AA Group – Zoom Quick Start Guide

[AA Preamble](#) | [How It Works](#) | [AA Big Book](#)

Suggestion: We recommend that Zoom meeting hosts participate in Zoom meetings before hosting to familiarize yourself with basic functions, including hovering your mouse over your video to change your name.

Host Key Needed to RUN meetings:

Zoom Account Host Key: <mark>123456</mark> ← **Obtain this from your group Zoom account owner and enter it when you join using the "Claim Host" button to take over as the meeting Host.**

1. **How to "Manage Participants," "Mute All," and "Unmute"**

When you join the meeting enter the host key to take over as meeting host, and you will be able to Manage Participants as shown below:

Clicking "Manage Participants" (yellow arrow) will bring up the Participants window on the right. You will be able to "Mute All" Participants (red arrow) or

"Unmute All" Participants (green arrow). Clicking "More" (blue arrow) enables you to allow participants to unmute themselves when they want to speak:
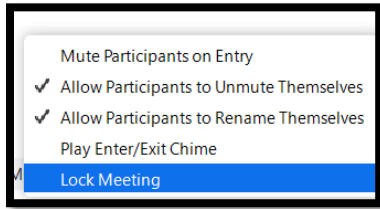
Note: We suggest, especially for meetings with more than 10 participants, that hosts mute all Participants to cut down on background noise, and allowing participants the option to unmute themselves when they would like to speak. Some meetings wishing to keep things more orderly and structured elect *not* to allow participants to unmute themselves – the host must unmute all speakers. This cuts down on pranksters as well, but we believe is a matter for group conscience.

2. How to use the "Participants" list functions

You may unmute individual Participants by hovering your mouse over the name in the Participants' list and clicking "Unmute" (green arrow). [Clicking "More" (yellow arrow) gives you the option to stop the video of that participant or remove that Participant from the meeting.]
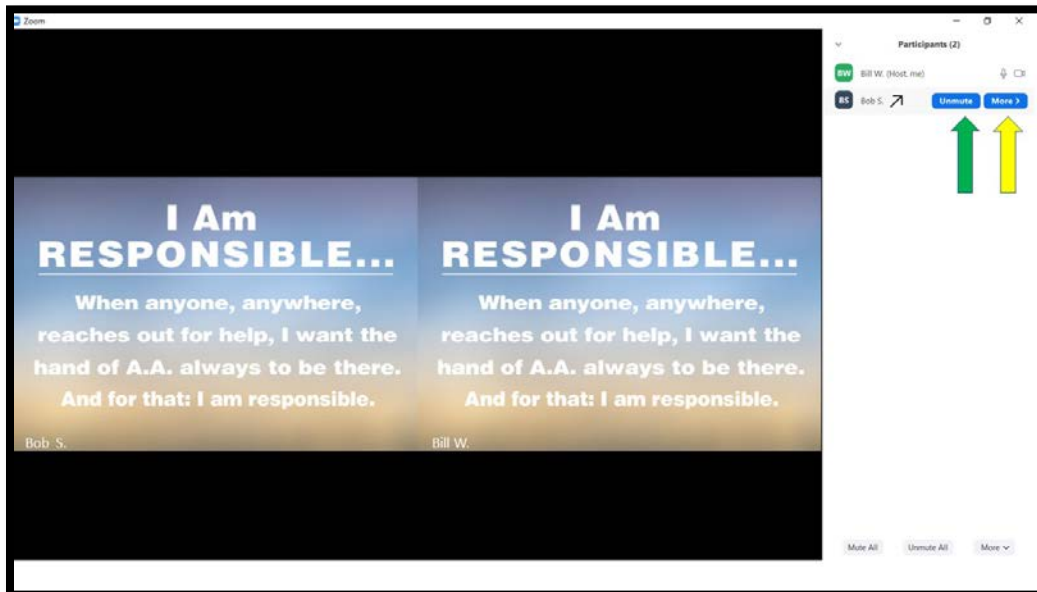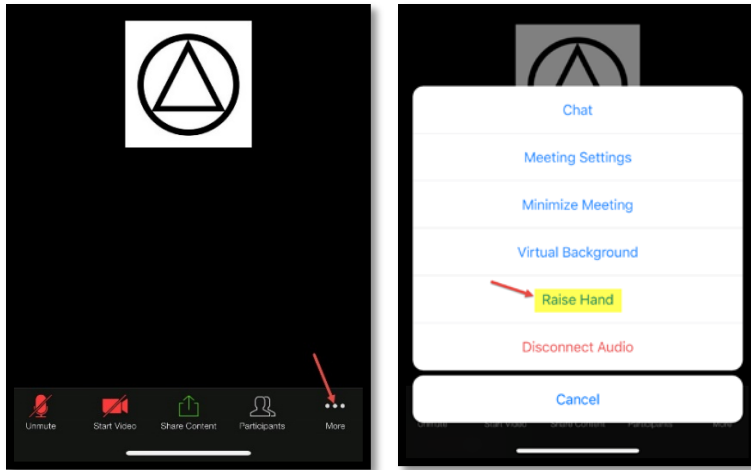
If your meeting has Participants who have dialed into the meeting using a Zoom-provided phone number and the meeting code (rather than connecting online), they may unmute themselves by pressing *6 and re-mute themselves by pressing *6 again.

### 3. Using the "Raise Hand" function to facilitate sharing.

Participants may click the "Raise Hand" icon at the bottom of the Participants' box to indicate that they would like to share (See column 1 below, green arrow). You will see a raised hand icon next to their names in the Participants' box (Column 2 below, yellow arrow). You will need to unmute the Participant and you may also lower the Participant's raised hand (Column 3 below, red arrows).

Participants joining from mobile devices will be able to raise their hands from the meeting menu as indicated below (red arrows):

When you perform the unmute, Participants receive a polite notification that you are allowing them to unmute, and that they are invited to speak. You may have to remind the Participants to unmute their microphones to speak.
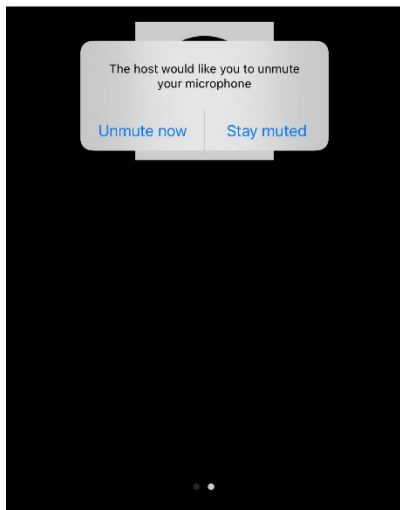

If your meeting has Participants who have dialed into the meeting using a Zoom-provided phone number and the meeting code, they may raise their hands by pressing *9 and lower their hands by pressing *9 again.

Participants' raised hands appear in the Participants' window in the order in which they clicked "Raise Hand," starting from the top of the window.

4. Using the Sharing Screen Function

After launching the Zoom meeting link the center icon allows the host to "Share Screen" (icon circled below with red arrow) which will allow the host to display their computer screen on the Participants' devices. Many groups use this to display the Preamble or other Conference-approved AA literature and call on volunteers to read just as we did in person for continuity and group unity. This is very achievable through screen sharing and quite simple.
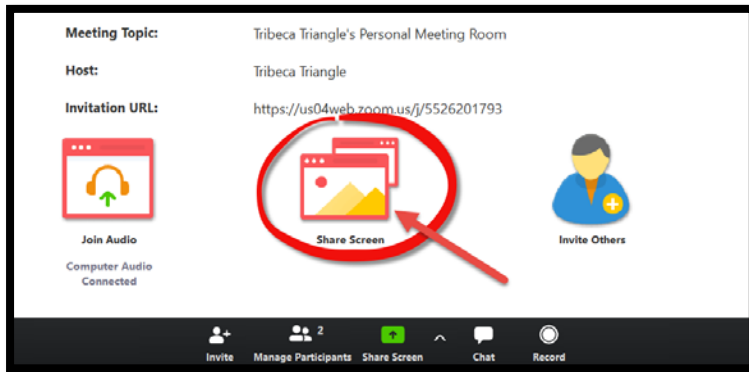
Links to the Preamble and "How it Works" are at the top of this guide, as well as the Big Book.

Note that when you share screen you must select whether to share:
your entire screen; which one (if you have more than one physical screen); or a specific application only (i.e., only the browser window with the AA text).
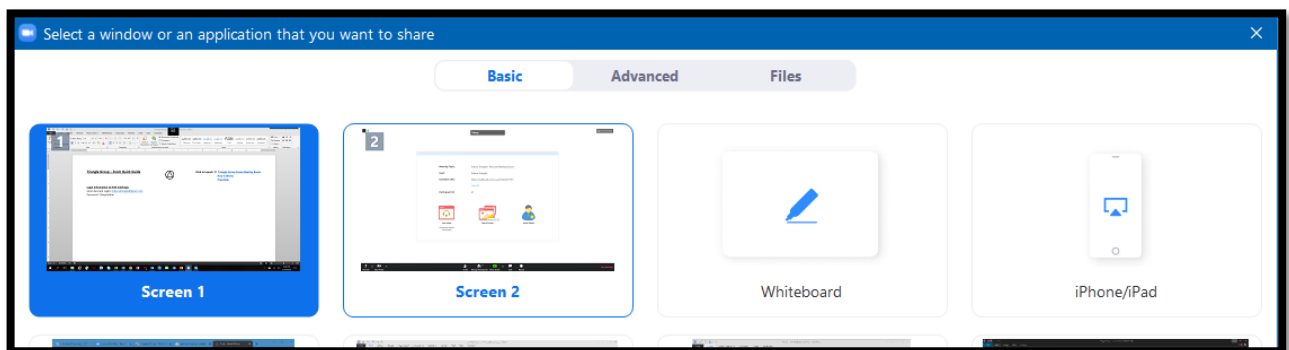
To discontinue the screen share, click the red "Stop Sharing" button at the top of the screen (red arrow). Please **be certain you click this to end the sharing** or Participants will continue to view your computer screen.