OA FIG
Zoom Security Protocol Suggestions
As of 4/11/20

Due to the current public health situation, many meetings are considering or have already transitioned to an online Zoom format. In order to do our best to ensure a safe and secure meeting space our fellowship, there are several security options a meeting may use.

These are unprecedented times and the situation is constantly evolving. This information is as up-to-date as of 4/11/20. It is encouraged for each meeting to stay abreast of the latest Zoom security updates. Zoom has a blog which they update frequently with the latest information on Zoom Security Updates.

https://blog.zoom.us/wordpress/2020/04/08/zoom-product-updates-new-security-toolbar-icon-for-hosts-meeting-id-hidden/

Please note, that in keeping with OA Traditions, "each meeting shall remain autonomous." The following are merely suggestions. It is up to each individual meeting to decide how they would like to incorporate any of the below.

Zoom Security Settings Options When Setting Up A New Meeting

Password – It is now mandatory by Zoom.us that all Zoom meetings now have passwords.

Waiting Room – The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not signed in.

https://support.zoom.us/hc/en-us/articles/115000332726

Managing a Security Functions During a Meeting

Through Zoom Security functions, Hosts and Co-host have the ability to do the following when and if necessary.

- **Mute participants** (Some meetings set the option that all participants are muted as they enter the meeting space)
- **Stop a participant's video**
- **Request that a participant starts their video**
- **Prevent participants from screen sharing**
- **Put a participant on hold if enabled**
- **Lock the meeting to prevent anyone new from joining** (Some meetings choose to engage this option 15min after the open meeting starts, or at the first sign of a disturbance.)
- **Place participants in waiting room** (waiting room can only be enabled by the host)
- **Locking Chat**
- **Removing a Participant**

https://blog.zoom.us/wordpress/2020/04/08/zoom-product-updates-new-security-toolbar-icon-for-hosts-meeting-id-hidden/

Suggested Meeting Service Commitments

Moderator/Co-Moderator Commitment – In order to assist meeting secretaries and leaders to managing these new security options, some larger meetings have created a "Moderator" commitment. The Moderator's job is to ensure the safety of the meeting and it's attendees by dealing with any disturbances appropriately, as well as helping ensure the meeting is running smoothly by muting/unmuting participants, helping raise/lower hands. The Moderator may request back-up Co-Moderator support as needed at the start of the meeting.

Online Tutorial
As an additional reference, LA Anonymous Recovery Meetings have provided a 2-Part online tutorial that goes through in detail the different settings and functions that are available on Zoom.

Part 1) Zoom For Recovery - Settings for Anonymity and Security
https://www.youtube.com/watch?v=fYyQBM7IEXY&t=636s

Part 2) Zoom For Recovery - Moderation
https://www.youtube.com/watch?v=SHyK0QIIuMw&t=121s