INTER-GROUP
ASSOCIATION OF A.A.
OF NEW YORK, INC.

NYIG Zoom Meeting Settings Guide

This guide is intended to provide you with some key features to help you run your meeting more smoothly. To access these features you will need to navigate in a web browser to http://zoom.us and login to the Zoom account you use to host meetings.

Please note: If your group's Zoom meeting is using the NYIG Zoom license, your meeting will not be affected by recent changes in Zoom security protocols. Effective April 5th 2020, Zoom requires all meetings to have passwords and waiting rooms by default for users on its free & "Pro" Accounts. **At this time this change does not apply to any meeting using the NYIG Zoom account**

Hosting meetings from one account with multiple chair-people
I've scheduled a meeting with my NYIG Zoom account, but different people chair it on various days. I don't want them all to have my Zoom login, what should I do?
1. The best option for any NYIG account is to use a feature of Zoom called "Host Key"
2. This is a six digit number assigned to your account that acts like a guest password
3. To see your host key, login in to your account at http://zoom.us and on the Profile tab, scroll to the very bottom of the page and "Show" or "Edit" your key. Providing this to your other chairs will allow them to login to your meetings from their own accounts and "Claim Host Role"

4. **Important:** For any meeting where you want to use Host Key, you need to ensure that a setting called "Enable join before host" is turned ON. This setting can be found by editing a recurring meeting you have created as per below


5. Lastly – Note that when you as the account owner are in the meeting, you will always be the host by default. This will prevent others from pressing "Claim Host Role", it only works when there is no Host logged in, it's best to login 15 minutes early to your meeting to "Claim Host"

Assigning Co-Hosts to Help Run the Meeting
I have my hands full chairing the meeting, can someone else help with all the controls like muting & un-muting members?
1. Every meeting "Host" in Zoom can assign other participants to be a "Co-Host", in fact you can assign as many of them as you like! They will have nearly all the same powers as the host like being able to help mute other members in the event they leave a noisy phone unattended.
2. Click Participants, select member name, and choose "Make Co-Host" as indicated below
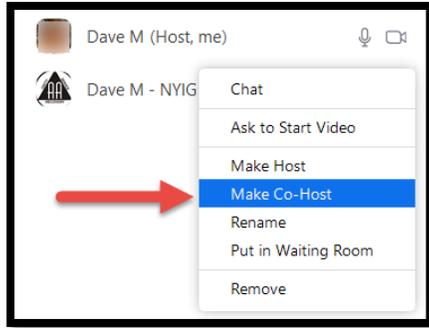
3. There is not *wrong way* to Co-Host. Some meetings assign several to do things like focus on muting & un-muting, keep a watch out for disruptions, or other needed functions within the group as determined by group conscience

Using "Waiting Room" as another layer of Defense

I've seen a large number of meeting disruptors enter my meeting at the same time. I was being alert but they swarmed the room, what can I do?

1. Zoom offers a feature called "Waiting Room" that places entrants into a virtual hold before they can enter your meeting.
2. **Note:** this option will cause a conflict with the "Host Key" tip above, because only the Host account will "skip" the Waiting Room. Meetings using Host Key should not enable Waiting Room
3. To enable Waiting Room for a meeting, edit the meeting settings and scroll down to check the waiting room option as indicated below
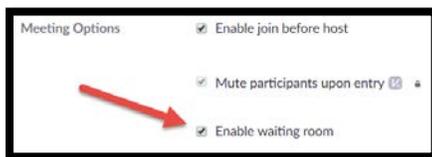
4. Once enabled, as Participants Join the meeting they will be placed into a separate section of the Participant List until a Host/Co-Host admits them
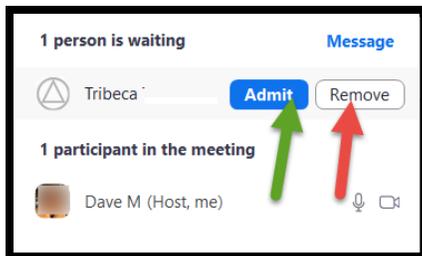
5. Although Zoom will show an option to chat with people in the Waiting Room, they cannot respond to your messages at present, so vetting isn't really possible at this time
6. You can simply try to evaluate their display name and decide whether to admit or remove them, and prevent obvious joke names from entering as determined by group conscience

Mute Participants on Entry (Or turn this off!)

When members join our meeting we can never hear one another, we'd prefer to always be able to. Is there a way to improve this?

1. On the Participant panel the host has a button labeled "More", clicking this their first option will be to "Mute participants on Entry".

      a.   When this is checked, every person joining will be on Mute

2.   Meetings should make their own decisions based on their group conscience about how to control a setting like this depending on factors like group size, atmosphere of the meeting, and the preference of the members.

3.   Many meetings find it helpful to Mute participants on Entry *once the meeting has gotten underway*, although like all these tools the group should decide how best to use them.