

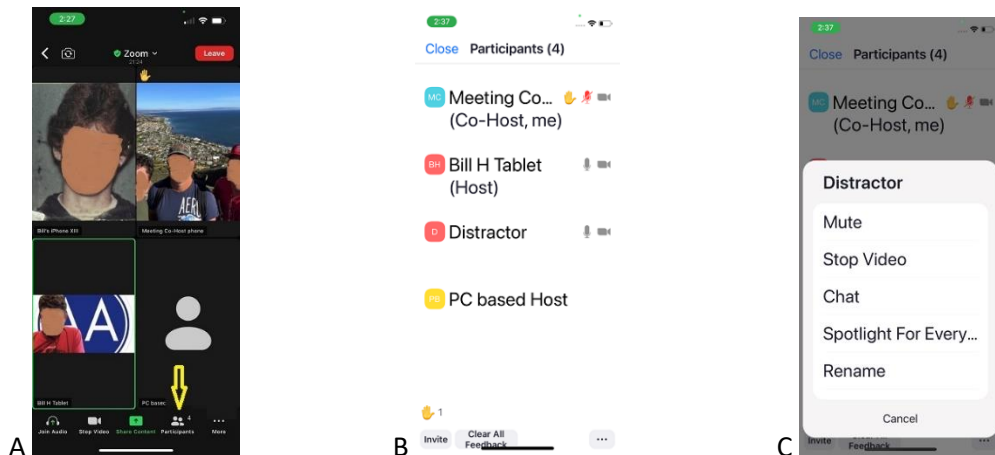
Valley Group Host and Co-Host training

To best equip the Hosts and Co-Hosts of our online and hybrid meetings, the info below is presented to help you learn how to perform the tasks that may come up while you are serving in these roles. This content is especially important as it will instruct you on the effective ways to minimize distractions to our meetings while keeping the meetings as easy to access as possible for our fellows- with a keen eye on simplicity for those who may be new to this technology and our fellowship.

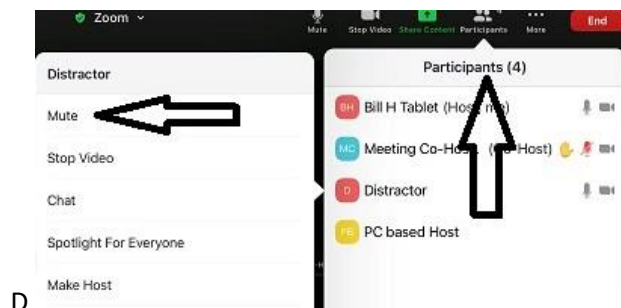
Tasks to perform when Hosting or Co-Hosting from a Phone/Tablet

Muting participants- Sometimes participants will forget to mute themselves. It's often best to mute attendees who are not actively sharing. This is especially important for speaker meetings being recorded. Hosts and Co-Hosts can easily mute a participant by selecting the Participants Button and choosing the Mute option from the menu- phone and tablet user interfaces (UI) shown below:

Phone UI - Select Participants at bottom right (A) then select the person to be muted (B) then select Mute (C)



Tablet UI - Select Participants (D arrow on right) then select Mute (D arrow in center)

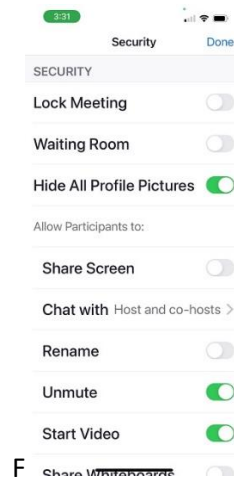


Removing disruptive participants- If a participant engages in repeated distractions or begins to demonstrate behavior that is threatening, violent, abusive, or obscene they should be removed from the meeting as quickly as possible. This can be done following the same steps shown above, except the Host or Co-Host will select the "Remove" Option- at the bottom of the options listed in images C and D above.

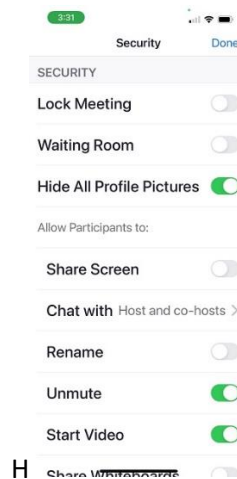
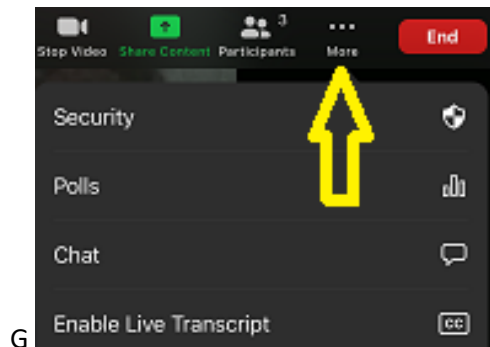
Valley Group Host and Co-Host training

Locking the meeting space- To ensure those who get removed are not able to re-enter, we can use the Lock Meeting feature. This should not be an action taken lightly as this will also prevent anyone who may have lost their connection or may be joining late from entering the meeting space. However, in circumstances where distractors have been violent, abusive, vulgar, or obscene we should use this to protect our attendees.

Phone UI- Select the “More ***” Button at bottom right (E) then move the “Lock Meeting” selector to the right until it turns green (F).



Tablet UI - Select the “More ***” Button at top right (G) then move the “Lock Meeting” selector to the right until it turns green (H).

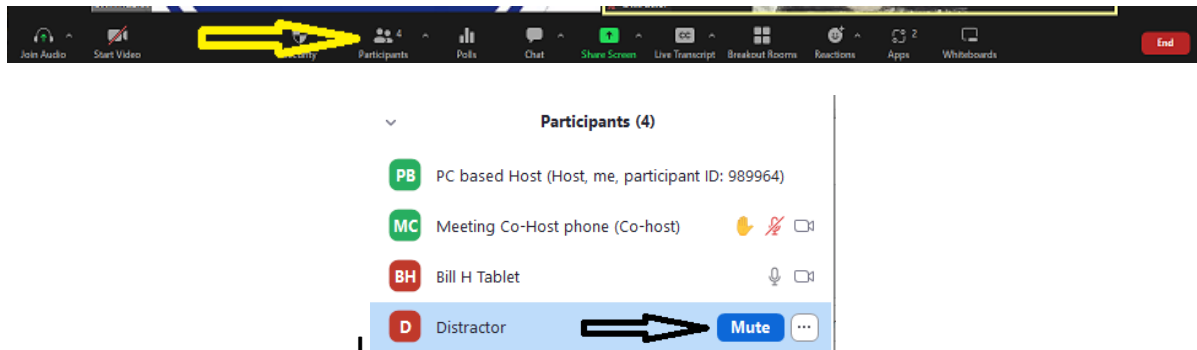


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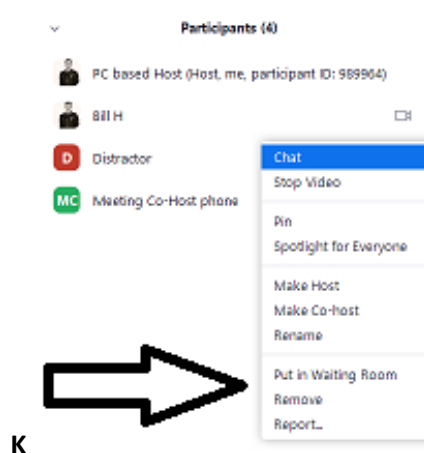
Tasks to perform when Hosting or Co-Hosting from a PC

Muting participants- Sometimes participants will forget to mute themselves. It's often best to mute attendees who are not actively sharing. This is especially important for speaker meetings being recorded. Hosts and Co-Hosts can easily mute a participant by selecting the Participants Button and choosing the Mute option from the menu. -PC user interface (UI) shown below.

Select Participants (I). This will present the Participants panel (J). Select the attendee to be muted and click on Mute button.

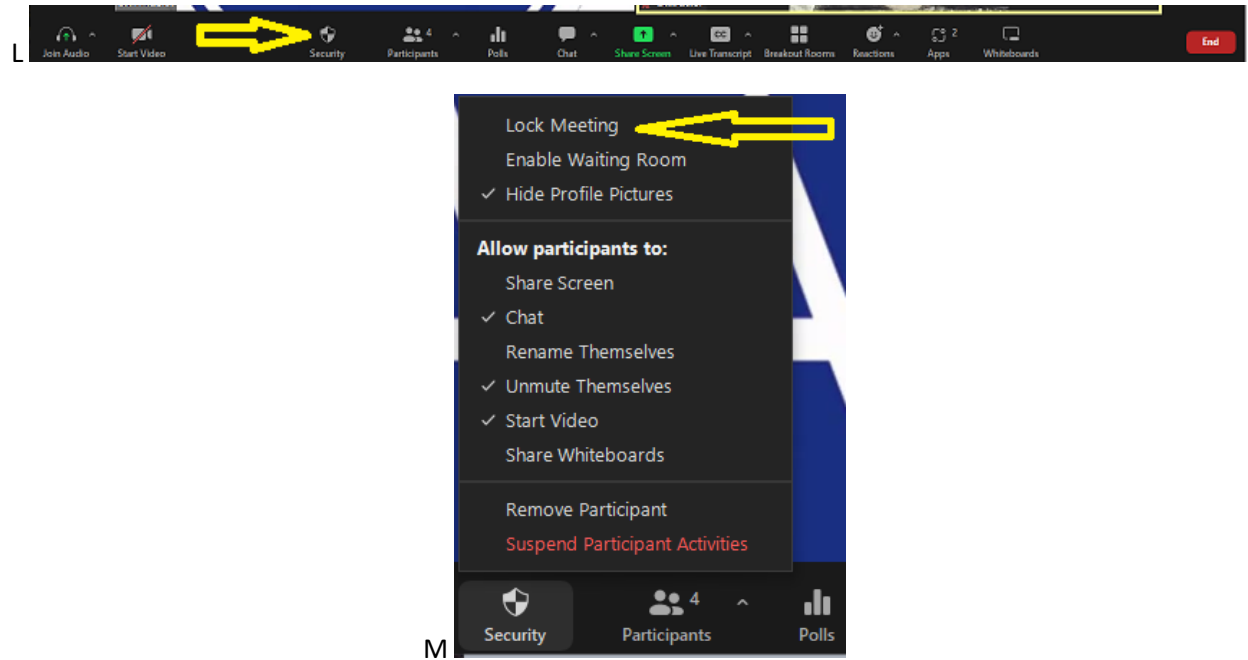


Removing disruptive participants- If a participant engages in repeated distractions or begins to demonstrate behavior that is threatening, violent, abusive, or obscene they should be removed from the meeting as quickly as possible. This can be done following the same steps shown above, except the Host or Co-Host will select the Button with 3 dots (to the right of the Mute button shown in Image J above) and then select "Remove". Selecting "Put in Waiting Room" is also a suitable option (K).



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Locking the meeting space- To ensure those who get removed are not able to re-enter, we can lock the Meeting. This should not be an action taken lightly as this will also prevent anyone who may have lost their connection or may be joining late from entering the meeting space. However, in circumstances where distractors have been violent, abusive, vulgar, or obscene we should use this to protect our attendees. To lock the Meeting, select Security (L) and then Lock Meeting (M) as shown below.



Reporting abusive participants (PC only feature)- If the distractor is behaving in any of the ways described in image O below, we can use the Report feature to alert Zoom to the inappropriate behavior. Reporting someone is an option available only to a Host or Co-Host who is using the Zoom app on their PC (this option is not available in the Zoom app on phones or tablets). The host/Co-Host who removes the participant will be given an opportunity to Report anyone they Remove. Keeping in mind the admonition from page 84 of our Big Book that love and tolerance of others is our code, we may prefer to select the "I'll tell you later" option so that a group conscience can inform us of what and how the group collectively may wish to report.

