

Zoom Protocols for CMI ZOOM ACCOUNT:

Best Practices:

There is no limit on co-hosts.

Admit one at a time after reviewing profile pics from the waiting room.

Monitor audio.

Scan & stop disruptive videos

Delete inappropriate messages from chat

Watch for profane names and/or imitators (fakes)

Vet your hosts and co-hosts; not just friendly people who offer

No open mic / all who wish to speak must raise virtual hand, be unmuted by (co)hosts

No repeated Zoom #s

Limit permissions, for eg. If you don't enter with your video on, you can't turn it on in the meeting, design a predetermined set of security questions including a personal question

No users appearing as Zoom Admins, no such thing

Users who offer to help and ask for host, or co host

Chat should be: Only Hosts & Co hosts

Discussion of Disclaimer Terms needed

Here's some shared recordings: <https://oasandiego.org/zoom/>

*These settings are designed to keep our meetings safe while honoring the 12 Traditions.

*Users may be required to upgrade to a recent version of Zoom upon entering rooms.

*Settings related to security are highlighted.

*Settings that can be changed during the meeting are in red

PERSONAL SETTINGS - MEETINGS

Security

*Waiting Room/ Off

*Waiting Room Options:

Everyone

Allow participants in the waiting room to reply to host and cohosts

*New waiting room and join before host experience/ On

*Meeting Passcode/ On

*Require Passcode for Participants Joining by Phone/ Off

Schedule Meeting

*Host video/ On

*Participants video/ On

*Audio Type/ Telephone and computer audio

*Allow participants to join before host/ Participants can join any time before start time

*Allow Zoom Rooms to start meeting with Host Key/ On

*Mute all participants when they join a meeting/ On

In Meeting (Basic)

*Meeting chat/ On

*New meeting chat experience/ On

*Meeting chat – Direct messages/ On

*Send files via meeting chat/ On/ Only allow .pdf, .doc

*Co-host/ On

*Screen Sharing/ On

*How many participants can share at the same time? One participant can share at a time

*Who can share? Host only

*Annotation/ Only the user who is sharing can annotate

*Allow removed participants to rejoin/ Off

*Allow users to change their name when joining a meeting/ On

*Allow participants to rename themselves/ On

*Allow host or co-host to rename participants in the waiting room/ On

*Hide participant profile pictures in a meeting /On

PERSONAL SETTINGS – RECORDING

Local recording/ Off

Cloud recording /Record audio-only files

Cheat Sheet for Scheduling Safe Meetings

Settings -> Schedule Meeting

Allow participants to join before host /Participants can join anytime

Allow Zoom Rooms to start meeting with Host Key/ On

Schedule Meeting

Security

Passcode/ ON

Waiting Room /OFF

Options -> Show

Allow participants to join anytime

NOTES Obtain – or change – host key from Profile

Zoom limits number of occurrences.

If it isn't in "Upcoming," look under "Previous" to schedule more. Occurrences can be edited, added, deleted

Any meeting can write a disclaimer to appear in advance of entering the meeting.

SAMPLE MEETING DISCLAIMER:

Welcome to our OA Meeting. Welcome home! This meeting **does/does** not allow for chatting. The chat function is **closed/open/open only to co/hosts/open to everyone**. This meeting **does/does not** allow for an open mic. If it does not, one must raise their virtual hand to be recognized by the host. If you enter the meeting with your video turned off, it will remain off for the duration of the meeting. You may/not share your screen or your profile picture.