

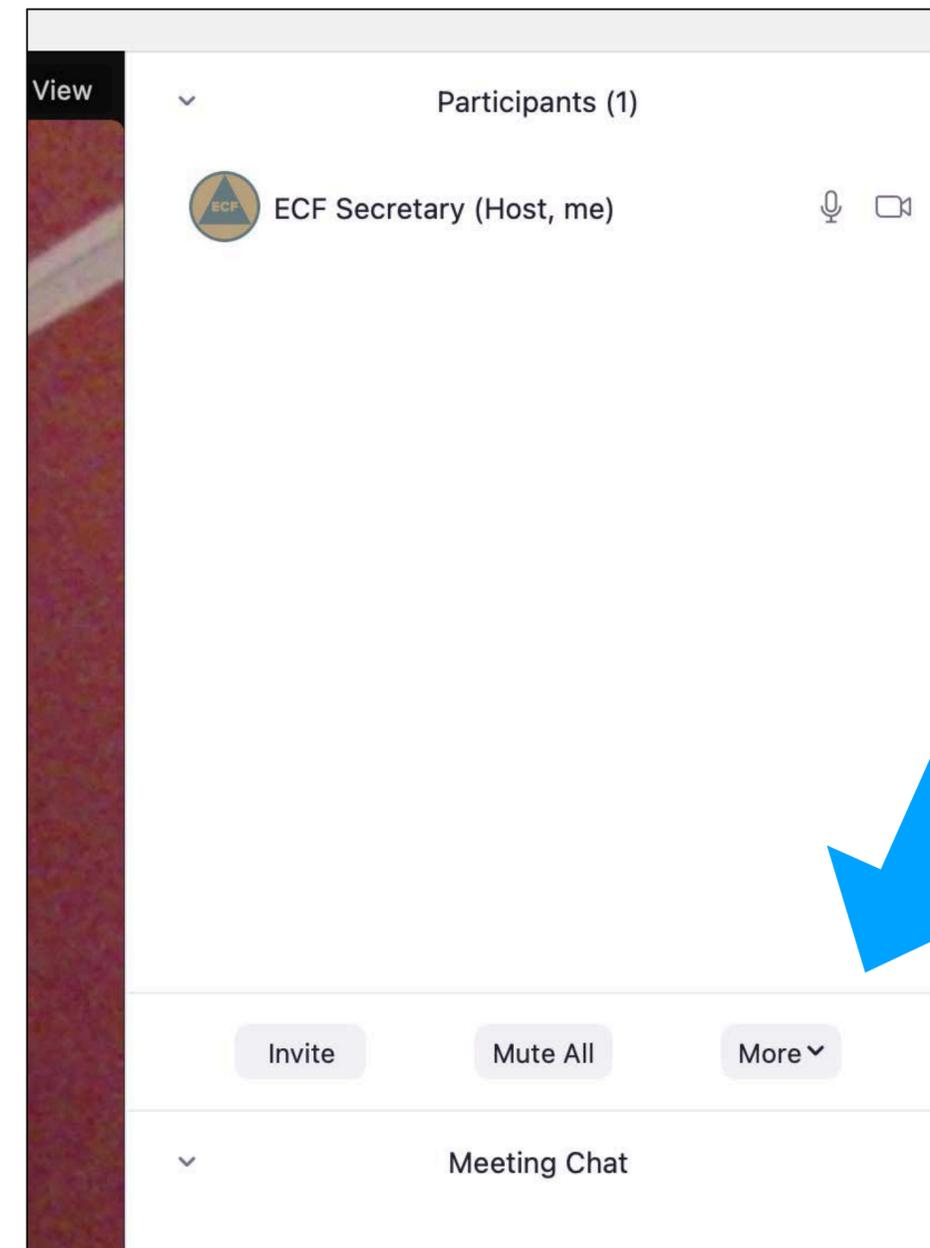
# Meeting Tech

1. Focus on Participant Box
2. Manage the Waiting Room
3. ONLY person to admit folks from Waiting Room
4. Rename people
5. Mute/Unmute people
6. Send messages to people in the Waiting Room
7. Send people back into the Waiting Room
8. Monitor Chat Box
9. If asked, Open & Close Meeting Room

# Always check Meeting Room Settings

Look for Meeting Room settings below right-hand Participants list and above Meeting Chat box.

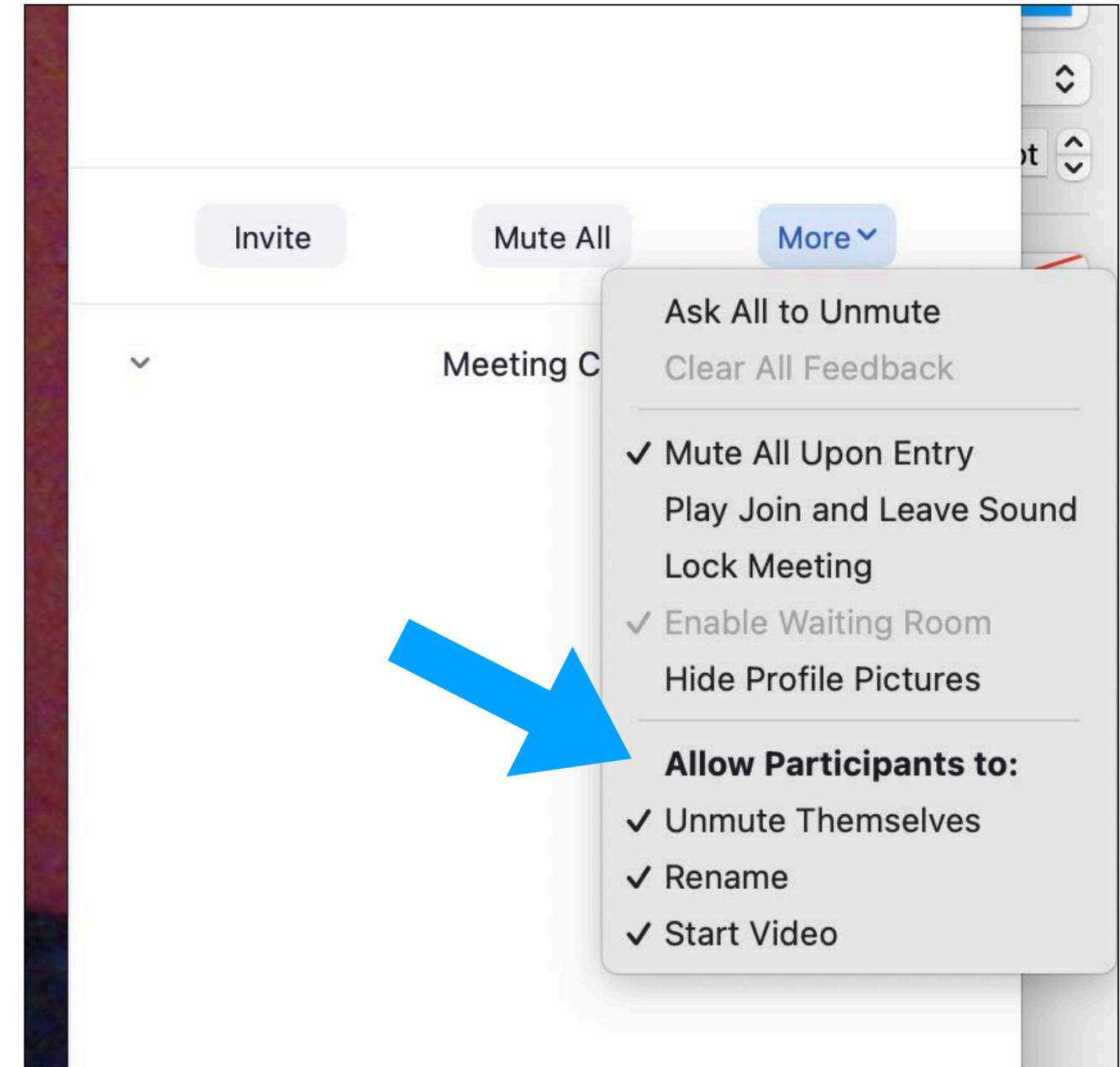
Click on “More”.



# Checking on Meeting Room Settings, continued

Allow Participants to:

1. Unmute themselves
2. Rename themselves
3. Start their video

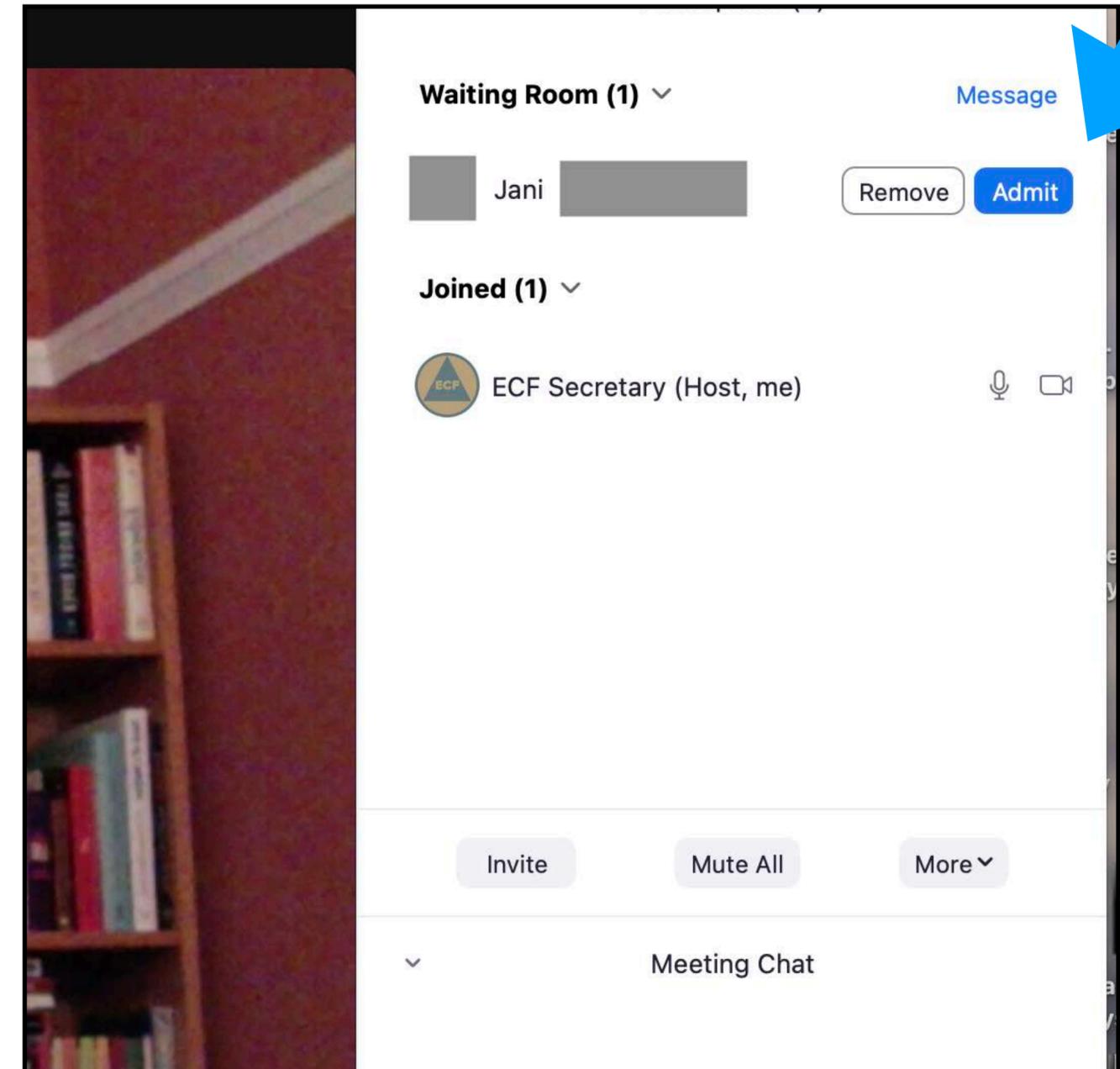


# Waiting Room

As people enter the Waiting Room, you can admit them by clicking on the blue “Admit” box.

If you have a concern about an individual, you can send them a message while they are in the Waiting Room.

If an individual has been admitted to the Meeting Room (from the Waiting Room) but becomes disruptive, place them back in the Waiting Room. Hovering over the upper right hand corner of their video will show a drop-down box with the choice “Put in waiting room”.



# Notes on Managing the Waiting Room

The Waiting Room is your best tool against Zoom bombers and anyone creating disruptions. For these individuals, it is best to place them in the Waiting Room until the meeting ends; do not remove them (they can return quickly under another name).

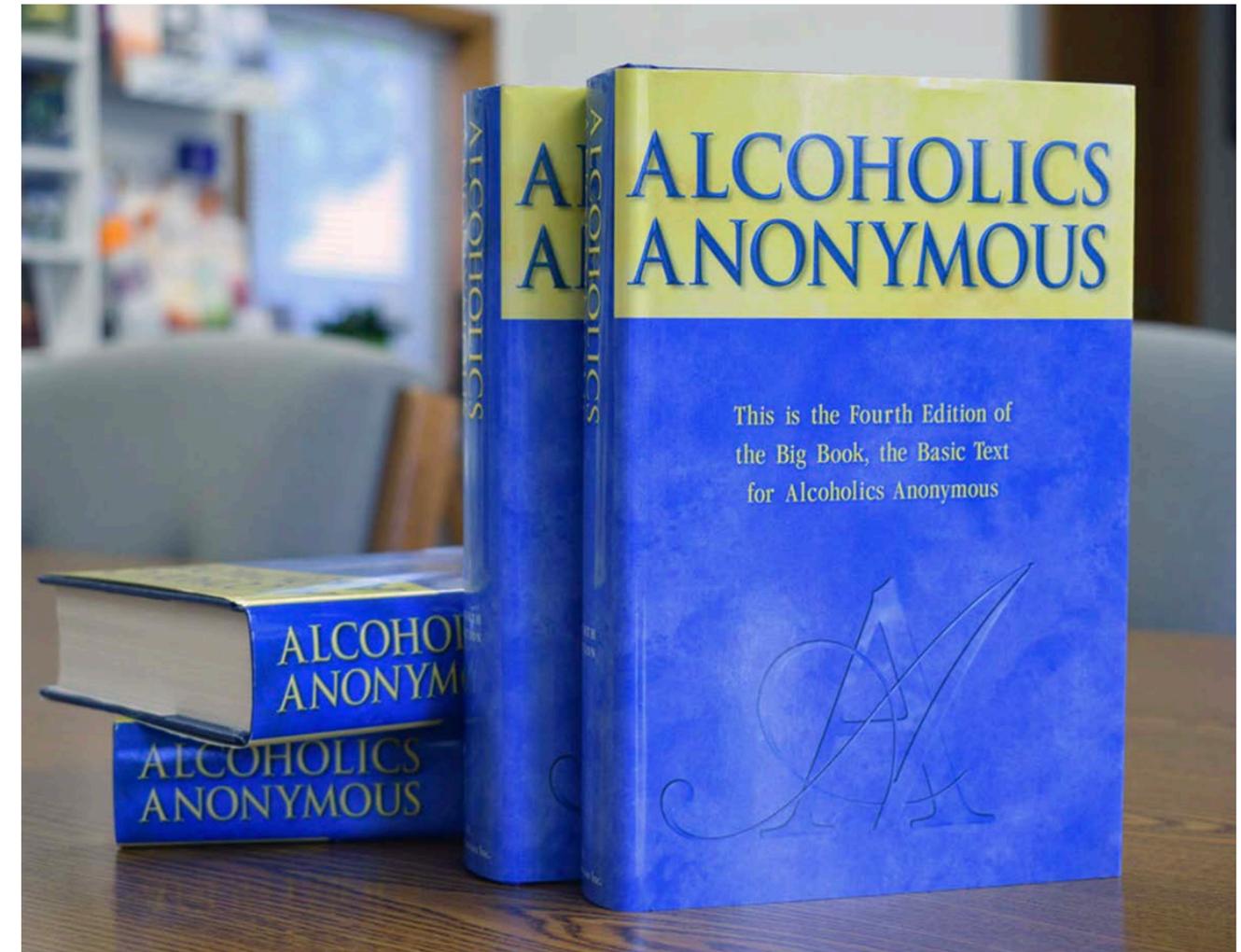
If you have doubts about an individual, watch their video screen once they have been admitted and be prepared to move them back to the Waiting Room if anything untoward occurs.

Remember you can also mute individuals if their background noises are creating a disruption and they have not muted themselves.

# Screen-Sharing AA Literature and Readings

Unless the meeting is small (e.g. <10 participants), it is difficult for the secretary to both run the meeting and share readings on their screen, so you may be asked to do this. Be sure to discuss this with the secretary before the meeting.

Prior to screen-sharing, be sure to have the pdf text or website text already open on your desktop. When you click on the green “Share” button, you will have a choice about what to share (next slide).



# Screen-sharing continued

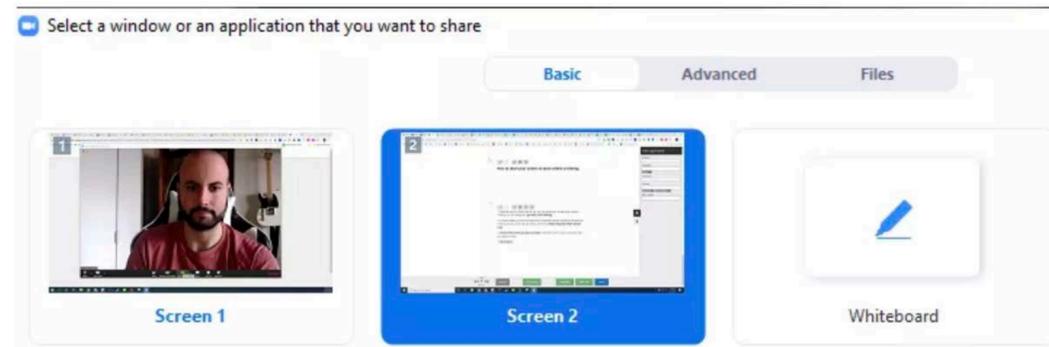
## How to share your screen on Zoom within a meeting

1. Join or start a Zoom meeting.
2. In your meeting, you'll see a selection of meeting controls, including the ability to mute your voice, start and stop video, and more. Select the green Share Screen icon.



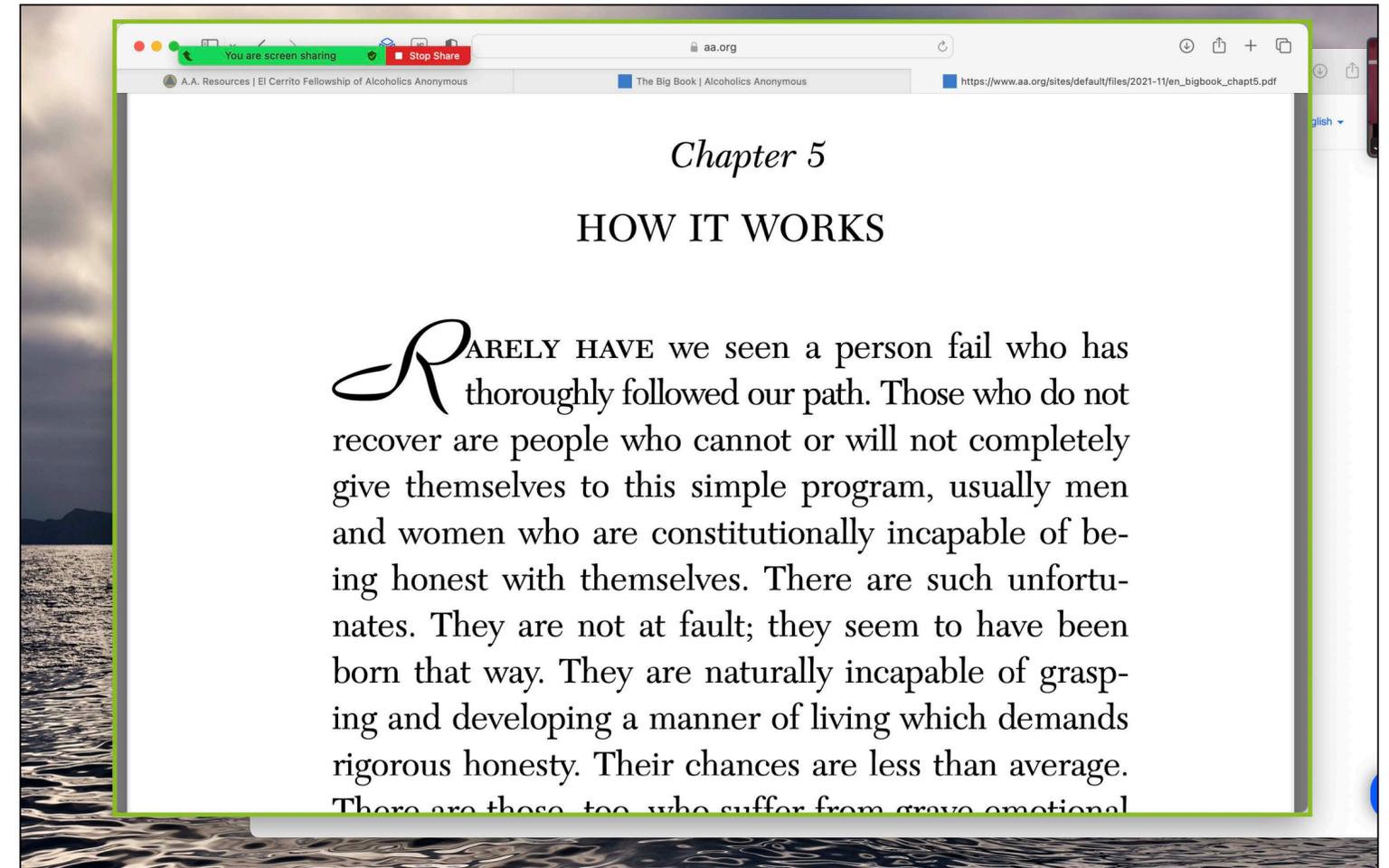
(Image credit: Zoom)

3. Choose the screen you want to share. Click the screen on your computer that you want to share.



(Image credit: Zoom)

4. Click share.



# Screen-sharing continued

What you are sharing will be outlined (only on your screen) in green. Others in the meeting will only see what is outlined in green.

Hovering your cursor at the top of the screen will make a short control bar appear. You can use this to mute and unmute yourself, select another item from your desktop for sharing, etc.

When you are finished with the sharing, click on the red “Stop Share” button - screen will return to its previous appearance.

(acknowledging [tomsguide.com](https://tomsguide.com) for screenshot on previous page)

