

## **What is Zoom?**

Zoom is a service/app/website that allows us to hold meetings virtually! Most OA meetings are currently being held via Zoom, and it is a great way to connect with your fellows. This is a guide that has been customized for Suffolk OA meetings, so some information may vary.

## **Signing up and Activating your Zoom Account**

### **Creating your Own Account**

To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)). In this email, click Activate Account.

### **Signing in to your Zoom Account on the Web**

You can login to your Zoom account on the web at any time, at [zoom.us/signin](https://zoom.us/signin). Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

### **Updating your Profile**

You can update your profile by changing your name (if you do not want your last name included), set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom website and click My Account in the upper right corner.

## Downloading Zoom

You can download the Zoom Desktop Client for Mac, Windows, ChromeOS and Linux, as well as the Zoom Mobile App for iOS and Android from our Downloads Zoom Client page which is available under the Resources button in the upper right corner.

## Joining another User's Meeting

There are many ways to join a meeting, one way is to click the Join link at **SuffolkOA.org** under NEXT MEETINGS on the left side of the screen where you see the name, date and time of your meeting. For a comprehensive list of all Suffolk meetings, you can also visit: <https://www.suffolkva.org/zoom-meetings> or download/print a PDF: <https://bit.ly/OAPDF>

## From a Landline/Non-Smart Phone

Have the dial-in number, meeting ID, and password (there should be no required passwords for phone meetings as of recently) ready before calling. Call in with the dial-in number, and follow the directions on how to input the meeting ID and password (The “pound sign” is this button #)

You can also click Join in your Zoom app and enter the meeting ID with the plus button (“+”) in the Zoom App.



Join

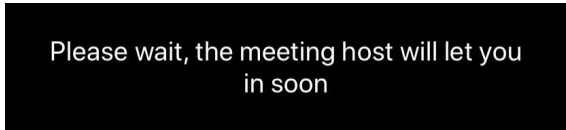
If you are dialing in via phone, use the dial-in number listed. Follow the instructions on the phone to input the meeting ID and your participant ID if required.

The **password** for the meeting for desktop and app users will also be available at SuffolkOA.org on the left side. Just scroll until you see it!

## Entering the Waiting Room

Once you have successfully followed the steps above, you will enter the Zoom Meeting's Waiting Room. You will see a screen that says you must wait for the Host to let you in. The Host is a fellow member who has volunteered to work the technical end of the Zoom meeting. You may have to wait several moments for them to let you in.

This can be a good time to protect your anonymity and change your Zoom name before entering the meeting. Please see instructions on this above.



Please wait, the meeting host will let you  
in soon

## Changing your Zoom Name

Refer to "Updating your Profile" above

## To Raise your Hand "Virtually"

On the Zoom Desktop - Go to "Participants" and click the "Raise Hand" and "Lower Hand" by clicking again

On the Zoom App - Go to "Participants" and tap the "Raise Hand" and "Lower Hand" by clicking again

On the Zoom Phone Call - Press \*9

## **To Show or Hide your Video (Please hide video when moving around the room!)**

On the Zoom Desktop - Click the camera icon in the bottom left corner

On the Zoom App - Tap the camera icon in the bottom left corner

## **To Mute or Unmute Yourself (Please stay muted when not speaking!)**

On the Zoom Desktop - Click the microphone icon in the bottom left corner

On the Zoom App - Tap the microphone icon in the bottom left corner

On the Zoom Phone Call - Press \*6 to unmute/mute yourself

## **To Chat**

On the Zoom Desktop - Click the “Chat” button on the bottom of the screen

On the Zoom App - Tap the “Chat” button at the bottom of the screen

## **To Leave the Meeting**

On the Zoom Desktop - Click the red “Leave Meeting” button in the bottom right corner

On the Zoom App - Tap the red “Leave Meeting” button in the top right corner

On the Zoom Phone Call - Hang up

## OA Requests

- Suffolk Intergroup states that being on camera is a suggestion, not mandatory.
- There should be no multitasking or eating while attending a Zoom meeting.
- You can practice anonymity by removing your last name from your Zoom (See “Updating your Profile” above).
- OA World Service has asked us to remind members not to share their screens or take screenshots containing OA Literature.
- Please remember to respect your fellows’ anonymity. Thank you!

## Troubleshooting

Visit <https://support.zoom.us/hc/en-us> for more information or email us at the email below!

## Important Links

-Sign up for Zoom: [zoom.us/signup](https://zoom.us/signup)

-Suffolk OA Website: <https://www.suffolkoa.org>

-Suffolk OA Virtual Meetings: <https://www.suffolkoa.org/zoom-meetings>

-Suffolk OA Zoom Information: <https://www.suffolkoa.org/zoom-information>

-PDF of Meetings: <https://bit.ly/OAPDF>

-Troubleshooting: <https://support.zoom.us/hc/en-us>

**Please distribute to fellows who may need this guide, and enjoy your meetings!**

**If you need additional help please email:**

**[suffolkoaig@gmail.com](mailto:suffolkoaig@gmail.com)**