

# Suffolk County General Service – Zoom Guide

(Source: [NY Intergroup of AA](#))

## Suffolk GS Guide to Using Zoom for AA Meetings

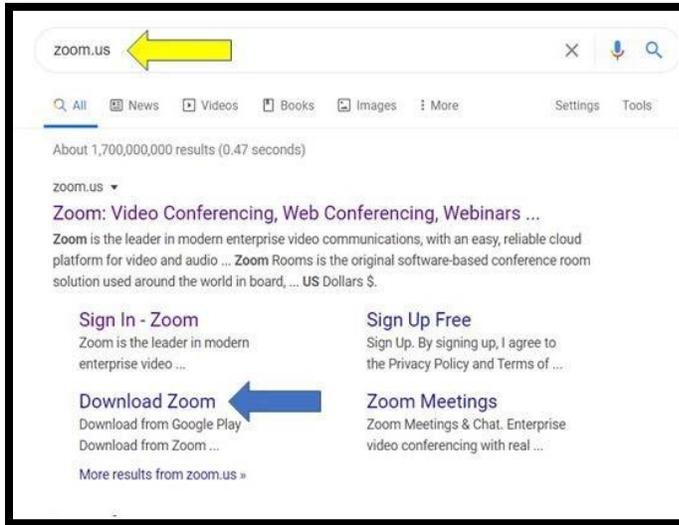
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### Setting up a personal Zoom account

You don't need to pay for a Zoom account to attend online AA meetings. If you don't already have a Zoom account, [click here](#) for step-by-step instructions on signing up for a **free** Zoom account. Please note that to set up an account you will need an email address, *but you don't need to provide your full name.*

### Downloading the Zoom App

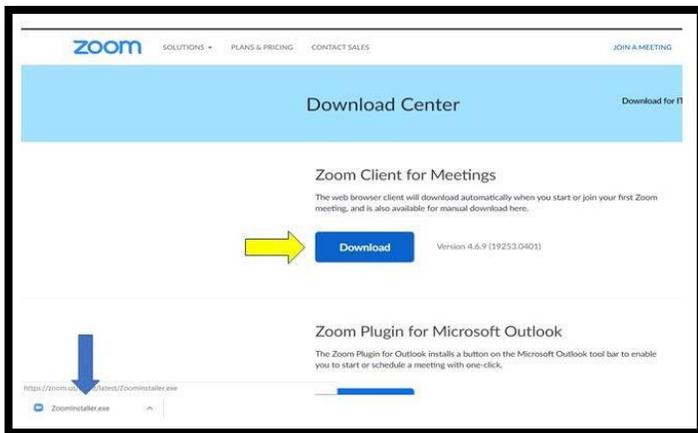
Downloading the Zoom App may make for a better meeting experience. To download the zoom app on your computer or tablet, search for “zoom.us” (yellow arrow) and click “Download Zoom” (blue arrow) on your device:



Click “Download” again (yellow arrow) and the Zoom App will begin installing. Click the “Exe” file to follow its progress:

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Using a smart phone? Go to Apple iPhone App Store or Google Play  on your Android phone and search for the “Zoom” App (green arrow) and get the app.

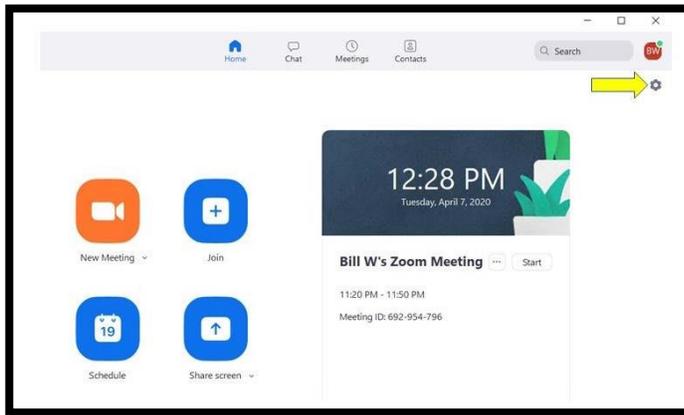


## **Tradition 12—Anonymity: Changing your name in your profile**

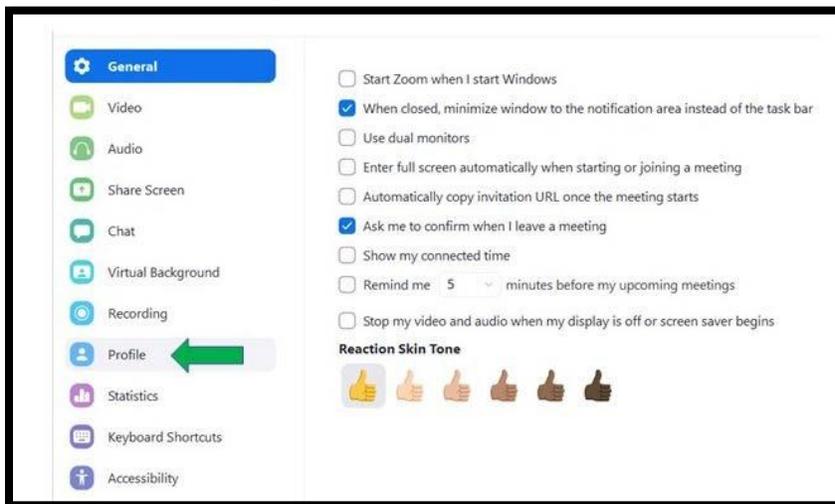
**Changing your name in your profile will ensure it shows up this way at every future meeting you attend.** To change your name in your account setting, open the app and click the gear icon (yellow arrow).

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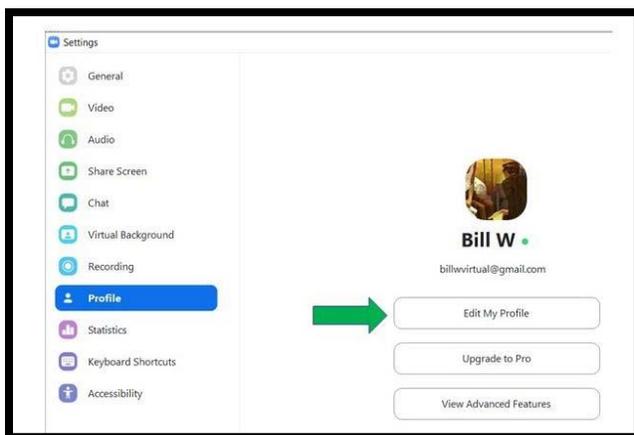
(Source: [NY Intergroup of AA](#))



Next click “Profile” (green arrow):



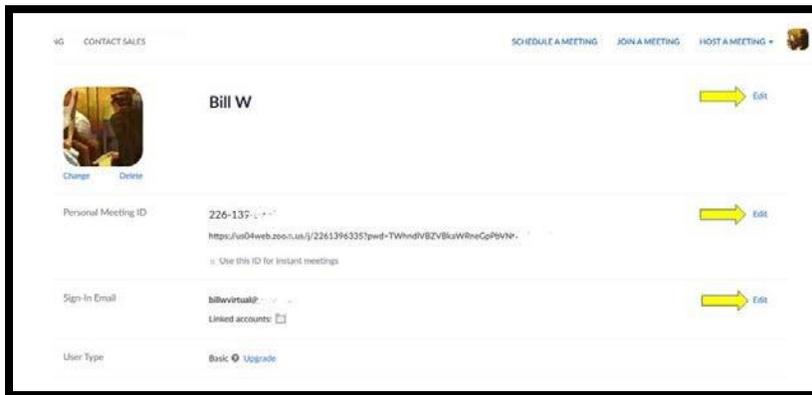
Then click “Edit my profile” (green arrow):



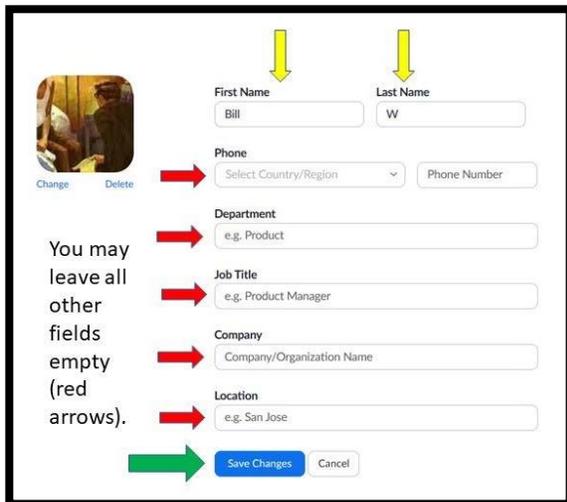
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Here you may change your name, your email address, and other items (yellow arrows). You may also change your profile picture.



After you change your name (yellow arrows), be sure to click “Save Changes” (green arrow).



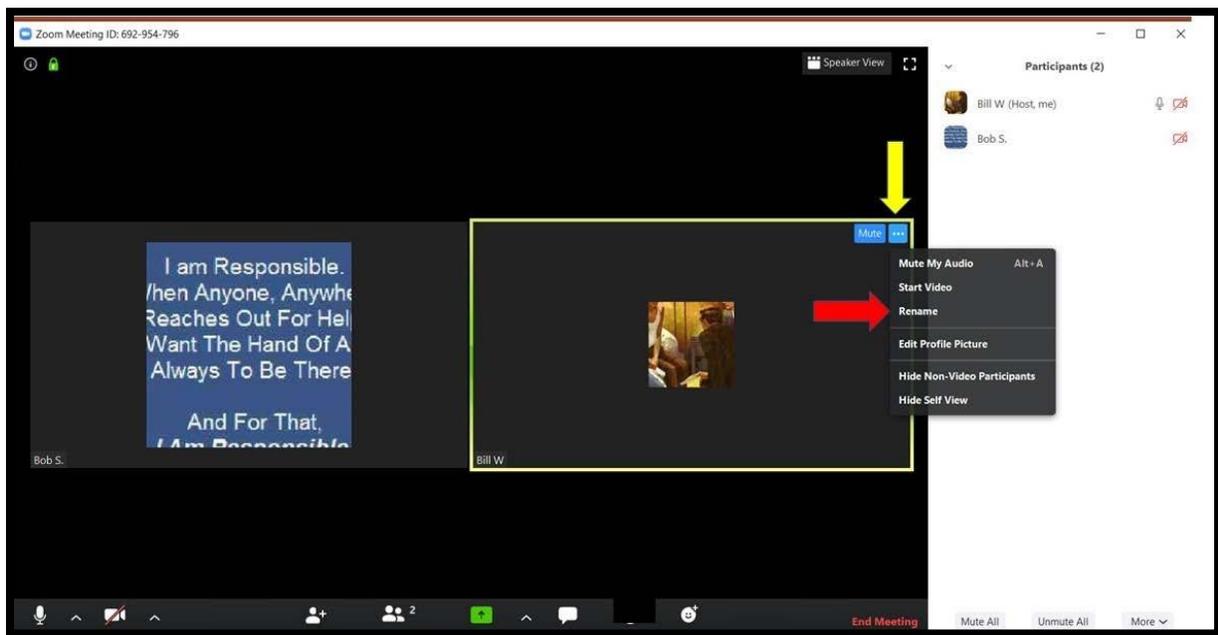
To change your name on a smart phone, open the Zoom App, touch the gear icon at the bottom right, and then your name at the top.

## **Tradition 12—Anonymity: Changing your name when in a meeting**

In a meeting, hover your mouse over your video and click the blue box with the three dots (yellow arrow). Select “Rename” (red arrow). More on Zoom functions in a meeting follow below.

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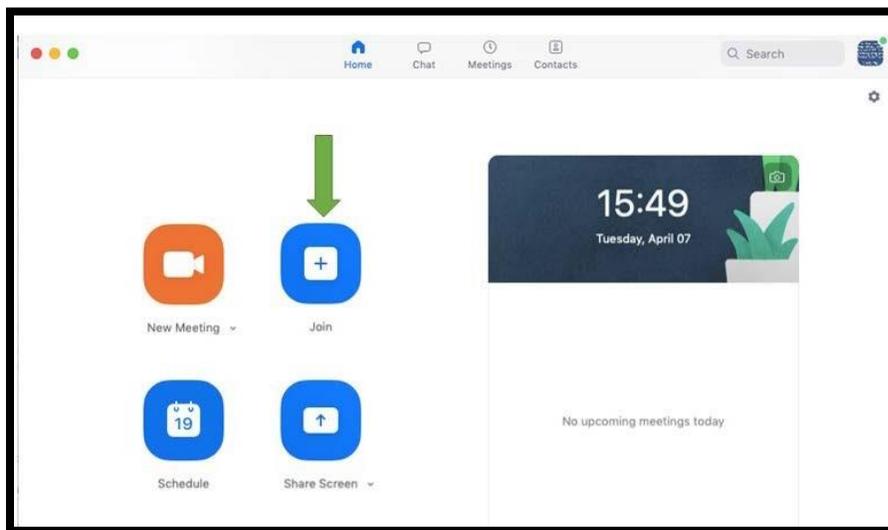
**Note:** Even after you change your name in a meeting, your name will revert to the one in your profile the next time you open the Zoom App unless you change your name in your profile as described above.

## **Joining a Zoom meeting with a link or meeting identifier**

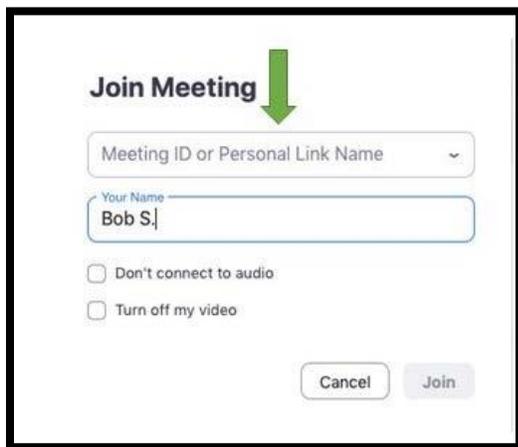
You may join a join a meeting if you have a link for a Zoom meeting simply by clicking the link, which will launch the Zoom App (Zoom client on a computer). You may also join right from the app if you have the Zoom “Meeting ID”. Open the Zoom App, and click “Join Meeting” (green arrow):

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On the next screen enter the Zoom meeting number (green arrow):



**If a meeting password is required, enter it on the next screen.**

## **Joining a Zoom Meeting by Phone**

You may participate in a Zoom meeting with nothing more than a standard telephone. Begin by dialing your local Zoom number. (The local New York number is (929) 436-2866.) You will find other numbers around the world listed here on the [Zoom Website](#). After dialing, enter the Zoom Meeting ID when prompted. To mute and unmute during a meeting, dial \*6. To raise and lower your virtual hand, which lets those in the meeting know you wish to speak, just dial \*9.

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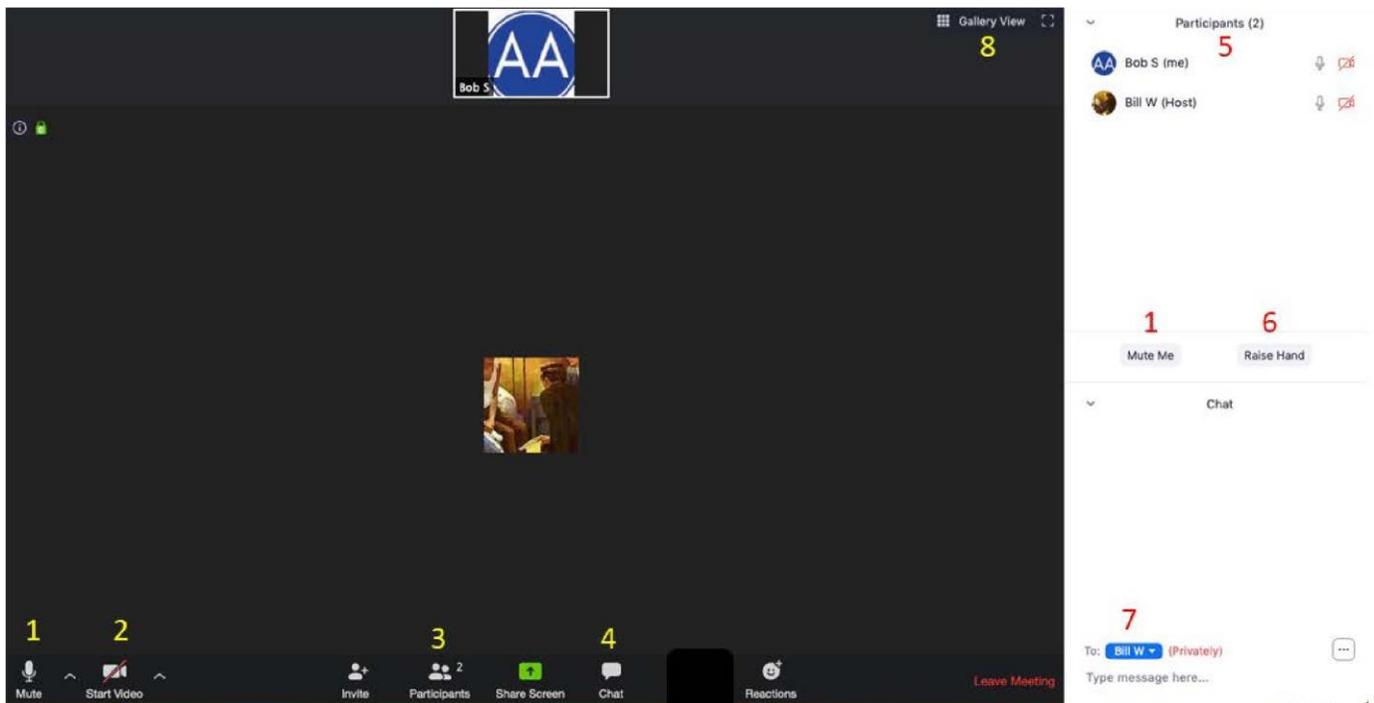
(Source: [NY Intergroup of AA](#))

## Meeting etiquette

Meeting etiquette in a Zoom meeting is simple: generally, don't do anything in a virtual meeting you wouldn't do in a physical meeting. Every meeting makes their own rules of the road by group conscience of course, but here are some helpful tips we have heard from our member groups that make for a smooth meeting:

- Mute your microphone when not speaking if the host hasn't done it for you (see below)
- Turn off your video if you're doing something distracting (walking, exercising, etc.)
- Excessive messaging in the Chat box can be distracting
- Be respectful of others when they share and remember our meetings are a sacred space to those who attend

## Key Zoom features in the meeting



1. Click the microphone icon to mute and unmute your microphone. In many meetings, the meeting host will mute all microphones, and unmute participants to share. You will still have to unmute your microphone after being unmuted by the host.
2. Stop and start your video by clicking the video icon.
3. If the Participants' list is not visible in the white box on the right, click the Participants icon to display it.
4. Click the Chat icon to make the Chat box visible.
5. The Participants' list shows the meeting attendees, as well as whose hands are raised to share.
6. Click this button to raise or lower your hand.

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7. Send messages using the Chat. In some meetings, you may only be able to message the meeting host.
8. Clicking “Gallery View” will fit the images of meeting attendees onto the screen or multiple screens. Clicking “Speaker View” will put the speaker’s image in the middle of your screen.

### **Seventh Tradition (“we are self-supporting through our own contributions”)**

While we may not be paying rent for physical space in a Zoom meeting, there are still expenses associated with running virtual meetings and, especially, carrying the message to the alcoholic who still suffers. It’s important to donate to your group’s Seventh Tradition collection as you would in a physical meeting, so listen for your group’s guidance on how they are handling the 7<sup>th</sup> tradition during this time.

You may also donate directly to Suffolk General Service [here](#), and the General Service Office of AA [here](#). Thank you!

### **Source:**

This guide was adapted from:



<https://www.nyintergroup.org/>

[NYIG\\_Zoom-Participants-Guide\\_040720.pdf](#)