OA FOOT STEPS MEETING BEST PRACTICES
HOSTING A ZOOM MEETING

Disclaimer: this document expresses Foot Step's opinions and not that of Overeaters Anonymous. Contact meetings@oafootsteps.com with any questions.

CONTENT:: This document describes how to properly CLAIM HOST of a Zoom session, create a CO-HOST and close the meeting. Additionally, special circumstances which occur when the HOST leaves a meeting without closing it are described.

INTRODUCTION:
It is important that every meeting have a host. Why? Having a host…
- Enables security for the meeting. Intruders can wreak havoc at a meeting and there are detailed instructions on how to prevent intruder attacks available from the Security Committee. They can be reached at Security@oafootsteps.com
- Allows control the meeting flow by use of the MUTE/UNMUTE controls and other features
- Enables screen sharing.

We will give the HOST KEY to you securely - contact meetings@oafootsteps.com to request one or if you have questions.. There are a few methods by which to make the exchange.
- Use an end-to-end encrypted communication tool such as WhatsApp
- Have a private conversation over the phone
- Hold a one-on-one Zoom session.

Never share the HOST KEY at a meeting. Intruders can disguise themselves very well and the security of all of our meetings depends on keeping this key private.
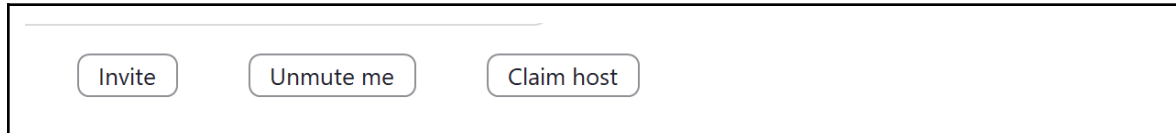
Once you are in the Zoom meeting, select PARTICIPANTS from the Zoom menu bar.
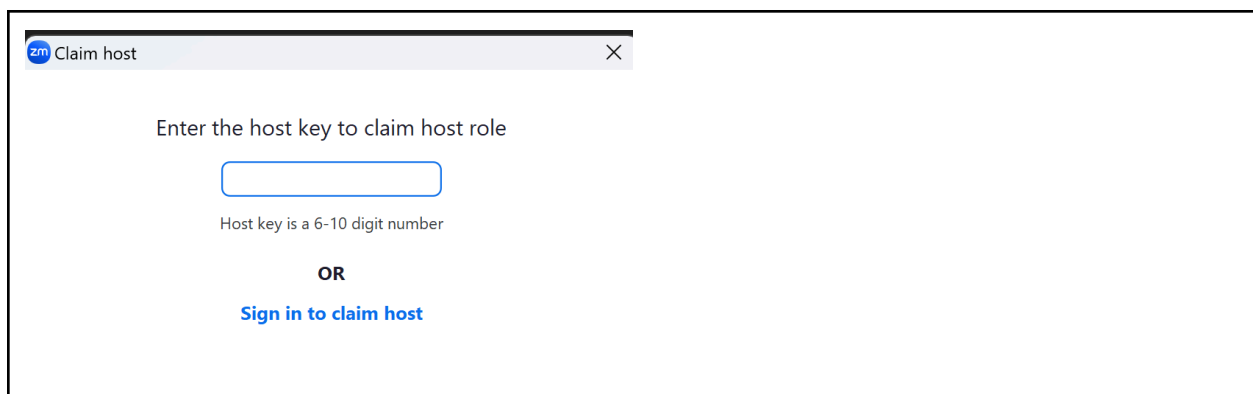Initially, when Person 1 and Person 2 have both joined the meeting would appear like this.
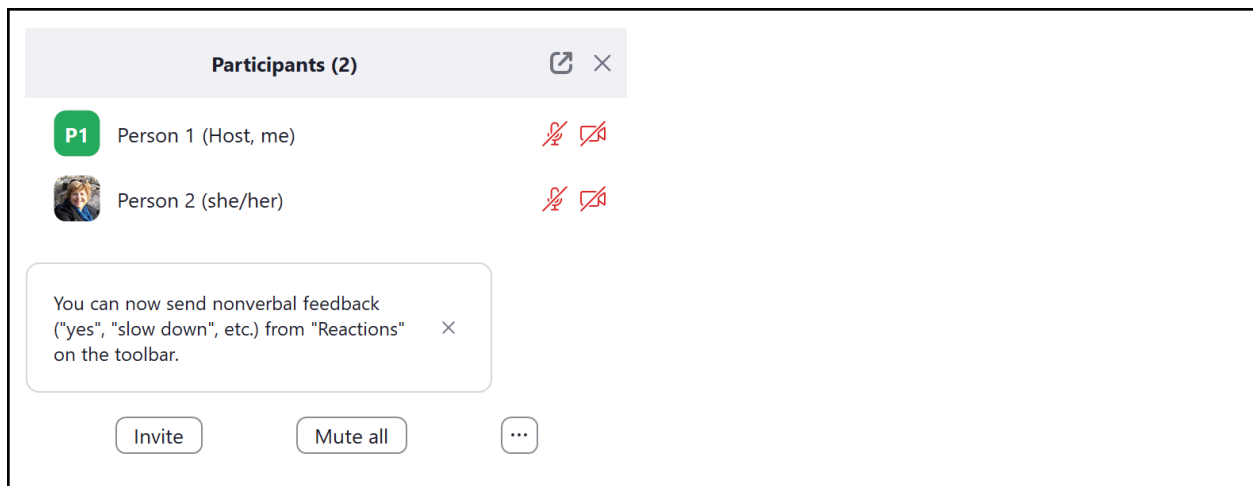Note that no one is labeled as "host".
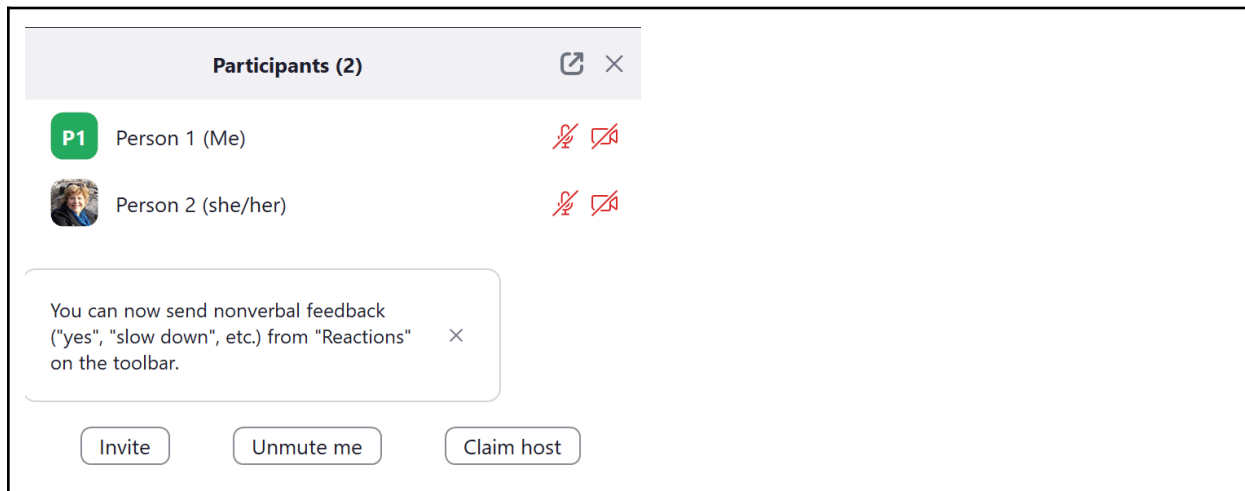
At the bottom of the PARTICIPANTS window, three buttons are present. Press the CLAIM HOST button.

| Invite | Unmute me | Claim host |

This dialogue box will appear. Enter the HOST KEY and press "Claim Host". (See above for instructions on how to learn the HOST KEY.)

zm Claim host   ×

Enter the host key to claim host role

[   ]

Host key is a 6-10 digit number

OR

Sign in to claim host

Now see that Person 1 now has "Host" behind their name. Also, the CLAIM HOST button has disappeared.

Participants (2)

P1 Person 1 (Host, me)

Person 2 (she/her)

You can now send nonverbal feedback
("yes", "slow down", etc.) from "Reactions"   ×
on the toolbar.

| Invite | Mute all | ... |

A HOST can create a CO-HOST. Also, the HOST can make someone else the HOST. (There can be only one HOST at a time). All of these actions are done by pressing the three dots in the

upper right corner of a person's square or by right clicking on a person's name in the PARTICIPANTS window.

CO-HOSTs can do most of the things that a HOST can do. The HOST should only make a person a CO-HOST when that person is known to the HOST, is trained and requires that level of permissions to support the meeting.

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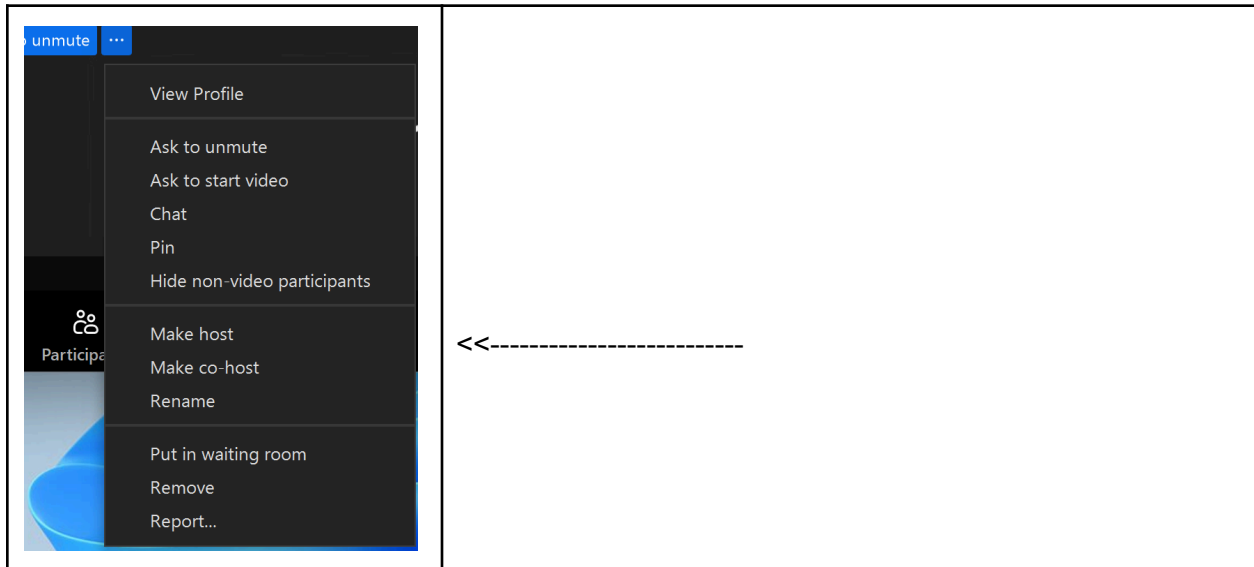
After selecting CO-HOST, Person 2 is now a CO-HOST.


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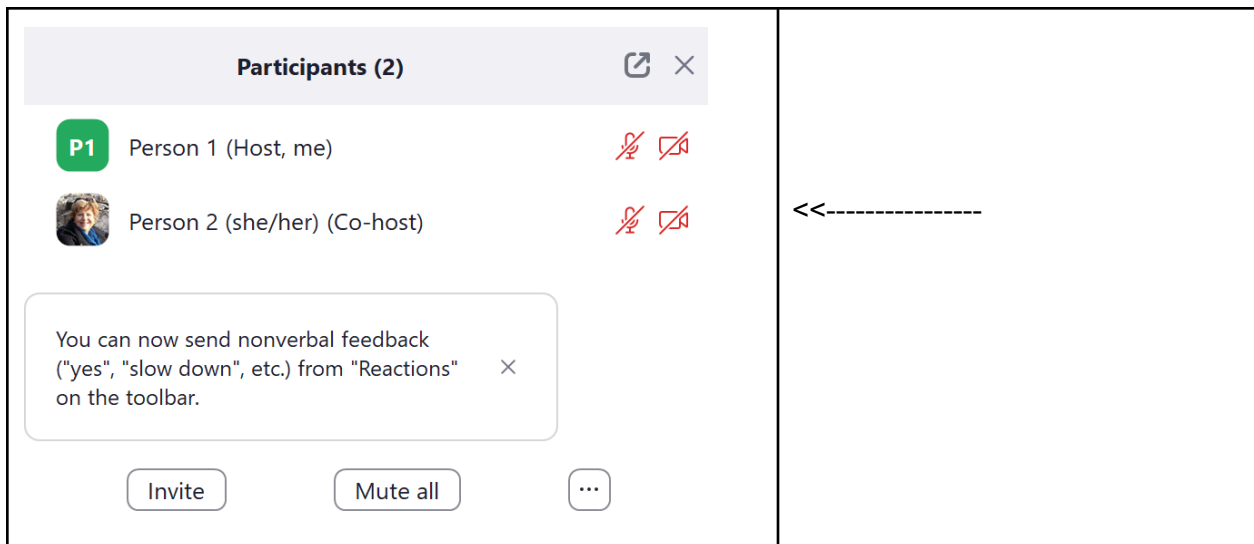
At any point, participants have the option to LEAVE MEETING. A confirmation dialogue box appears and the person can drop off of the Zoom session.

When the HOST presses the END button at the bottom right of the Zoom menu bar, a different dialog box appears.	

IT IS CRITICAL THAT THE HOST SELECT 'END MEETING FOR ALL". This will close down the Zoom session, allowing others to use that link to open another session.	
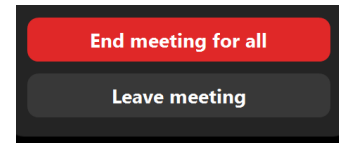
SPECIAL CIRCUMSTANCES: One of these things could happen:
- HOST selects "Leave meeting"   or
- HOST closes their Zoom window or
- HOST's internet connection drops

If this happens, one of the CO-HOSTS becomes the host. If there are no CO-HOSTS, then one of the participants becomes the HOST.   Sometimes, that person is asleep, does not realize that they are HOST, or they are not trained, or are simply not paying attention. If the waiting room is enabled and no one is there to admit new arrivals, the room behaves as if it is locked to the next meeting.

To resolve the issue, one of the four Zoom administrators needs to sign on and resolve the issue. If this occurs, the best course of action is to call our Zoom administrator. Please be aware of their time zones - you can use WhatsApp to call them without phone charges. Click here to see details.
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It is important to notice when the host disappears and ensure that the new HOST realizes their new role. Anytime you see the option to "End Meeting for All" unexpectedly, you should select this option or cancel and make someone else the HOST of the meeting before leaving.

These courtesies are important so that we all can enjoy Foot Steps meeting as scheduled.

Best Practices for ALL meetings no matter what the security threat is.
Each meeting SHOULD have 2 or more security trained co-hosts (or even more depending on the size of meeting). Whenever possible, make sure that the host and co-hosts are familiar with the security features that we are about to review. Many of you are already aware of these features.