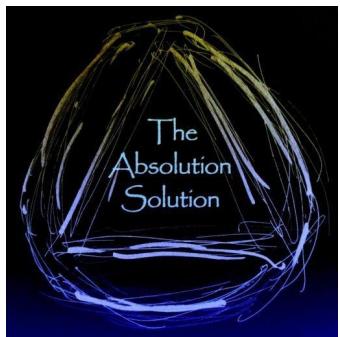


Zoom Co-Host Training



Zoom ID : 589 197 0560

Passcode: 407417



Our Spirit of Service

- “Our common welfare should come first; personal recovery depends upon A.A. unity.” — Tradition One
- Co-hosts protect unity and meeting safety.
- We serve with humility, patience, and love.

“Anonymity is humility at work.” — 12 & 12, *Tradition 12*



Protecting Anonymity

- Rename participants to first name + last initial
- Remove last names and personal data

“Anonymity is the spiritual foundation of all our Traditions.” — Tradition Twelve

Screening Newcomers

- Check for suspicious names, Some Examples: Ben Dover, Sum Ting Wong, Mike Rotch, Phil McCrakin, Al Beback, Joe Mama, Anita Bath, Moe Lester, Heywood Jablomi, Hugh Jass, Yuri Nater, Saad Maan, Sal Ami, Gaye M., Rick O'Shea
- This list is not exclusive, communicate with other Co-Host for more info
- If you are not 100% certain, you can message the waiting room to say, “Please confirm you are here for AA”.
- Admit once they respond

Zoom Bombers & Spam

- Remove instantly

- Disable unmute

- Block User to share further

- Disable share & annotations

Core Zoom Security Settings



WAITING ROOM: ON



SCREEN SHARE:
HOST/CO-HOST ONLY



Chat: On For “Everyone”
unless reason to restrict it.



Rename: OFF

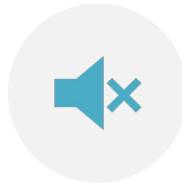


Turn off: “Allow
participants to unmute
themselves”

Co-Host Conduct

- Calm, Kind, Supportive
- Support the chair
- Pay attention to what's going on in the Zoom room (i.e... people waiting to be let in, what people are doing on camera, what is being put in the chat)
- Avoid confrontation

Quick Emergency Actions



- MUTE ALL



- DISABLE UNMUTE



- REMOVE DISRUPTOR



- LOCK MEETING BRIEFLY



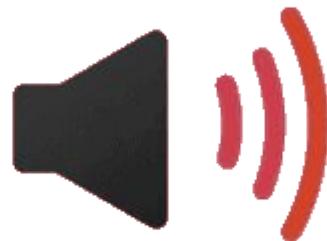
- REOPEN ONCE SAFE

ZOOM Meetings in AA

- A Zoom meeting is simply an Alcoholics Anonymous meeting held online.
- Members join by video, audio, or phone to share their experience, strength, and hope.
- It follows the same AA principles and spirit as an in-person meeting – only the format is different.
- Zoom helps us stay connected from anywhere, supporting our sobriety “one day at a time.”

“There are no dues or fees for AA membership.” — Tradition Seven

Handling Disruptions



MINOR NOISE: MUTE + GENTLE MESSAGE

NEGATIVE BEHAVIOR: MESSAGE PRIVATELY, MUTE, and/or Put in waiting room and communicate issue via chat there.

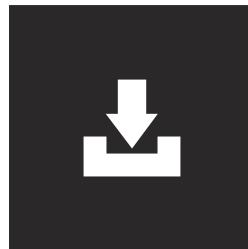
Getting Started

Need an Account?

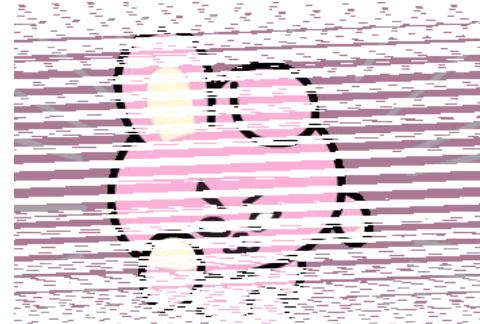
- [Click here to Sign Up](#)

Download Zoom:

- [Click here to Download.](#)



You'll need an email address to create a Zoom account, but **you don't need to use your full name**. Many members choose first name and last initial only, in keeping with AA's tradition of anonymity.



How to Rename a Participant (Co-Host)

- Open the Participants panel (bottom of the Zoom window).
- Find the person you want to rename. Either in waiting area or in Participations with First and Last name.
- Hover over their name and click More (or the ⋮ button).
- Select Rename.
- Type the new name (first name + last initial is common in AA).
- Click OK.



How to Rename a Participant (PC)

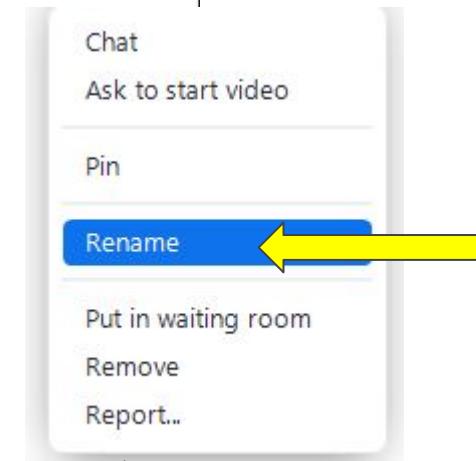
- 1) Click On Participants



- 2) On the Participants List find the person who needs to be renamed.



- 3) Click on more options (...)
- 4) Click on Rename when the options Pop Up
- 5) Change the name, remove last name and click



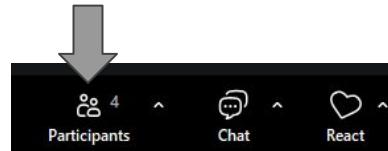
How to Mute a Participant (Co-Host)

- Open the Participants panel.
- Find the person you want to mute.
- Hover over their name and click Mute.
- To mute everyone at once, click Mute All at the bottom of the Participants panel.
- (Optional) Check Allow participants to unmute themselves depending on your meeting's needs.
- Allow participants to unmute themselves only in the parking lot.



How to mute a Participant (PC)

- 1) Click on the Participants Tab

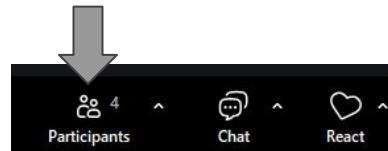


- 2) Find the Participants you want to Mute on the Participants Tab
- 3) Click on Mute

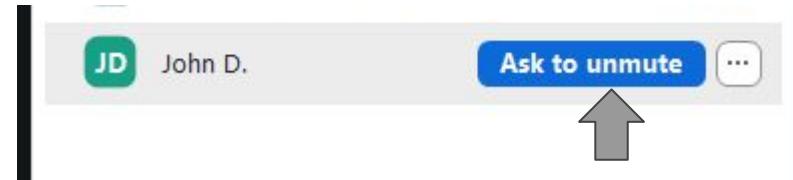


How to Unmute a Participant (PC)

- 1) Click on the Participants Tab

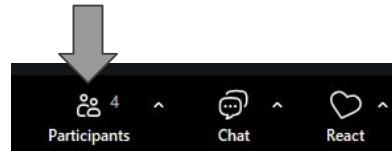


- 2) Find the Participants you want to Unmute.
- 3) Click on Ask to unmute

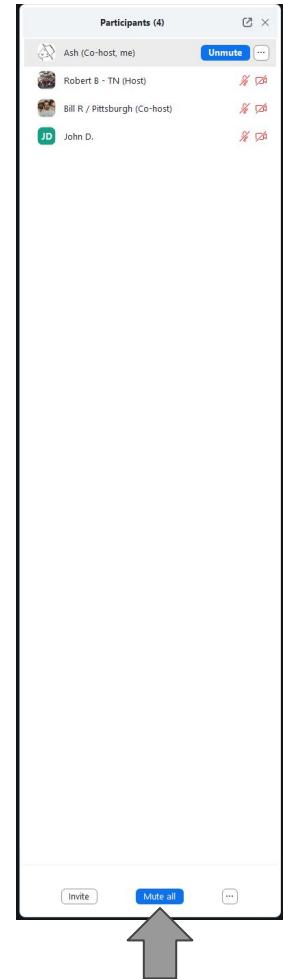


How to Mute all Participant (PC)

- 1) Click on the Participants Tab

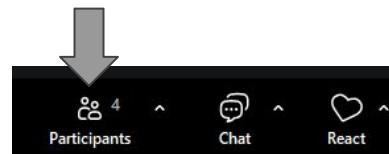


- 2) At the bottom of the Participants tab click on Mute all
- 3) Click on Mute all

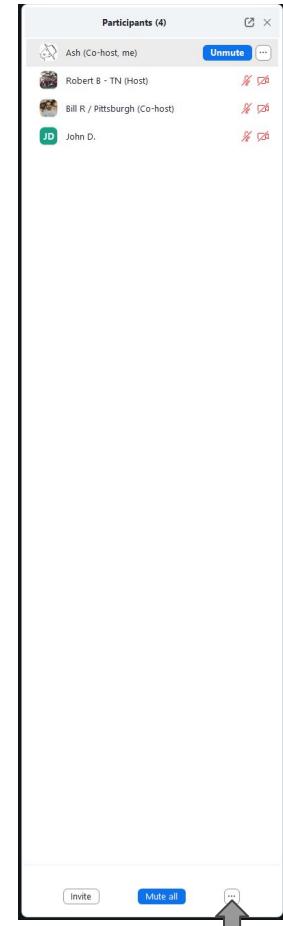
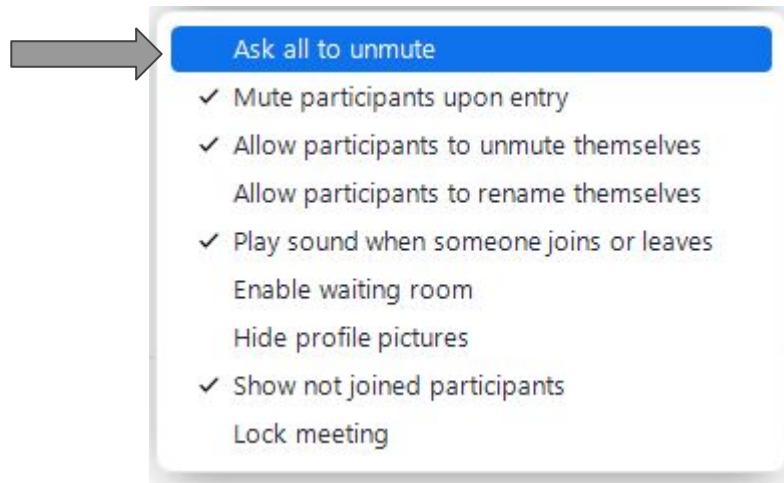


How to Unmute all Participant (PC)

- 1) Click on the Participants Tab



- 2) At the bottom of the Participants tab click on more (...)
- 3) Click on Ask all to unmute



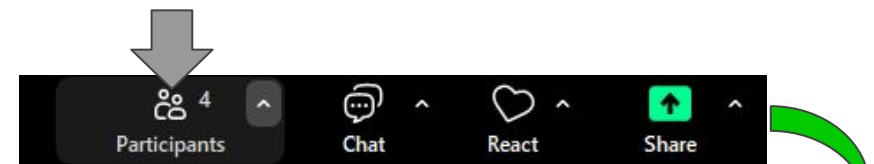
How to Remove a Participant (Co-Host)

- Open the Participants panel.
- Find the person you need to remove.
- Hover over their name and click More (or ...).
- Select Remove.
- Confirm the removal when Zoom asks.

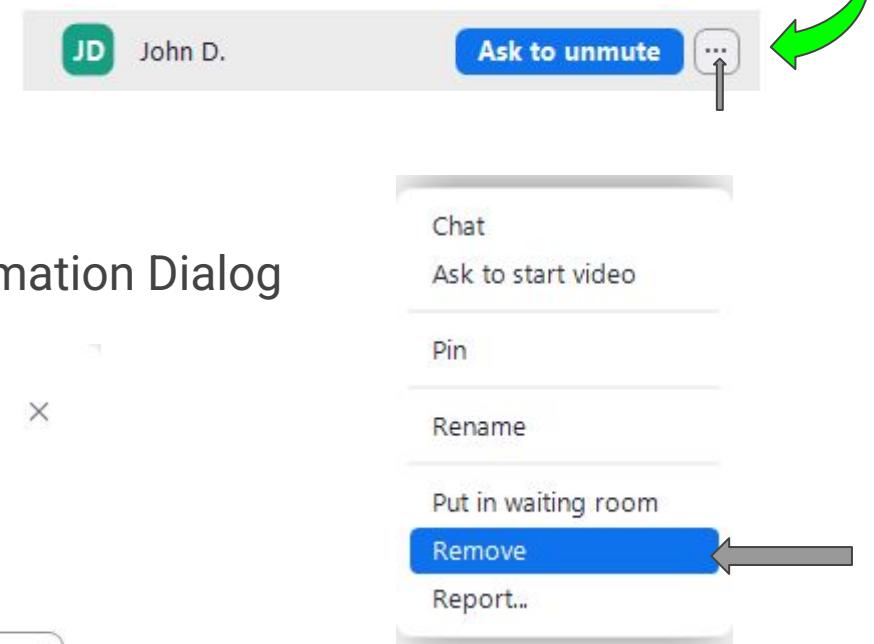


How to Remove a Participant (PC)

- 1) Click on Participations Tab



- 2) Find the participation to Remove.
- 3) Click on More [...]
- 4) Click on Remove
- 5) Lastly Click on Remove in the Confirmation Dialog





When to Remove a Participant?

- When someone is disruptive and won't stop after gentle warnings.
- When a person is sharing offensive, harmful, or unsafe content.
- When a Zoom bomber enters with the intent to disturb the meeting.
- When someone threatens anonymity, safety, or the serenity of the group.
- When their behavior goes against the group conscience and affects others' ability to recover.

When Not to Remove a Participant



- When someone is new and unsure how Zoom or AA works.
- When a member is sharing honestly, even if emotional or nervous.
- When a person is quiet, listening, or having tech issues.
- When someone accidentally unmutes, echoes, or buttons misfire.
- When a member expresses feelings you may disagree with, but is not being disruptive.
- When the situation can be handled with a gentle reminder or a private chat instead.

How to Avoid Zoom Bombers

Check names before admitting

- Look for real first names
- Avoid names with random numbers, symbols, or offensive words

Admit people one at a time

- Don't let in groups of unknown users together
- Bombers often join in clusters

Ask newcomers to rename if needed

- First name + last initial helps keep things clear
- Bombers often refuse to rename

Greet newcomers with a quick welcome

- "Welcome! Where are you joining us from?"
- Real people reply — bombers usually don't

Watch for unusual behavior right after admitting

- Watch for unusual behavior right after admitting, bombers will flash their videos quickly as a test run before they start bombing.
- Fast movements, loud sounds, or attempts to unmute
- Remove quickly if necessary

How to Avoid Zoom Bombers

Keep chat limited

- Use “Host + Co-host only” during large meetings
- Switch to “Everyone” only when things feel calm

Keep participants from sharing video if needed

- You can disable their video individually
- Bombers often turn on video to shock the room

Have at least one co-host active

- One admits people
- One watches participants/chats



How to Spot a Zoom Bomber (Verification Tips)

Name looks suspicious

Random letters or numbers (ex: “gh34k9”)

Offensive words

No name or just “iPhone,” “Galaxy,” etc.



How to Spot a Zoom Bomber (Verification Tips)

Won't turn on camera when asked (*newcomers may be shy — use gentle judgement*)

- Zoom bombers avoid showing their face
- They may claim excuses but won't cooperate at all

Strange behavior right away

- Talking over others
- Playing loud sounds
- Typing inappropriate things in chat

Multiple people joining at once with similar names

- This is a common Zoom bomber tactic
- Example: “User123” “User124” “User125”



How to Spot a Zoom Bomber (Verification Tips)

- **Refuses simple verification**
 - Won't answer a friendly "Welcome! Where are you joining us from?"
 - Won't rename themselves when asked
 - Won't respond to co-host messages
- **Joins and immediately tries to screen share**
 - Instant red flag
 - Screen sharing should be OFF for participants
- **Camera turned off + no interaction + odd name**
 - This combo is often a bomber scouting the room before acting



Remember: Not everyone who is shy or quiet is a bomber — we use *gentle verification* to protect the group while staying welcoming.

Quick Actions When Zoom Bombing Happens

Mute them fast

- Open **Participants** → click **Mute** next to their name.

Stop their video

- Hover their name → click **Stop Video**.

Disable their controls

- In **Participants**, click **More** next to their name →
 - **Disable Unmute**
 - **Disable Video**
 - **Disable Chat** (if needed)

Turn off screen sharing for everyone (Make sure this before the meeting)

- Click the **Arrow** next to “Share Screen” → **Advanced Sharing** →
 - **Set to Host Only**.

ASAP!
AS SOON AS POSSIBLE.



Quick Actions When Zoom Bombing Happens

Remove them

- Participants → **More** → **Remove** → Confirm.

Lock the meeting (optional and very temporary)

- Security icon → **Lock Meeting**.

Use the Waiting Room (During Meeting)

- Security icon → **Enable Waiting Room**.



"We never shame — we simply verify kindly."

What to do when they Bounce Around?

- Raising your hand stops them from moving around.
- You can also focus on a spot they bounce around, they usually switch between same squares.



How to Admit People Safely

Rename if needed

- Shorten last name to first letter while still in the waiting room. (**first name + last initial**)

Send a message while they're in the Waiting Room

- A simple: *"Hi! Welcome. Are you here for the AA meeting?"*
- Real members reply; bombers usually don't.

Use your co-host team

- One co-host watches the waiting room
- Another monitors the meeting and participants

Don't rush

- Take a moment to verify the person
- Admitting slowly protects the serenity of the meeting

Greet newcomers before admitting fully

- "Welcome! Where are you joining us from?"
- This helps confirm they're here for AA

During the meeting, you can send a private message

- Check in with unsure or quiet participants
- Ask gently if they need help with muting/renaming
- Helps identify real people and filter out trouble

"Patience, tolerance, understanding, and love are the watchwords." — *Big Book*, p.118



After Admitting Someone

Watch their behavior for a few seconds

- Look out for participants who come in and immediately raise their hand.
- Make sure they aren't loud, disruptive, or trying to unmute immediately.
- Have your finger on the "remove" button when you unmute them.

Check their name

- If they have a full last name, rename to **first name + last initial**. (We do not allow participants to rename themselves.)

Send a quick welcome message

- "Welcome! Glad you're here."
- Real members often respond; bombers usually don't.

If they seem unsure or confused

- Send a private message offering help with mute, rename, or Zoom buttons.

Make sure their camera/mic are appropriate

- If something looks off, stop their video and mute as needed.

Keep an eye on new arrivals

- Bombers often act quickly after joining.
- Co-hosts should watch the Participants list for sudden changes.

Stay calm and patient

- Newcomers may take a moment to settle in.
- Give them grace while still keeping the meeting safe.



Cautions & Tips for Co-Hosts

- **Don't panic** — a calm co-host keeps the group steady.
- **Don't argue with disruptors** — just mute/remove quietly.
- **Don't remove someone too quickly** — make sure it's not a newcomer with tech issues.
- **Don't allow screen sharing** unless you trust the person.
- **Don't click unknown links** in chat — bombers sometimes post harmful links.



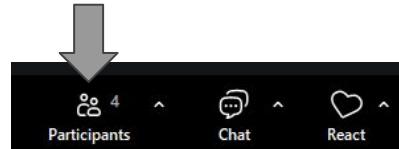
Helpful Tips

- **Use the Waiting Room** to screen new arrivals.
- **Rename participants** to first name + last initial to help identify real members.
- **Have at least one co-host** always watching participants.
- **Keep your finger on “Mute All”** during large meetings.
- **Send a private message** to newcomers if they seem confused.
- **Lock the meeting** if things get chaotic. (temporarily and make sure to unlock)
- **Reassure the group** after a disruption with a calm message or reading.
- **Stay tradition-minded** — unity and safety come first.

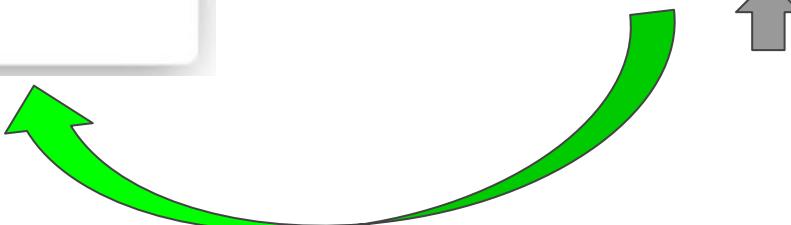
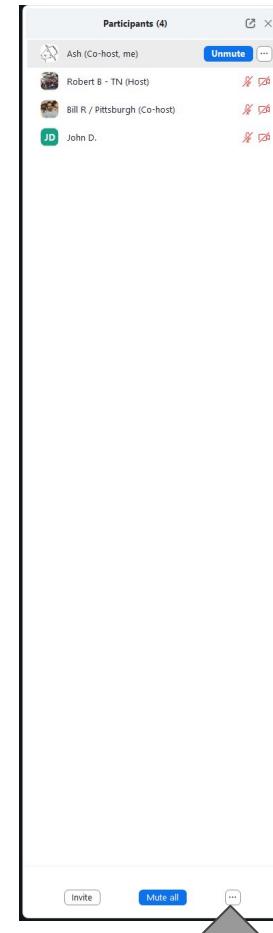
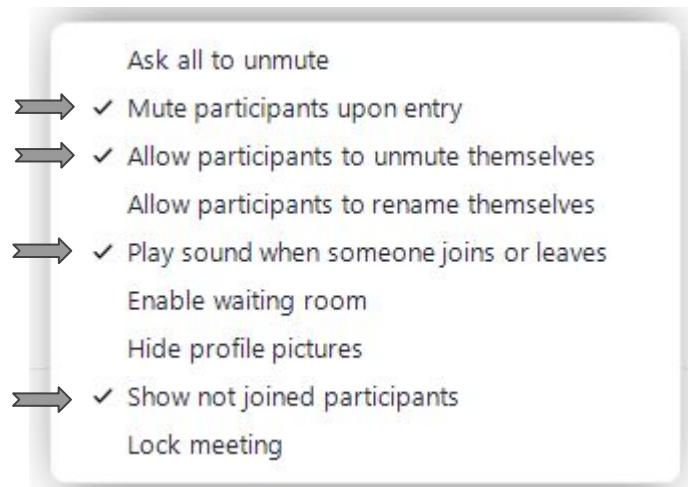


Post meeting Settings

- 1) Click on Participations

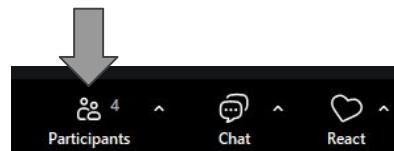


- 2) Click on More option (...)
- 3) And make sure only following setting are checked

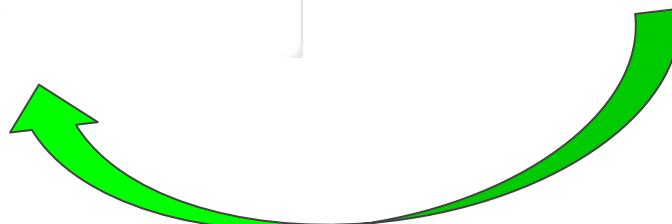
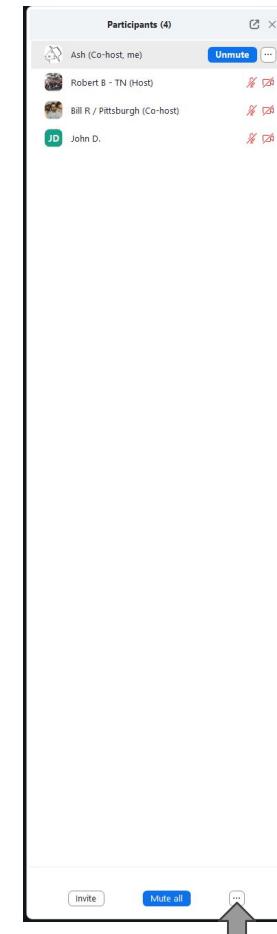
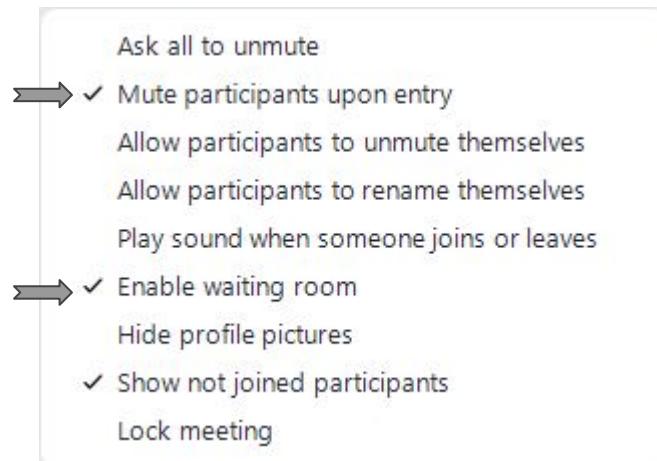


During meeting Settings

- 1) Click on Participations

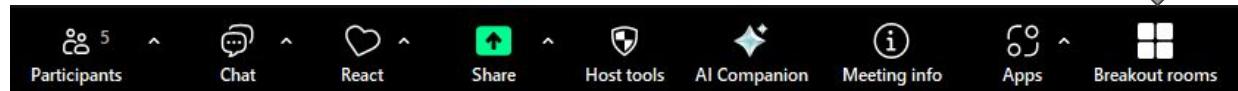


- 2) Click on More option (...)
- 3) And make sure only following setting are checked



How to create Break-out Room

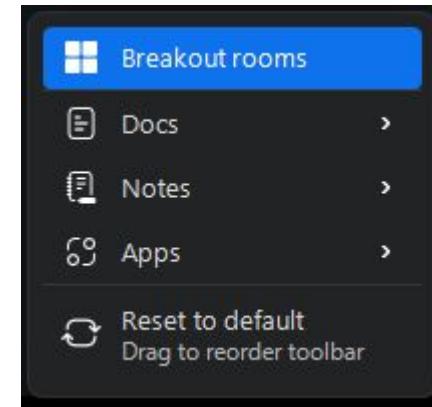
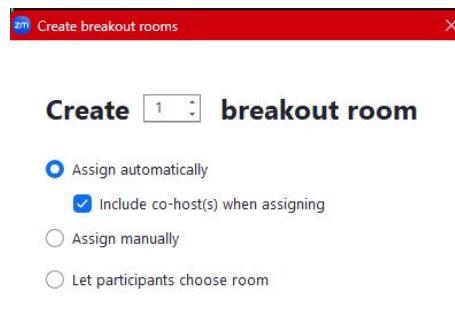
- 1) Click on Breakout rooms



- 2) If you don't have that option then click on More



- 3) Then click on Breakout rooms
- 4) Select Desired setting and Click Create

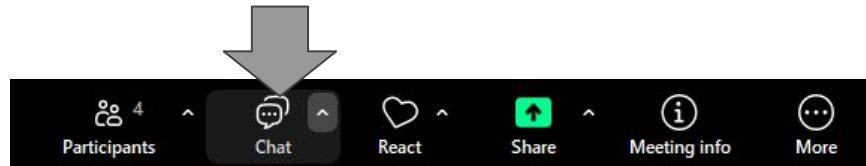


3 participant(s) per room

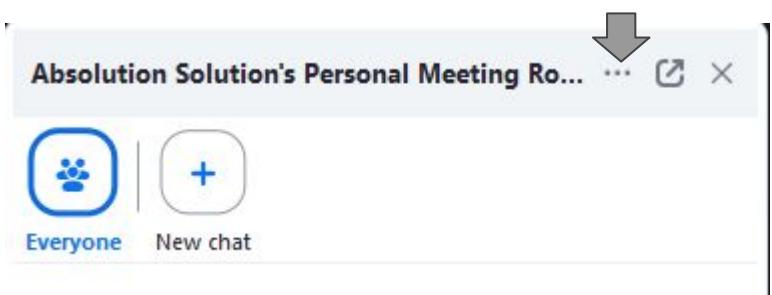
Create

How to who Participations can chat with?

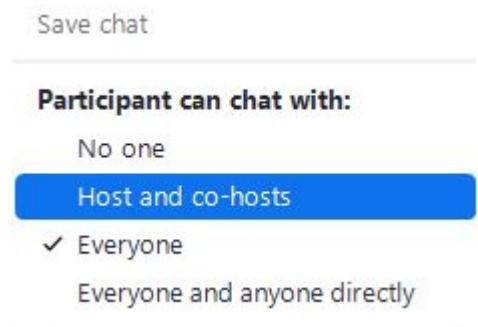
- 1) Click on Chat Tab



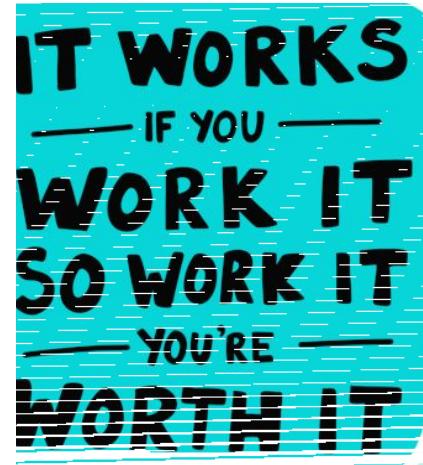
- 2) On top of Chat window, after the group Name, Click on three dot [...]

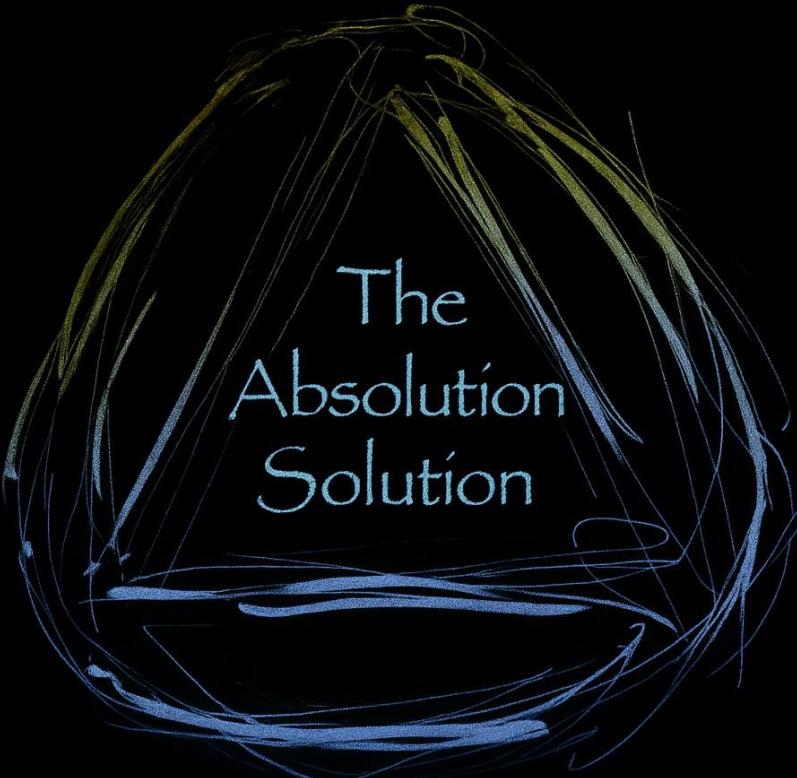


- 3) Then select Needed action



Thank You





The Absolution Solution

MEETING TIMES
11 AM & 8PM EST
10 AM & 7PM CT

ROOM OPEN 24/7 "PARKNG LOT"
FOR MEETINGS BETWEEN MEETINGS
FOR FELLOWSHIP POP MEETINGS,
SOBER NOISE, RANDOM TOPICS

ZOOM MEETING ID: 589 197 0560
PASSCODE: 407417

