

## [Zoom Meeting Chair Guide](#)

**Pro-Tips:** 1) All groups are encouraged to have both a Zoom “Host” and at least one “Co-Host” in every meeting as service positions (see below). 2) Before hosting a meeting, please be sure to review our Zoom Meeting Protection Guide [here](#) or Zoom Protection Guide video [here](#). These guides explain the “Security” icon. 3) Meetings are best hosted from a laptop.

[Suggested Script](#) | [AA Preamble](#) | [How It Works](#) | [AA Big Book](#) | [12 & 12](#)

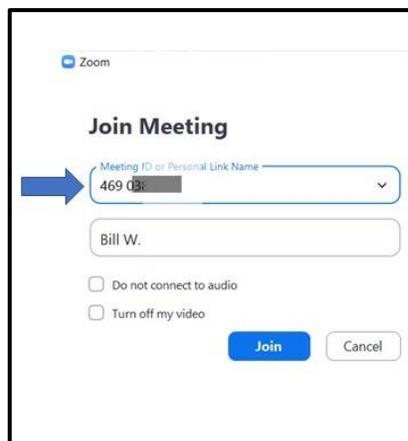
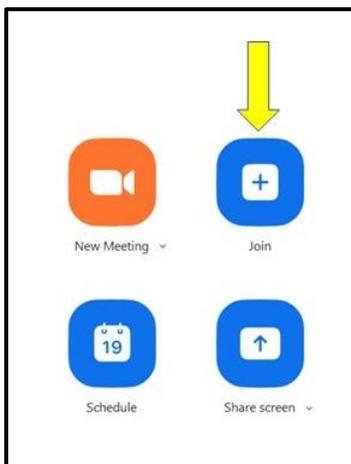
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### [1. Opening Your Meeting](#)

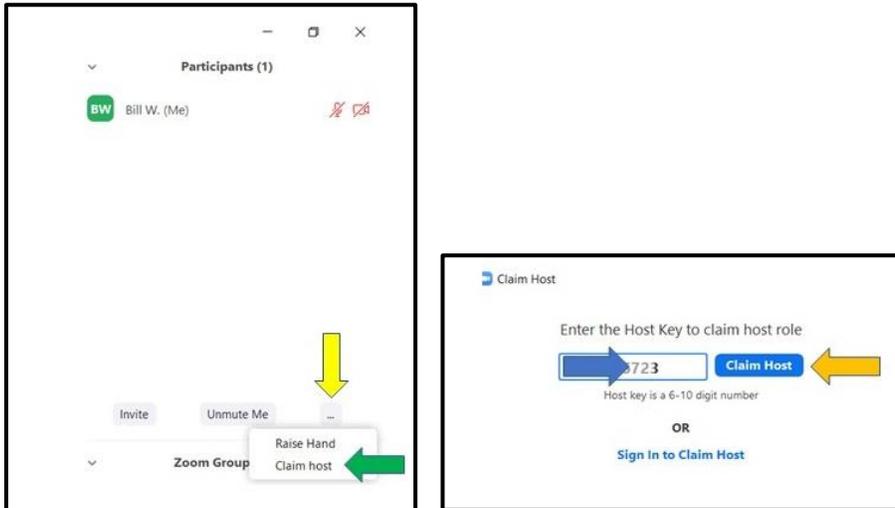
Use your meeting link or use your meeting ID to join the meeting. To use your meeting ID number, open the Zoom app and click “Join” (yellow arrow below) and put your meeting ID in the “Join Meeting” dialog box (blue arrow below).



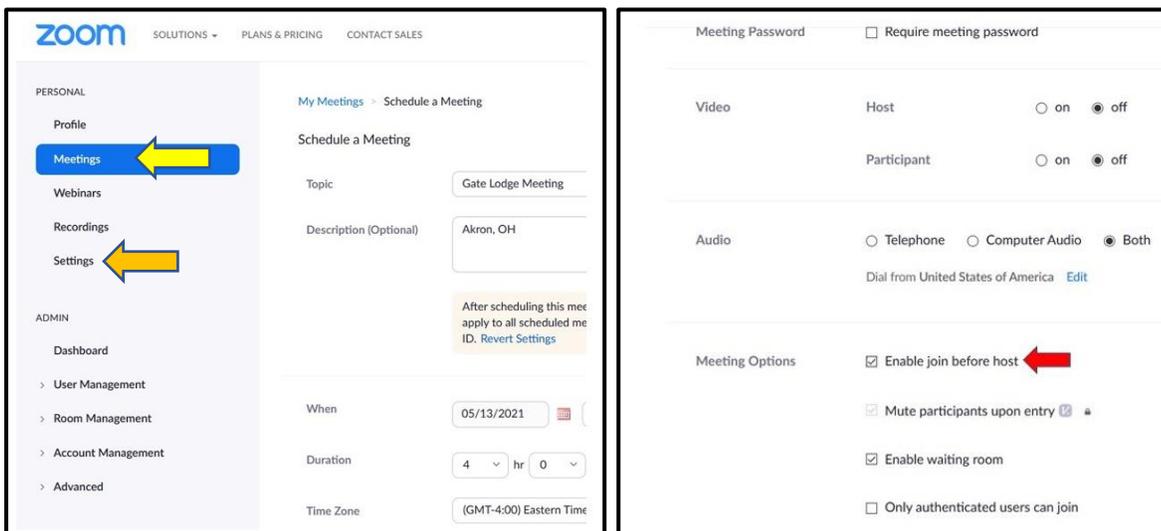
**Important:** Always “Join” a meeting, never “Start” a meeting (clicking “Start” will end the meeting for others who may have joined before you did).

## 2. Host Key

Once in your meeting, you may claim the Host role by clicking the Participants icon at the bottom of the screen to enable the Participants window, and then the three dots next to your name in the Participants window (yellow arrow) and then select "Claim Host" (green arrow). Then Enter your host key in the dialog box (blue arrow) and click "Claim Host" (orange arrow) and click "Claim Host" (orange arrow).



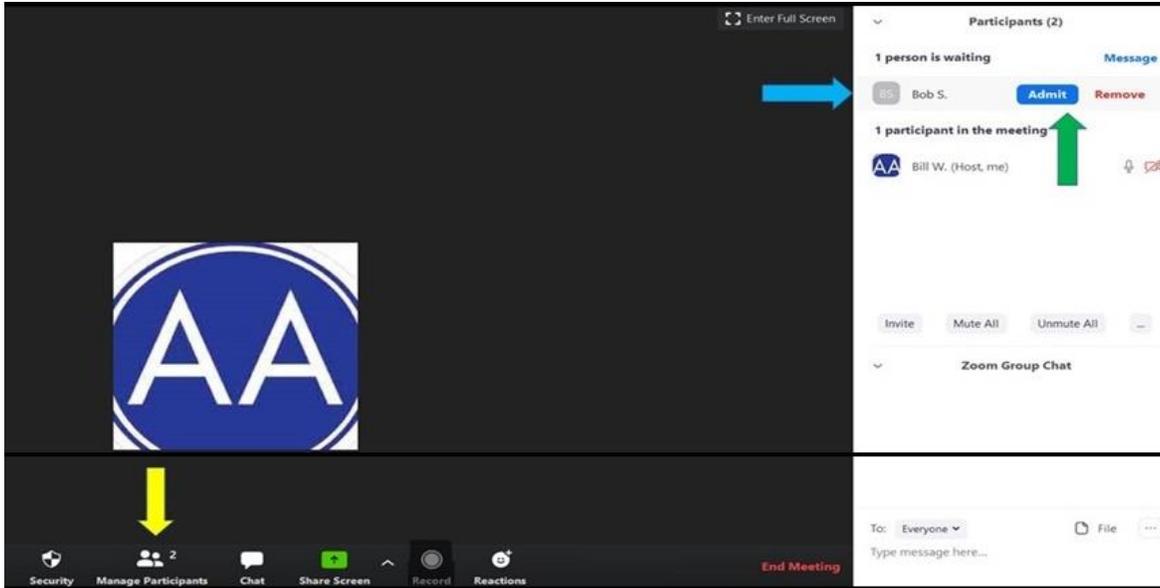
Important: To use a "Host Key" to become the host of a meeting once it's opened, the settings of your meeting should be set to "Enable join before host." You or your meeting administrator should log into your group's Zoom meeting account, select "Meetings" (yellow arrow below) and then scroll down to the setting "Enable join before host" (red arrow) to ensure it is checked.



Important: The Waiting Room function in your account must be disabled to use the Host Key. (Once you have joined and become host, [you may enable the Waiting Room.](#)) To turn off the Waiting Room feature, click "Settings" (orange arrow above) and scroll down to "Waiting room." Ensure the button is toggled to the left (off).

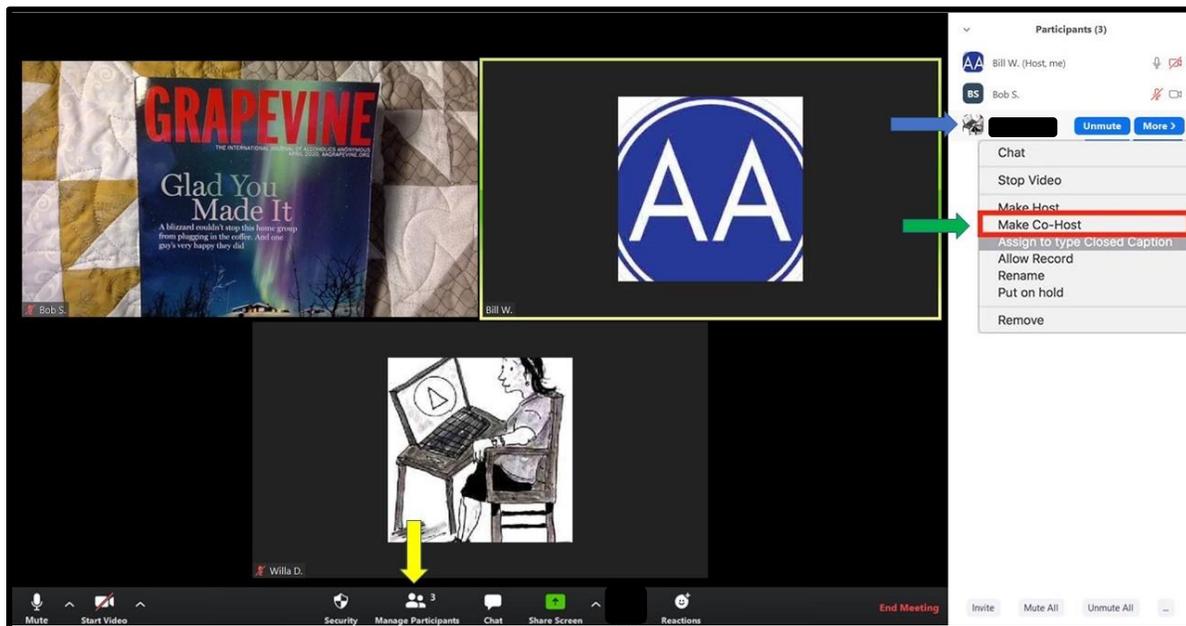
### 3. Admitting Participants

If your group uses a Waiting Room: If you haven't already done so, ensure the Participants window is visible by clicking "Manage Participants" (yellow arrow below) and then hover your mouse over the names in the box (blue arrow) and click "Admit" (green arrow).



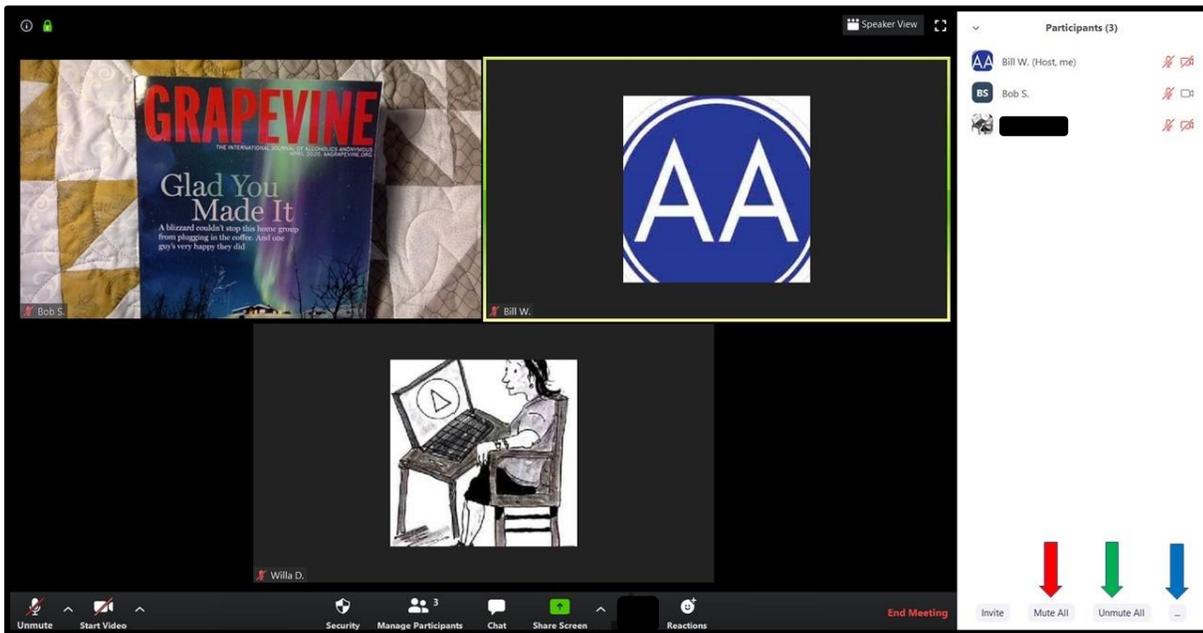
### 4. Assigning a Co-Host

One Host acts as the traditional meeting chair while the Co-Host manages muting and hand raising, as well as the handling of any meeting disruptions. To assign a Co-Host, hover over the future Co-Host's name (blue arrow), click "More," and then selection "Make Co-Host" (green arrow).



## 5. “Manage Participants,” “Mute All,” and “Unmute”

As a meeting Host or Co-host you will be able to “Mute All” Participants (red arrow below) or “Unmute All” Participants (green arrow). If your Chat box is active, these functions will appear higher up in the box.



Clicking “More” (blue arrow above) enables you to allow participants to unmute themselves when they want to speak (green arrow):

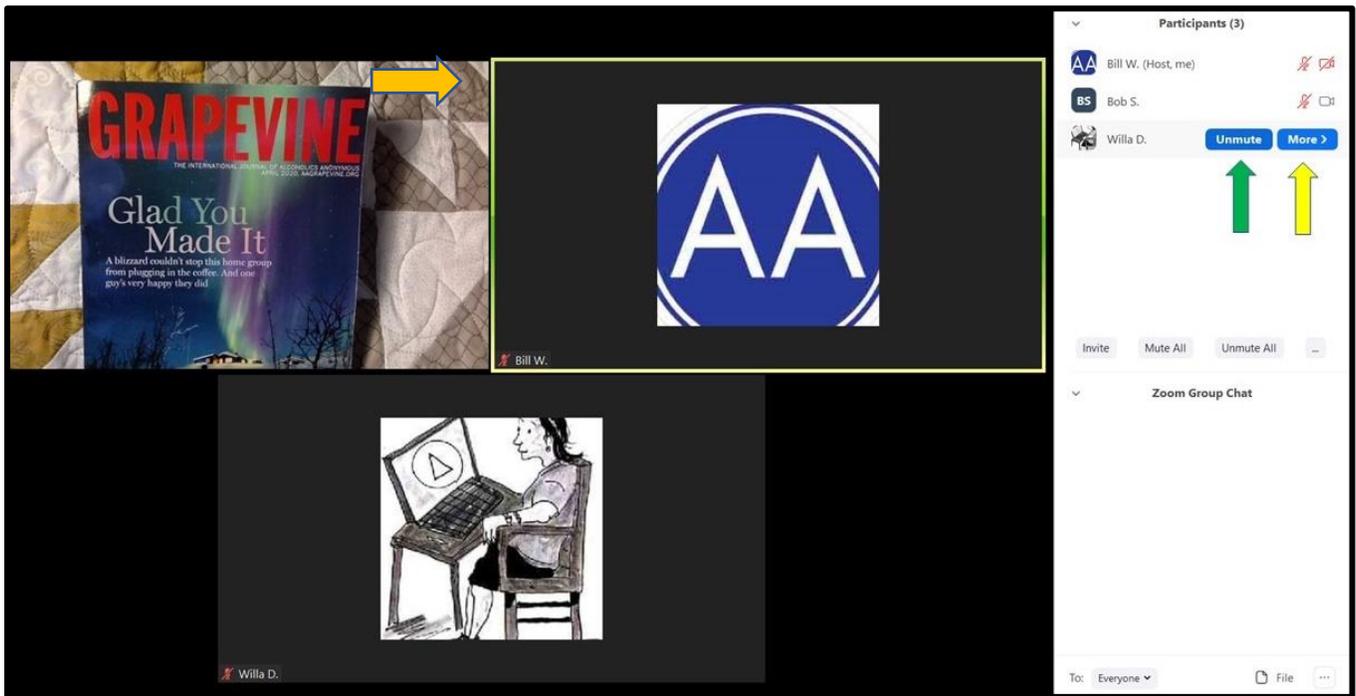


**Important:** We suggest, especially for meetings with more than 10 Participants, that hosts mute all Participants to cut down on background noise. Your Group Conscience should decide whether to allowing Participants the option to unmute themselves when they would like to speak after being recognized. If your group has had disruptions, your group may decide not to allow participants to unmute themselves.

## 6. Using the “Participants” List Functions

You may unmute individual Participants by hovering your mouse over the name in the Participants’ list and clicking “Unmute” (green arrow). Clicking “More” (yellow arrow) gives you the option to stop the video of that Participant, place the Participant in the Waiting Room or remove that Participant from the meeting.

These same functions can be found by clicking the three white dots in the upper right corner of each Participant's rectangle (orange arrow below).



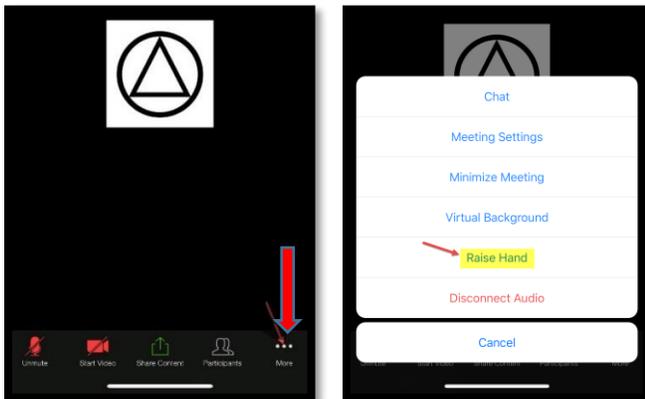
If your meeting has Participants who have dialed into the meeting using a Zoom-provided phone number and the meeting code (rather than connecting online), they may unmute themselves by pressing \*6 and re-mute themselves by pressing \*6 again.

## **7. Using the "Raise Hand" Function**

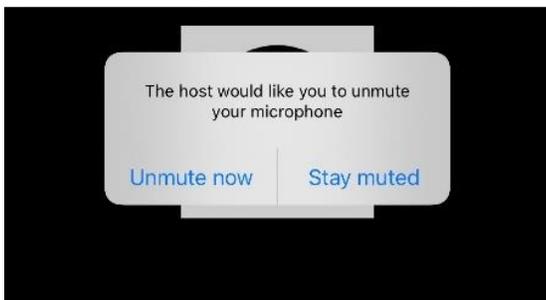
Participants may click the "Raise Hand" icon in the Participants' box to indicate that they would like to share (see column 1 next page, green arrow). You will see a raised hand icon next to their names in the Participants' box (Column 2, yellow arrow). You then may need to unmute the Participant. You may also lower the Participant's raised hand (Column 3, red arrows).



**Participants joining from mobile devices** will be able to raise their hands from the meeting menu as indicated below (red arrows):



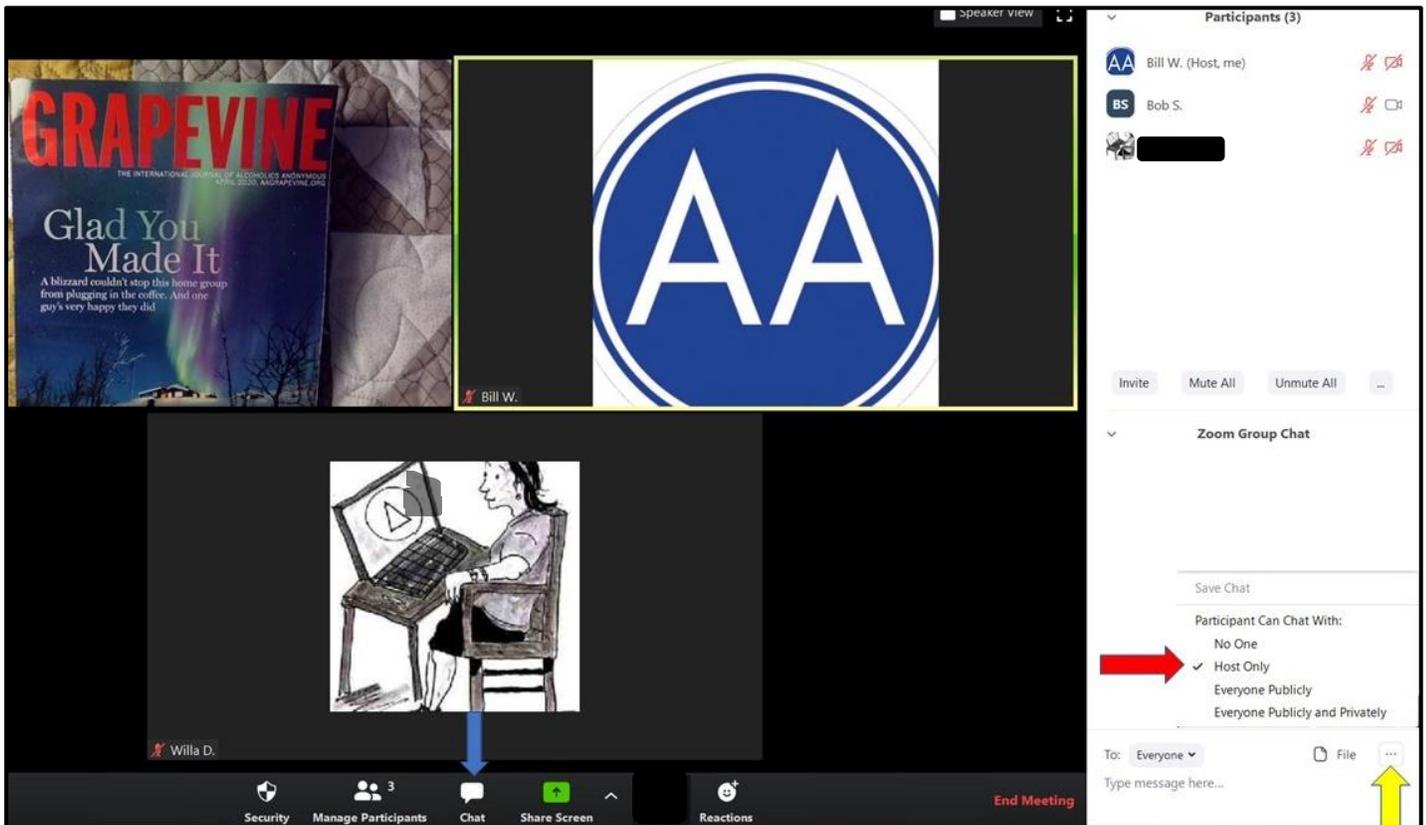
Note that Participants may also have to unmute themselves after being unmuted by the Host (as shown below).



If your meeting has Participants who have dialed into the meeting using a Zoom-provided phone number and the meeting code, they may raise their hands by pressing \*9 and lower their hands by pressing \*9 again. For the Host and Co-hosts, Participants' raised hands appear in the Participants' window in the order in which they clicked "Raise Hand," starting from the top of the window.

### 8. Monitoring the Chat Box

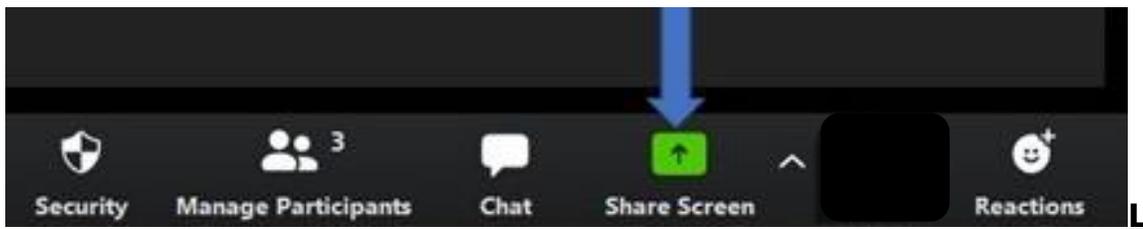
If the Chat box is not visible, click "Chat" (blue arrow below). Many groups have elected to change the settings on the Chat box to enable Participants to send messages only to the Host. To restrict Chat, click the three dots at the bottom of the Chat box (yellow arrow) and select "Host Only" (red arrow):



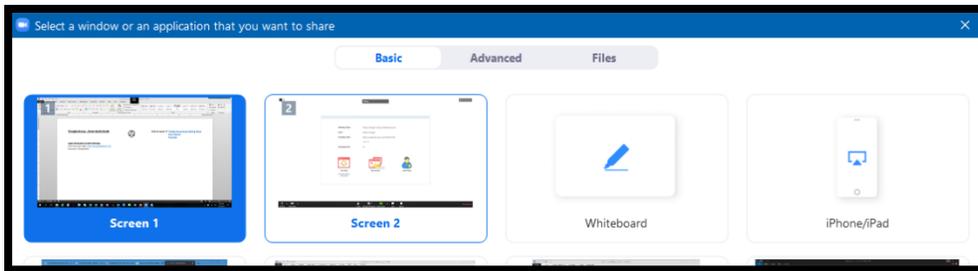
### 9. Using the "Share Screen" Function

Zoom permits screen sharing (blue arrow below). Some groups use this to display the Preamble or other Conference-approved AA literature and/or call on volunteers to read. (See the top of p. 1 of this guide for links to the "Preamble" and other AA texts.)

**Important:** Only Hosts and Co-hosts should be allowed to share screens. Please see our [Zoom Protection Guide](#) or [Zoom Protection Guide Video](#) for more information on how to restrict this function.



Note that when you share screen you must select whether to share: your entire screen; which one (if you have more than one physical screen); or a specific application only (i.e., only the browser window with the AA text).



To discontinue the screen share, click the red "Stop Sharing" button at the top of the screen (red arrow below). Please **be certain you click this to end the sharing** or Participants will continue to view your computer screen. Note that the meeting control panel moves to the top of the screen (yellow arrow) in "Share Screen" mode. Hover your mouse at the top of your screen if the meeting control panel is not visible.

