

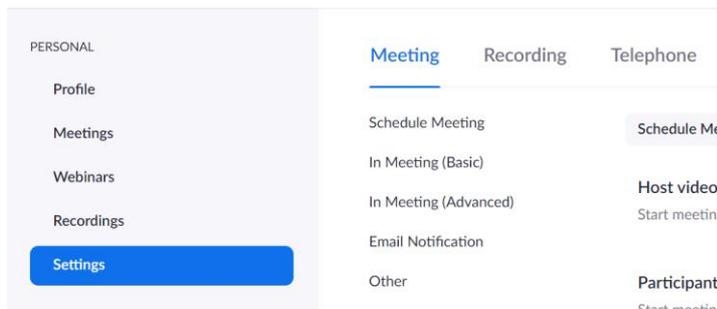
**DISCLAIMER:** Due to the technologies being used for online meetings, a participant's anonymity, or the anonymity of others mentioned, could be compromised at a public level. The individual participants have the responsibility to consider the potential implications, and their level of participation at online meetings. Fellowship group consciences remind us that Anonymity is the Spiritual Foundation of all our Traditions. Additionally, in the spirit of Tradition Six no fellowship is not allied with any sect, denomination, politics, organisation or institution and as such does not endorse and is not affiliated with any of the specific technology providers utilised to facilitate online meetings.

With a debt of thanks to those who have experienced possible issues that are presented in using online platforms and have posted some of the following in relation to what is fast becoming the norm for CA meetings online - the settings below refer to Zoom and to access many of them you have to access your online account and not the phone app or desktop application

Login to your account at <https://zoom.us/>



Once signed in go to Settings



Its suggested not to use the hosts Personal Meeting as Fellowship meetings as this meeting ID is permanent and tied to the host – Please try to schedule a meeting instead

Here are some suggested settings for your meeting to use. Please note that most, if not all, of the settings below are not the Zoom default:

From the Meeting tab

- disallowing remote control of devices,
- disallowing file transfer,
- disallowing data sharing with Zoom, and
- disallowing screen sharing.

From the Recording Tab

- click off the Local and Cloud recording features.

Meeting subtab:

- Require Encryption for Third Party Endpoints
- Disable Auto saving chats
- Disable File transfer
- Disable Feedback to Zoom
- Disable Screen sharing
- Disable desktop/screen share for users
- Disable Remote control

- Allow Virtual background (this is the Zoom default and allows the user to use a virtual background instead of the inside of their apartment, for example)

under the Recording subtab:

- Disable Local recording
- Disable Cloud recording
- Disable Automatic recording

There may be further security measure you wish to take but this should keep the meeting safe for all