



NEW YORK INTERGROUP ZOOM TRANSITION FREQUENTLY ASKED QUESTIONS

Tradition 5. *Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.*

The Intergroup Association of AA of New York (“NYIG”) is discontinuing its enterprise Zoom license effective February 28, 2021. Virtual AA groups using the NYIG license will need to set up their own arrangements to continue to their meetings.

There are a wide range of alternative to Zoom, including [Google Meet](#), [Cisco Webex](#), [GoToMeeting](#), [Skype](#), [AnyMeeting](#), among others. Please note that free services are generally free only up to a certain number of participants and/or length of meeting.

If your group wishes to continue on Zoom, please keep reading.

CLAIMING YOUR ACCOUNT

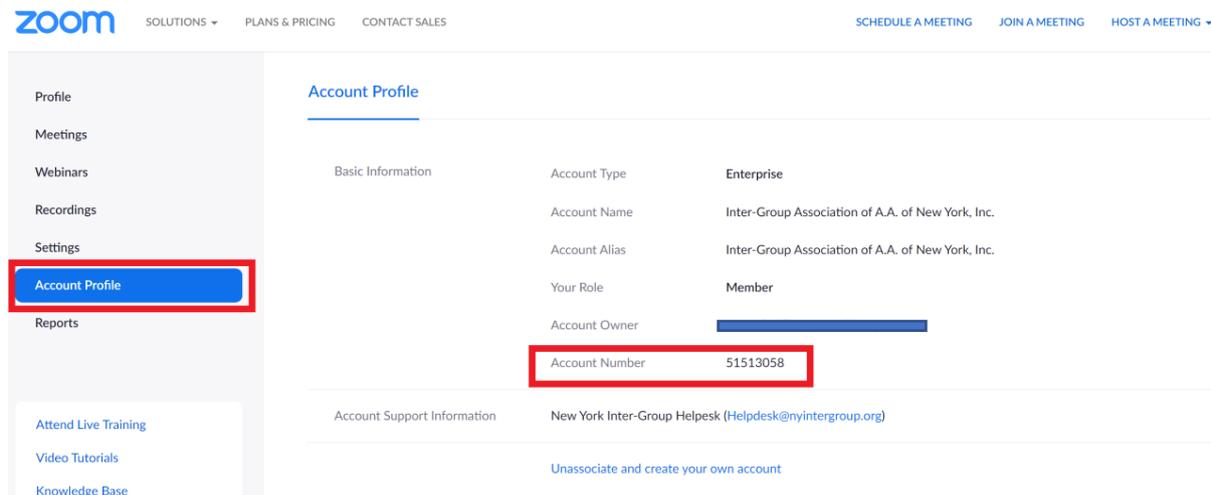
What should we do to ensure the continuity of our Zoom meeting?

You should claim and retain your meeting ID. Please see our brief video [here](#). The video also covers how to pay for your account, including for meetings with more than 100 participants.

Information on how you can pay for your account (credit card, PayPal, etc. Is [here](#)).

How can I check if my group is using a NYIG license?

Your group’s meeting URL link will start: <https://nyintergroup.zoom.us...> Your account number will also be No. 51513058. You may find this account number by signing into your Zoom account and clicking “Account Profile”:



What will happen to our NYIG Zoom account if we do nothing?

We will leave your listing and the meeting ID will become a free basic Zoom account (which allows for meetings up to 40 minutes with up to 100 participants).

WAITING ROOMS, PASSCODES, HOST KEYS, COHOSTS, AND ALTERNATIVE HOSTS

Do we have to use a Waiting Room or Passcode? What about Host Keys?

When you "unassociate" from the NYIG account, your meeting will need to use either a Waiting Room or a Passcode if it doesn’t already. **If you were previously using the**



Host Key to share access between hosts, you will be required to enable a Passcode to continue using this feature. See info [here](#).

What about Alternative Hosts and Cohosts?

An [Alternative Host](#) may start a meeting without the Host. Alternative Hosts are Participants other than the Host account who are automatically identified and may bypass any Waiting Room and enter the meeting when the Host account is not present. To use the Alternative Host feature, a group must purchase an additional license within the same account for each Alternative Host. Further info is [here](#).

What about Co-Hosts?

Co-Hosts are Participants who are assigned Co-Host privileges by the Host once a meeting has already started. A Participant may not start the meeting without the Host unless a meeting passcode is used, the "enable join before Host" feature is turned on, and a Participant claims the host position using the Host Key. Further info is [here](#).

SECURING YOUR MEETING

What should we consider when securing our meeting?

After your group has claimed its account, groups must set their own security settings. These include limiting screen sharing, disabling the saving of the chat, and turning off recording by Zoom or in-device software. Further info on settings is [here](#). Our protection guide for meetings in progress is [here](#).

MISCELLANEOUS TOPICS

Can we still use the same meeting ID for multiple meetings?

Yes, so long as the meetings do not convene at the same time or otherwise overlap in time.

Will our existing "nyintergroup" Zoom meeting link still work?

Yes, if you claimed your account, the link will work for a limited time provided the passcode was not embedded in the link. You should let members know your new link. If, for example, your "nyintergroup" link was:

<https://nyintergroup.zoom.us/j/00000000000>

Your new link will be: <https://zoom.us/j/00000000000>

Please note, after you have unassociated your account, Participants who click on a "nyintergroup" link to join a meeting will receive a message that they are leaving the nyintergroup account.

Please do not post your link on a website or on social media. Only meeting IDs should be posted publicly.

How can we customize our meeting Waiting Room message?

Please see our video on this topic [here](#).

How can we change our Zoom sign-in email address?

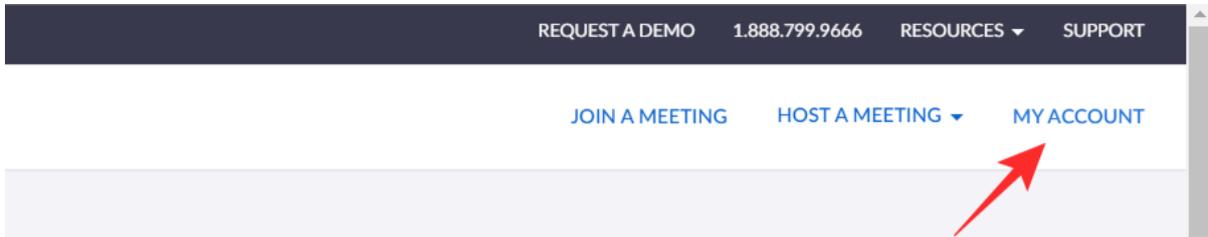
Please see the information [here](#).

Where can we list our meeting?

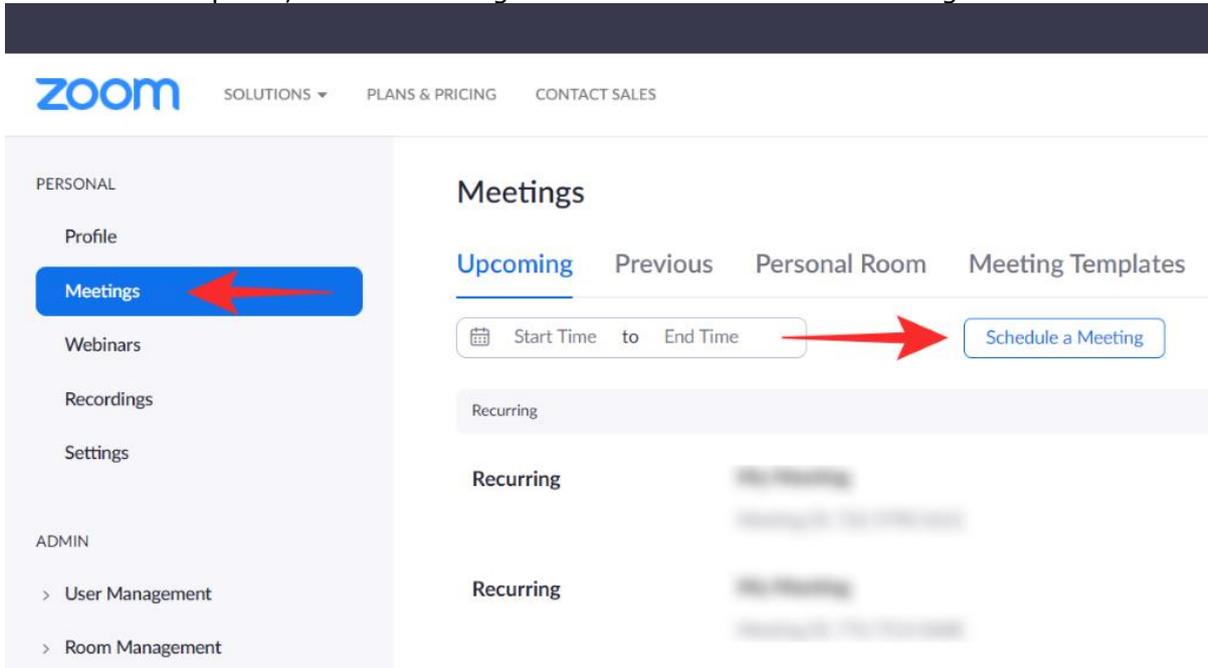
Your meeting will continue to be listed on nyintergroup.org if it is now. If your meeting ID has changed, please use this [form](#) to update it. You may also list your virtual meeting with the **Online Intergroup of Alcoholics Anonymous** [here](#). To submit information on the reopening of a physical meeting in New York City, please use this [form](#).

What about “Recurring Meetings”?

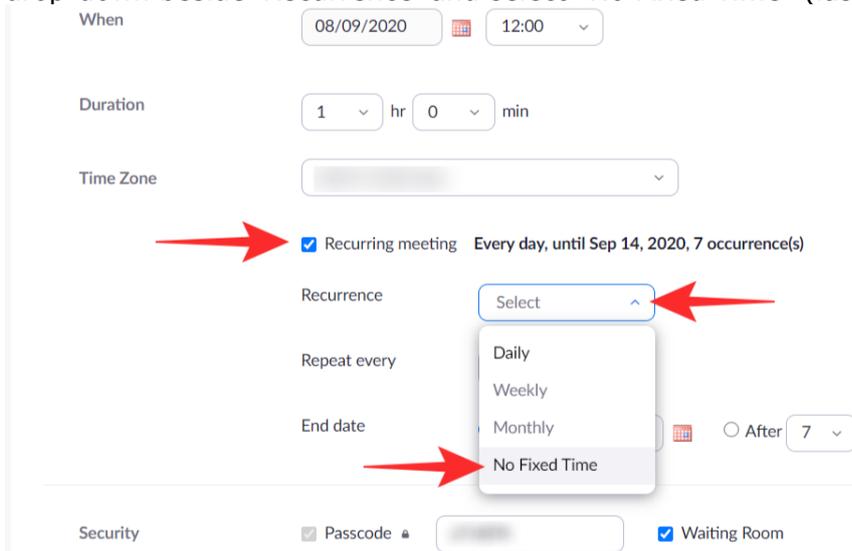
“Recurring meetings” are meetings set up using the calendar inside your Zoom account on zoom.us. Recurring meetings eventually expire. To avoid this, create a “No Fixed Time” meeting. Sign into your account over your web browser at zoom.us and click “MY ACCOUNT”:



In the left side panel, select “Meetings” then click “Schedule a Meeting.”



Before you do anything else, select “Recurring Meeting” under “Time Zone” then click the drop-down beside ‘Recurrence’ and select “No Fixed Time” (last option).





You'll notice that the options change after you select "No Fixed Time." Now go ahead and edit the "Topic," "Description," etc. as you normally would to include the days and times that the meeting will be held.

How can we combine two Zoom accounts?

If your group has two New York Intergroup Zoom accounts, the accounts can be combined into one by [Zoom Support](#). Note a Zoom support representative will need to transfer the desired meeting ID.

How can we split two different groups' meetings inside now inside one account?

A Zoom support representative will need to transfer the desired meeting ID. Submit your request [here](#). Note that each Zoom account must have a unique email address.

We claimed our account, but we can't find our meeting.

- Take a look at previous meetings: <https://zoom.us/meeting#/previous>
- Take a look at upcoming meetings: <https://zoom.us/meeting#/upcoming>
- Take a look at your personal meeting room: <https://zoom.us/meeting#/pmi/>

What other advice do you have?

Groups which don't already have an email list may wish to establish one now to communicate the updated virtual meeting information to group members. Emails should be sent from a group account (e.g., mygroupname@____.com) to members using the "bcc" field to protect anonymity of group members.

If your group hasn't already, your group may wish to set up a virtual Seventh Tradition contribution to collect money to offset expenses. See our guide [here](#).

Questions? Feedback?

Please send additional questions and comments to ftec@nyintergroup.org.

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

www.nyintergroup.org

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