

AI-Anon Online Meeting and Helpful Zoom Tips

Online Meeting Etiquette

- This is an AI-Anon meeting - please treat it that way.
- Surroundings - We can see and hear you. If you can see and hear us, please be in a private area or use a headset or headphones.
- We need to be mindful of the person sharing as well as other members at the meeting. Any kind of movement or relocation can be distracting and take away from the meeting. You can temporarily turn off your video if you need to engage in non-meeting activity.
- Sound quality of the meeting is much better when all attendees are muted unless speaking. Mute options eliminate background noise or feedback; we hear everything including the slightest movement even headset wires.

Audio: Please temporarily mute yourself by clicking the mute icon if you are not speaking

- Please limit background noises and sounds (other people, pets, TV, etc)

Video: Please temporarily stop your video by clicking the Stop Video icon for any of the following:

- Relocating to a new location
- Any type of movement
- Eating
- ***If you would not be doing it in an in-person meeting, it should not be on the zoom screen either***

If you are having audio problems, trying these may help:

- Turn off TV
- Turn off all other Wi-Fi devices while using Zoom (could also help with video problems). This includes things like other phones or tablets, or other streaming devices
- Stop video
- If you like using your computer/laptop but still are having audio issues, you can use a second device for your audio; once you log in/call in on your second device, you will need to disable your computer audio by clicking on "leave computer audio." You will find this on arrow near the mute speaker at the bottom left corner of taskbar on your computer/laptop

ZOOM Help:

- Rename - This is an individual's choice of how you want your name displayed. Typically, rename to your first name with an optional last name initial
- Stop video - This is an individual choice of whether you want to be seen or not
Do this when moving around
- Chat - Can type a message to meeting members via chat
- Raise / Lower hand - Physically raise your hand or use the option in Zoom to indicate, to the chairperson, that you wish to speak
- Reaction - Heart, thumbs up, clap, etc
- Leave meeting - This will end your current session
- How to connect to a meeting:
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060732
- How to install - See document "How to install ZOOM"