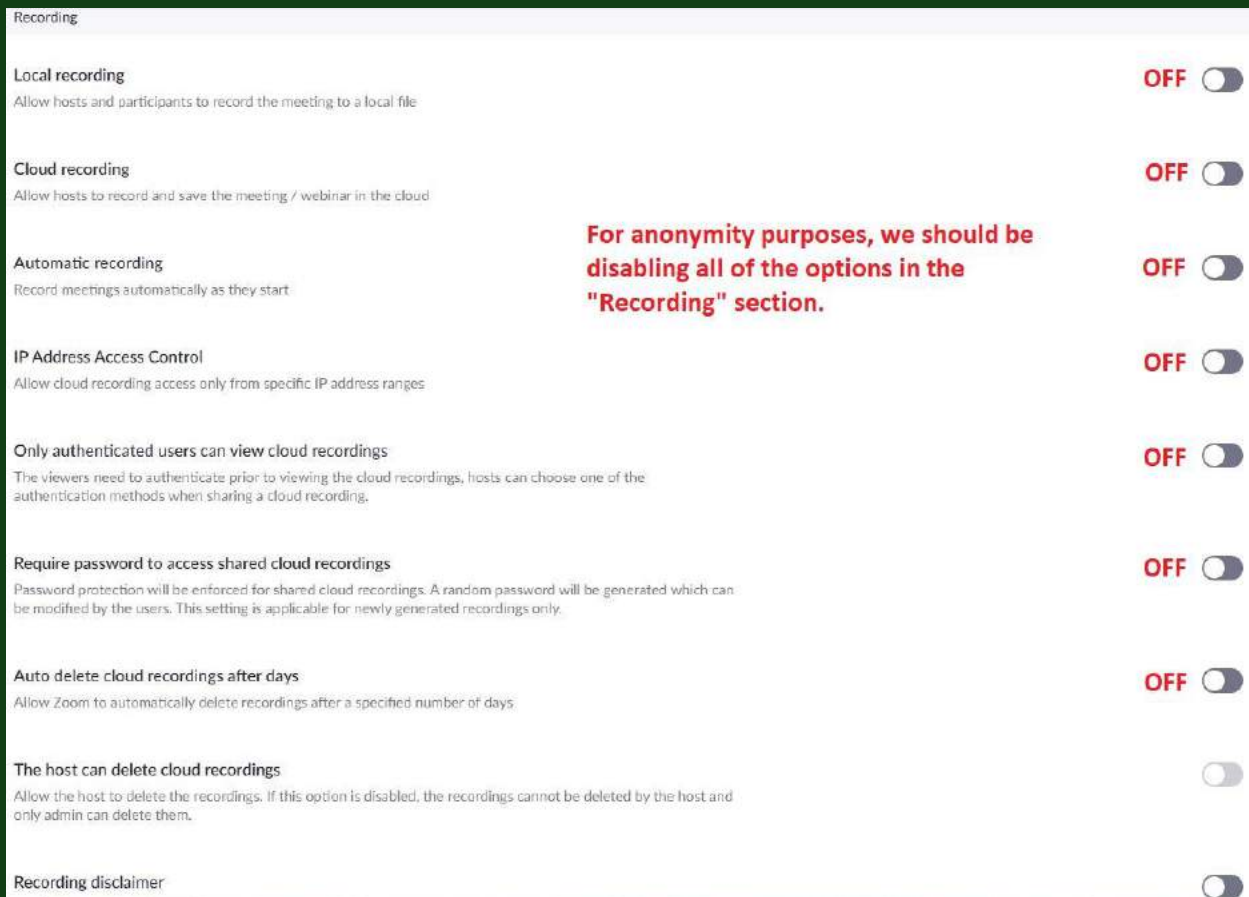
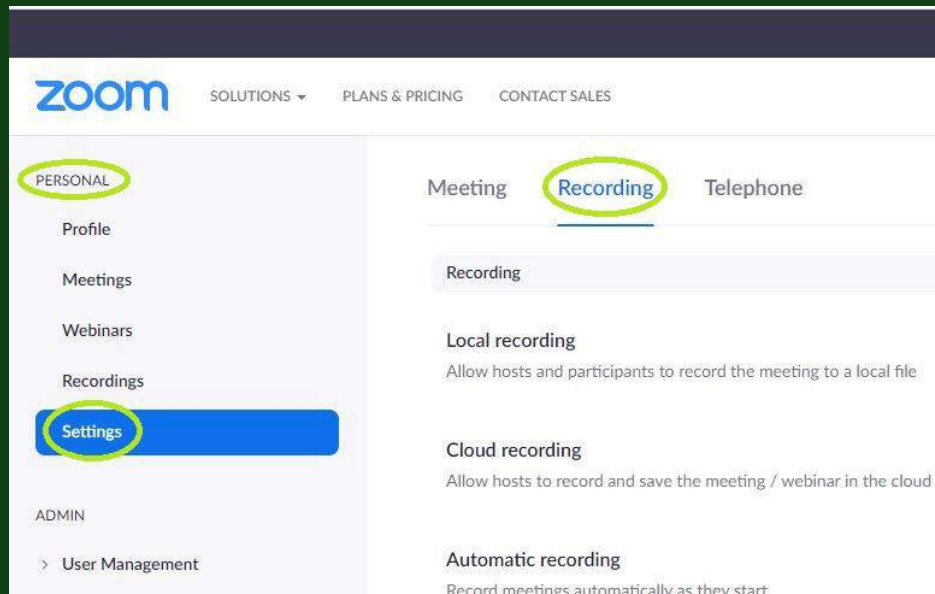
**This will ensure people who are kicked out, do not re-join.** OFF

### Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

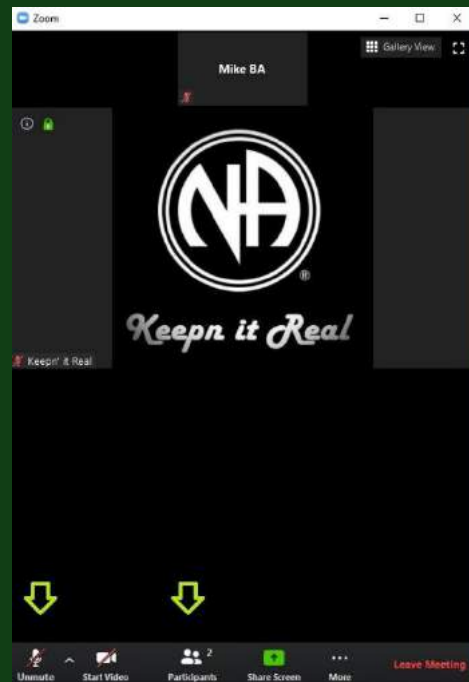
**This will allow for anonymity in our meetings.** ON

- Next, we will be editing the “Recording” section under our Personal Settings



# Tips for Hosting NA Meetings

- Advise your participants, at the start of your meeting, that they should utilize their “mute” button at the bottom left of their program or application



- The host can Manage Participants and remove their ability to un-mute themselves, but they will need to remember to un-mute participants when it is their turn to share
- As the host, it is always best practice to ensure that all of your participants are muted while members are sharing or during group readings

- You can adjust your settings by clicking “Mute All” and decide whether your participants can un-mute themselves or not. See below for screenshots of this and how to remove people from your meeting

