



# SLAA New York Virtual Meeting Protection Guide

For help or questions, please contact Dan at [info@slaany.org](mailto:info@slaany.org) or Vanessa at [inrecoverynyc@gmail.com](mailto:inrecoverynyc@gmail.com).

## Before you start the meeting

- 1) Make sure your meeting has a Host & Co-Host

Zoom meetings without designated Hosts are susceptible to “Zoom bombing” and other unauthorized interruption. Hosts can either be the owners of the Zoom accounts or designated by these individuals before or during the meeting.

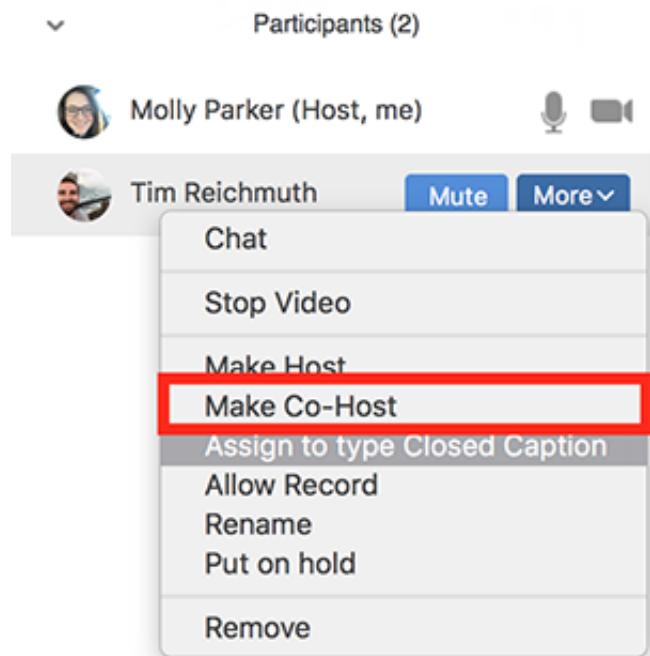
To learn more about designating Zoom Hosts and Co-Hosts [click here](#).

The advantage of having both a Host and a Co-Host is that the Host can handle the traditional meeting functions (e.g. script), but the Co-Host can handle muting and virtual hand raising.

- 2) Does the meeting you are starting or want to attend require a passcode?

Many Zoom meetings require a passcode. If you are a meeting chair and want to start a meeting without a passcode, please ensure the passcode function is turned off in your [settings](#).

If you are attending a SLAA meeting supported by the NY Intergroup, please check [here](#) or [here](#) for more passcode information.



*Assigning a co-host from the Zoom Participants screen*

3) I'm a Host and I would like to disseminate my meeting information and passcode so others can join.

The NY Intergroup can help you disseminate your meeting information. Please send an email to [info@slaany.org](mailto:info@slaany.org) with your Zoom meeting information. We will post this information for you on our website.

The screenshot shows the Zoom meeting settings for password requirements. It includes the following options:

- Require a password for instant meetings**: Enabled (toggle on). A random password will be generated when starting an instant meeting.
- Require a password for Personal Meeting ID (PMI)**: Disabled (toggle off).
- Require a password for Room Meeting ID (Applicable for Zoom Rooms only)**: Disabled (toggle off). A password will be generated for Room Meeting ID and participants require the password to join the meeting.
- Embed password in meeting link for one-click join**: Enabled (toggle on). Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.
- Require password for participants joining by phone**: Disabled (toggle off). A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.
- Bypass the password when joining meetings from meeting list**: Enabled (toggle on). When Zoom Rooms join a scheduled meeting on its meeting list, users do not need to manually enter the meeting password.

*Enabling passcodes from your Settings menu.*

4) Claiming the Host using the Host key

One useful Zoom function is the ability to Claim the Host. Claiming the Host allows a user to access the Host functionalities without owning the Zoom account or the Host transferring the Host responsibility during the meeting.

You can Claim the Host by using the Zoom account holder's Host Key. The host key is a 6-digit PIN used to claim host controls a meeting. A Zoom account holder can edit or view the host key in their Zoom profile.

The screenshot shows the Zoom account profile settings page. It includes the following sections:

- Calendar and Contact Integration**: You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts. A button labeled "Connect to Calendar and Contact Service" is visible.
- Sign-In Password**: Displayed as a series of asterisks.
- Host Key**: Displayed as "642760" with a "Hide" link next to it.
- Signed-In Device**: A link labeled "Sign Me Out From All Devices" with a question mark icon.

*View your Host Key in the Account Profile page (desktop).*

Please ask the Zoom account holder for their Host Key if you plan to Chair a virtual meeting where the Zoom account holder won't be present. With the Host Key, you can Claim the Host.

To Claim the Host during the meeting, go to the Participants tab and click Claim Host at the bottom of the participants list. When prompted, enter your Host Key and click Claim Host.

## Claiming host using the desktop client

Follow these steps if you need to claim the host role when you join a meeting and [join before host](#) is enabled.

1. Join the meeting.
2. Click on **Participants**.



3. Click **Claim Host** at the bottom of the participants list.



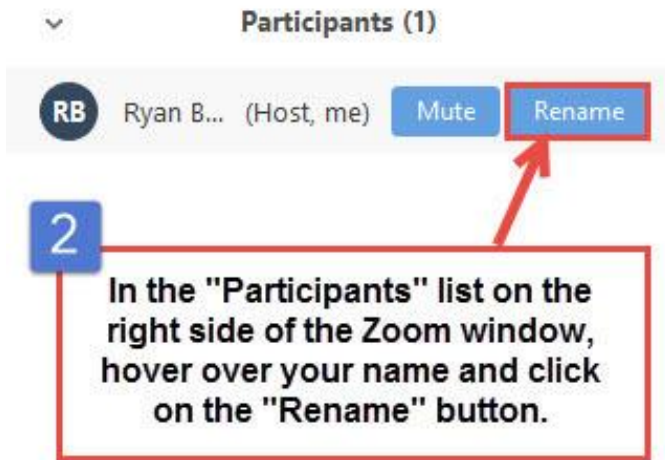
4. Enter your host key.
5. Click **Claim Host**.  
Once the host key is verified, you will have host controls in the meeting.

*Claiming Host during the meeting from the Participants screen.*

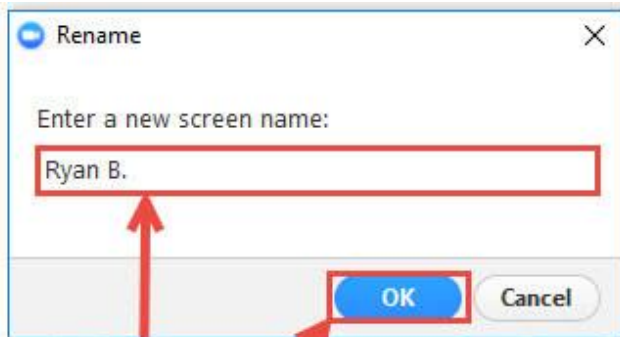
## Remaining anonymous in the meeting

- 1) How do I alter my username in the meeting?

Anonymity is a founding principle of our program. Fortunately, Zoom allows you to change your username once in the meeting. To change your username in the meeting, simply go to the Participants screen, click on your name and select Rename.



*Click on or hover over your name on the Participants screen.*



*Rename yourself and click ok.*

## Handling “Zoom bombing”

1) How do I handle “Zoom bombing” as a Host or Co-Host?

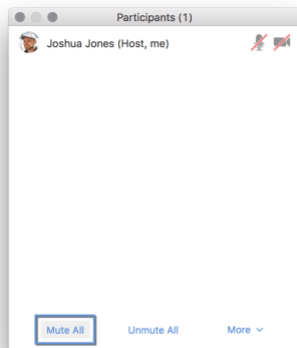
“Zoom bombing” occurs when multiple unwanted participants join the meeting simultaneously and disrupt the meeting with unwanted comments and/or screen sharing.

Tip #1

Assign a Co-Host to constantly monitor the Participants page during the Zoom meeting. This will be the easiest way to detect new entries into the meeting.

Tip #2

If you believe your meeting has a number of unwanted participants, immediately click “Mute All” from the Participants screen. This will prevent disruption. As the Host or Co-Host, you may want to announce a “spiritual time-out” as you assess the potential situation. As the Host, you may then Remove these participants from the meeting.



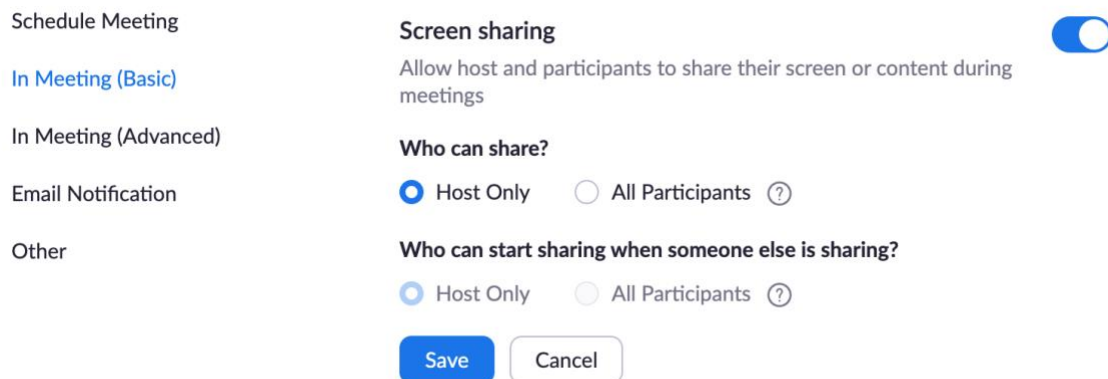
*Click “Mute All” on the Participants screen if you feel your meeting has unwanted participants.*

To remove a participant from the meeting, simply click on their name in the Participants screen and select Remove.

### Tip #3

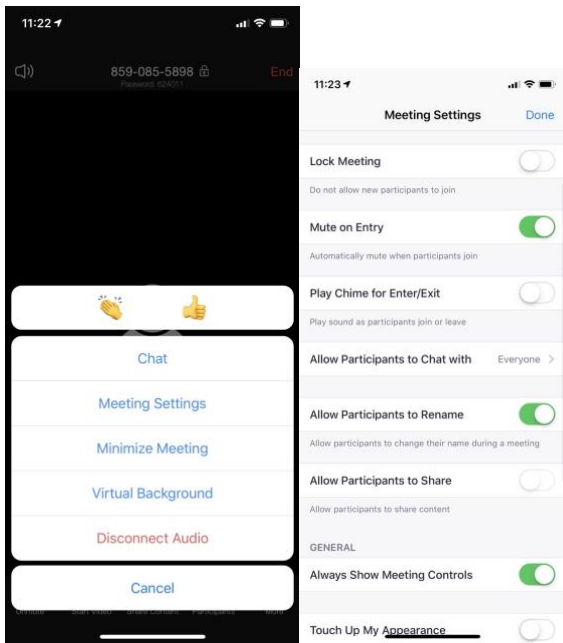
Disable screen sharing. Screen sharing is a key tool of “Zoom bombers” and may be unnecessary for many 12-Step Meetings.

To disable screen sharing by participants in a Zoom meeting, go to your Zoom desktop settings. Click on In Meeting (Basic) and select Host Only for the Who can share? option.



*Hosts can disable participant screen sharing from their desktop settings.*

During the meeting, the host can disable screen sharing by going to Meeting Settings and turning off participant screen sharing.

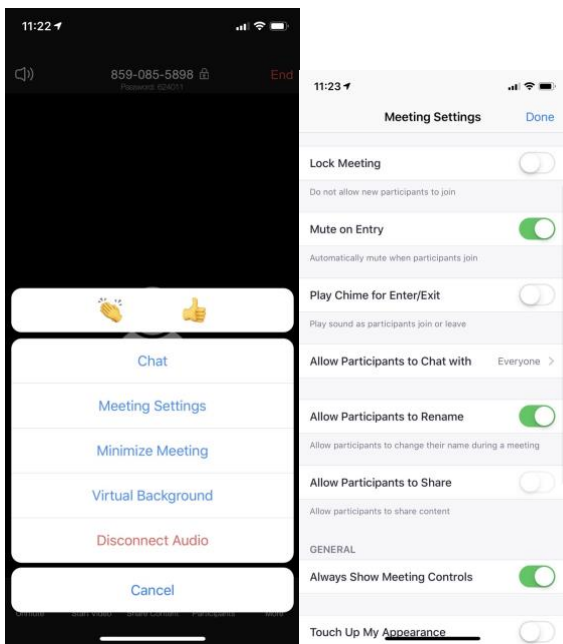


*During the meeting, Hosts can disable screen sharing from the Meeting Settings.*

#### Tip #4

Locking the meeting. Hosts can lock the meeting once the meeting has reached “capacity” and to avoid unauthorized interruption.

To lock the meeting, simply click on Meeting Settings and select the Lock Meeting toggle button.

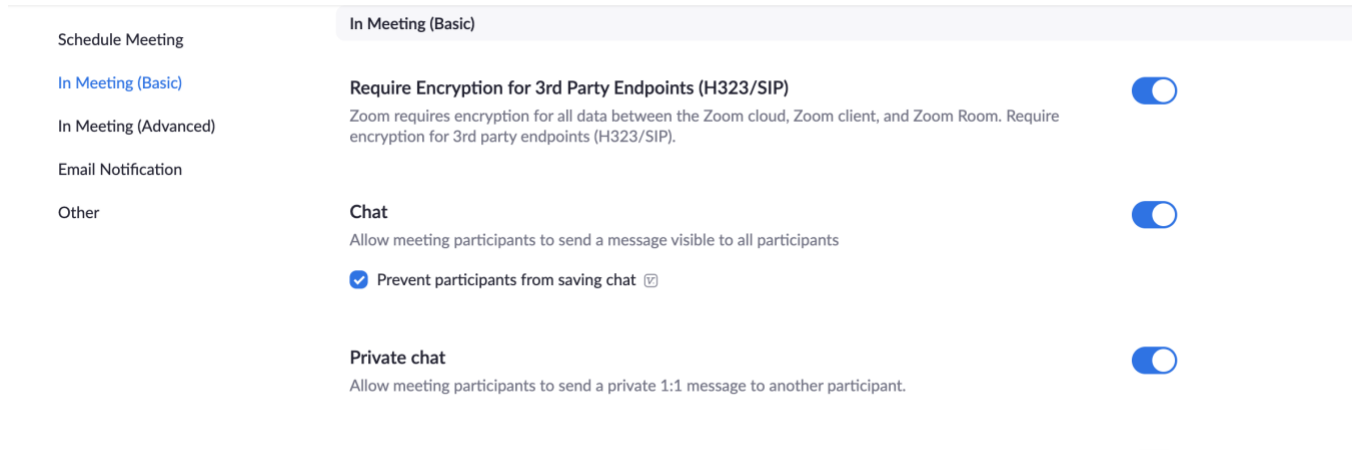


*During the meeting, Hosts can Lock Meeting from the Meeting Settings.*

#### Tip #5

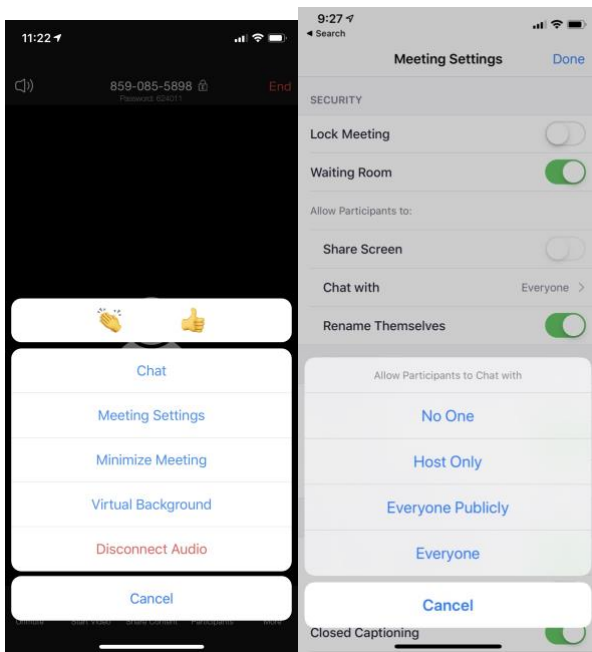
Disabling the chat function. The chat function can be used to disrupt the meeting by “Zoom bombers” or simply used in inappropriate ways which affect the safety of our meetings.

To disable the chat function prior to the meeting, go to the Setting function within your Zoom account (desktop) and toggle off the Chat function. This will disable all chat within the meeting. To disable only 1:1 private chatting, simply toggle off the Private chat button.



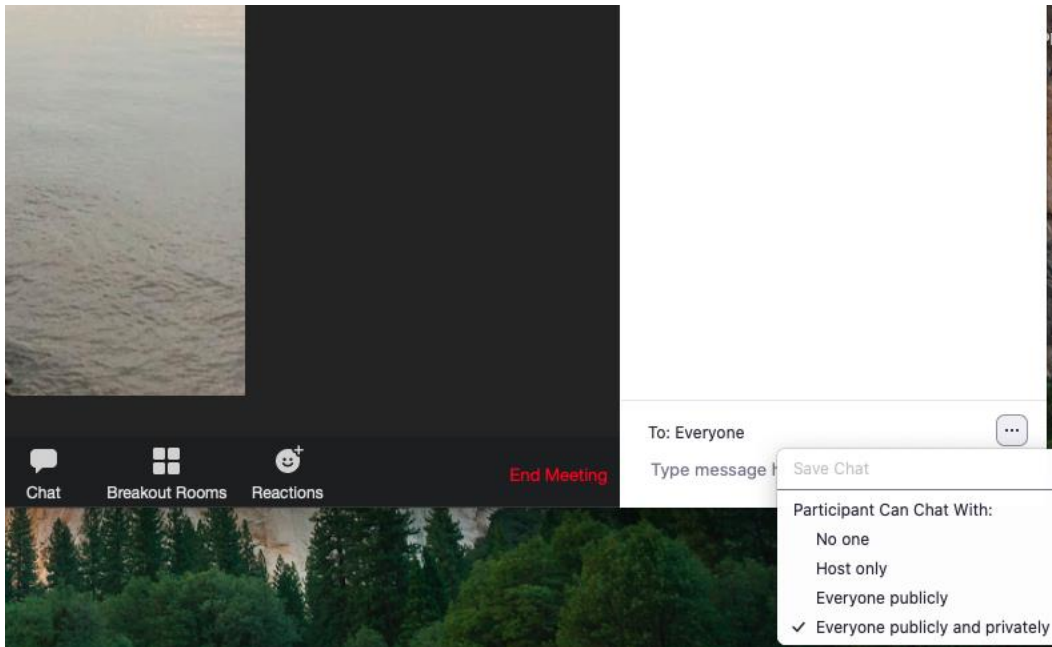
*Prior to the meeting, Hosts can alter chat capabilities from the Settings menu.*

To alter the chat during the meeting on your mobile device, go to Meeting Settings in the ... More tab. Then, select Chat With. You can turn off the Chat function entirely by selecting No One, allow only yourself (Host) to chat, or allow only Public chats.



*During the meeting, Hosts can alter chat capabilities from the Meeting Settings screen.*

To alter the chat during the meeting on your desktop, go to the Chat option in the lower right-hand corner of your screen. You can turn off the Chat function entirely by selecting No One, allow only yourself (Host) to chat, or allow only Public chats.



*(Desktop) During the meeting, Hosts can alter chat capabilities from the Chat icon.*

#### Tip #6

Turn off the embed password feature. Turning off the embed password feature will prevent scraping software (bots) from finding Zoom links on the web and automatically entering the meeting. Anyone clicking on the generated Zoom link will still need to enter the password.

To turn off the embed password feature, go to the desktop Settings page and toggle off the feature.

#### Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.



#### Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



*Turn off the embed password in meeting link option on the Settings page (desktop).*

## Addressing the 7<sup>th</sup> Tradition

1) How do I handle the 7<sup>th</sup> tradition as the Host of a virtual meeting?

All meetings are autonomous, so the individual meeting Host may take a group conscience on how to handle the 7<sup>th</sup> Tradition. Hosts or Meeting Treasurers can create Paypal or Venmo accounts to accept virtual meeting payments. These links can be sent out via Chat during the 7<sup>th</sup> Tradition statement. However, please let meeting attendees know what their donations are being used for, especially if there is no “rent” at present for the meeting and the ability to distribute literature is temporarily suspended.



Also, Hosts can help collect donations for the NY Intergroup by using our Paypal account;  
[treasurer@slaany.org](mailto:treasurer@slaany.org).

## Handling unidentified meeting entrants

### 1) How do I handle unidentified meeting entrants or dial-in only (non-video) attendees?

Chairs and their groups may autonomously decide that they will allow or not allow non-video participants to be in the meeting. If non-video participants will be allowed, the group conscience may decide whether or not to prompt these users to introduce themselves by asking them to turn their video on and introduce themselves, or if by phone, to unmute and introduce themselves. A meeting may also decide whether they prefer that people have their video on for the entirety of the meeting. Here are some possible additions to your meeting script to prompt attendees to introduce themselves:

#1 - To maintain the integrity and safety of the room, it is our group conscience that any non-video participants introduce themselves at this time by turning their video on, stating their name after which they may resume with their video off. Folks who have dialed-in by phone may introduce themselves by hitting \*6 to unmute. Please kindly introduce yourself and where you are calling from so we may welcome you.

#2 - It is our group conscience that all participants have their video on for the duration of the meeting. If you do not already, we ask that you please turn your video on at this time.