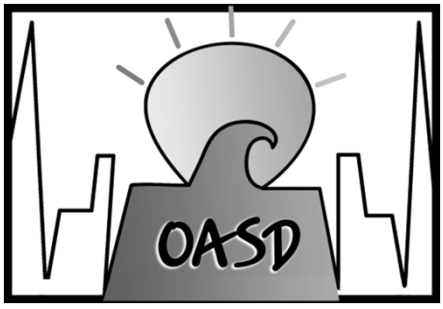
Overeaters Anonymous

San Diego County Intergroup, Inc.



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ZOOM SECURITY

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NOTES

- **This class will apply to users of PCs and Macs. While some security tools are available on mobile devices, it is a very difficult task to protect a room on a small screen.**
- **A basic knowledge of Zoom hosting is assumed.**
- **Except where noted, "Host" also refers to "Co-Host."**

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GOALS

1. **Maintain safety while upholding our traditions.**

   Tradition 3: The only requirement for OA membership is a desire to stop eating compulsively.

   Tradition 5: Each group has but one primary purpose: to carry its message to the compulsive eater who still suffers.

2. **Relax, knowing that you know how to handle situations if they arise.**

3

TYPES OF DISRUPTIONS

Audio

Obscenities, Insults, Racist Slurs, Interruptions, Personal Attacks, General Obnoxiousness

Video

Pornography, Nudity, Advertising, Eating, Smoking, General Inappropriateness

Profile Pictures

Pornography, Nudity, Advertising, Racism

Chat

Obscenity, Unsafe Downloads or Links, Sexual Advances, Personal Attacks, Advertising, General Inappropriate Chat

Names

Obscene Names, Imitating Others

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TRICKS

Users who come in and say they work for Zoom, e.g., named "Zoom Administrator."

- **Nobody who works for Zoom is coming in your meeting.**

Users who ask you to make them co-host so they can help you

- **Don't make a co-host unless you see who they are.**

Scout comes and sends or posts meeting link.

- **Use the Waiting Room and only let in one unknown person at a time. Don't "Admit All."**

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DOs

DO distinguish between legitimate members and actual intruders.

- **There may be a legitimate member you don't know.**
- **You can't tell by names. Not everyone knows how to rename themselves.**
- **You can't expect folks to turn on cameras or speak. Not everyone has a camera or mic.**
- **Keeping potential newcomers out is against the traditions.**

DO ADMIT EVERYONE.

6

DON'Ts

Don't assume because you don't recognize the name, they are an intruder.

Admit them and keep an eye on them, or limit permissions temporarily.

Don't assume because someone has a generic name that they are not legitimate.

Offer to change their name for them.

Don't keep people waiting too long in the waiting room.

Make enough trained co-hosts or limit permissions temporarily.

Don't ask meeting leaders to also do security.

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WARNINGS

If you "remove" a member, they will not be able to come back into that meeting. Be careful who you "remove."

If you stop someone's video, they will not be able to restart it themselves. They will have to ask you to do it for them.

If you do not let people unmute themselves, you will have to assign a host to do that for them.

If you don't allow renaming, a co-host will have to do it for participants.

You can't delete chat.

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- Training
  - Zoom tools
  - Traditions
- Divide roles
  - Waiting Room Monitor
  - Security – Video, Audio, Chat
  - Mute/Unmute
- Settings
  - Defaults
  - In Room

BEST PRACTICES

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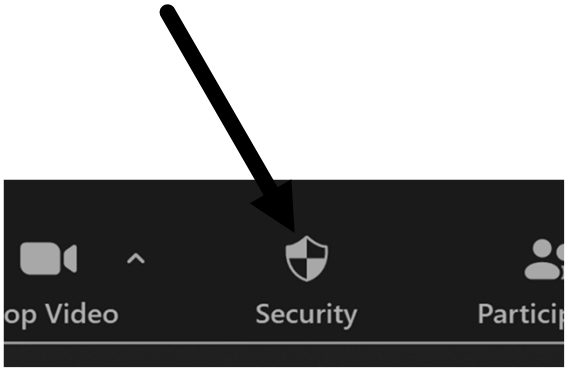
The Waiting Room is the single, most effective tool for keeping disruptors out.



WAITING ROOM

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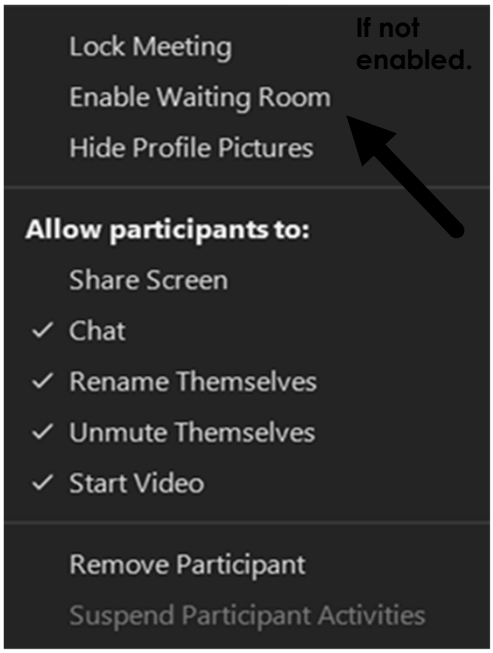

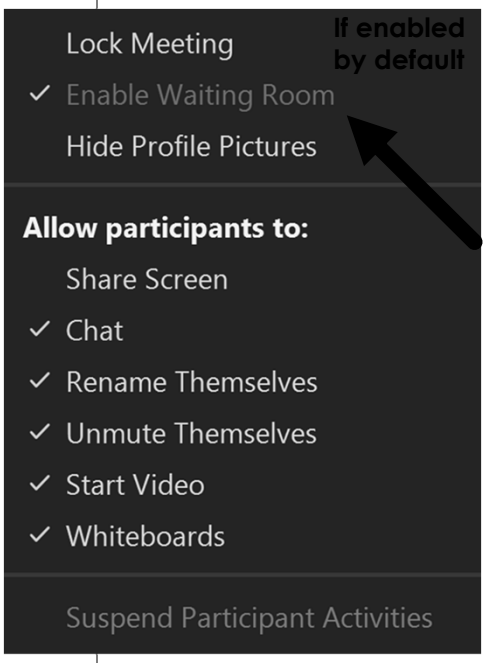

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Turn it on early.

Admit one at a time and watch unknown participants.

Keep your eye on them for video or audio disruptions.

To make it easy, move their video box to your top row.

Hover over them and be ready to remove.

Discuss their legitimacy with other hosts.

You can send a broadcast message or individual chat (limited use).

Once it becomes clear that they are legitimate, relax!

HOW TO USE

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AUDIO: Monitor for people who unmute, talk.

VIDEO: Scan for disruptive videos or profile pictures and stop video.

CHAT: Monitor for disruptions.

NAMES: Watch for imitators, profane names.

MONITOR

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Ability to unmute.

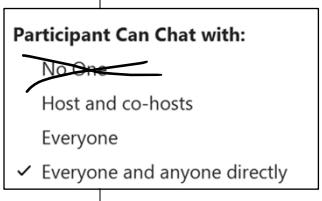
Ability to start video.

Ability to rename.

Hide profile pictures.

Limit chat permissions.

TURN OFF…



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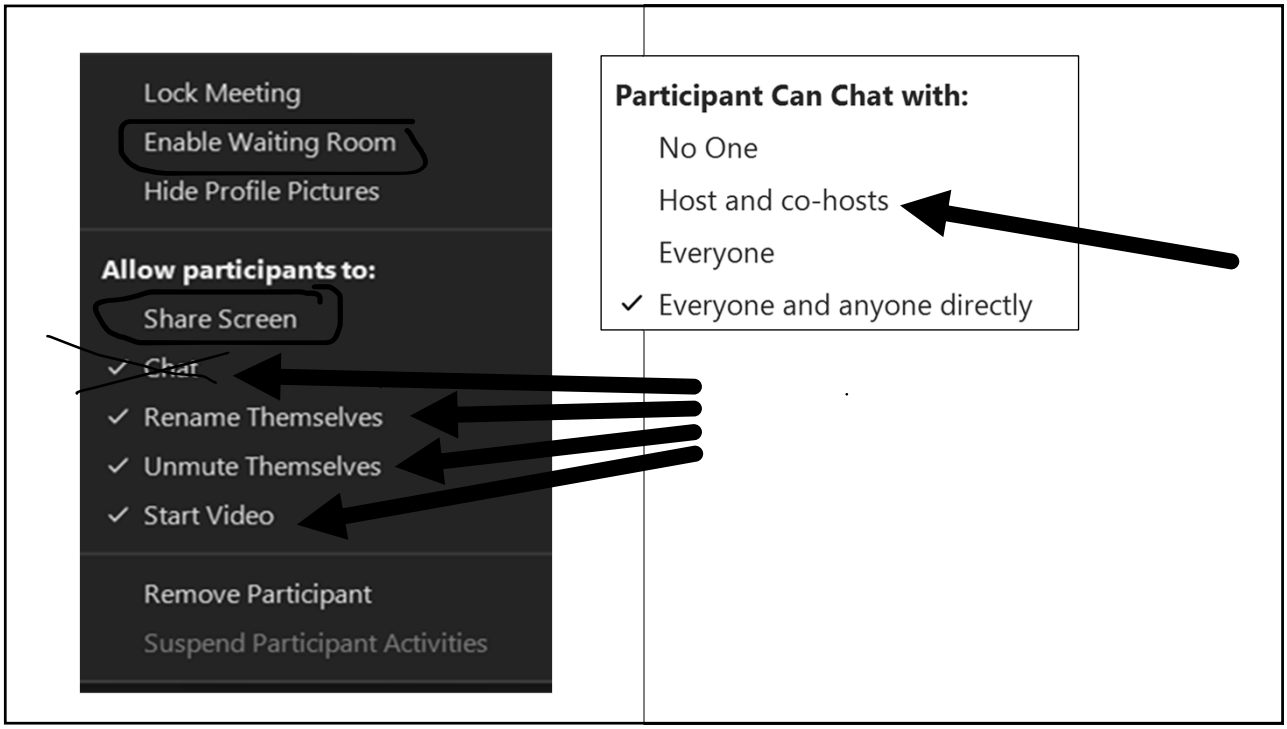
Lock Meeting
Enable Waiting Room
Hide Profile Pictures
Allow participants to:
Share Screen
Chat
Rename Themselves
Unmute Themselves
Start Video
Remove Participant
Suspend Participant Activities
Participant Can Chat with:
No One
Host and co-hosts
Everyone
Everyone and anyone directly

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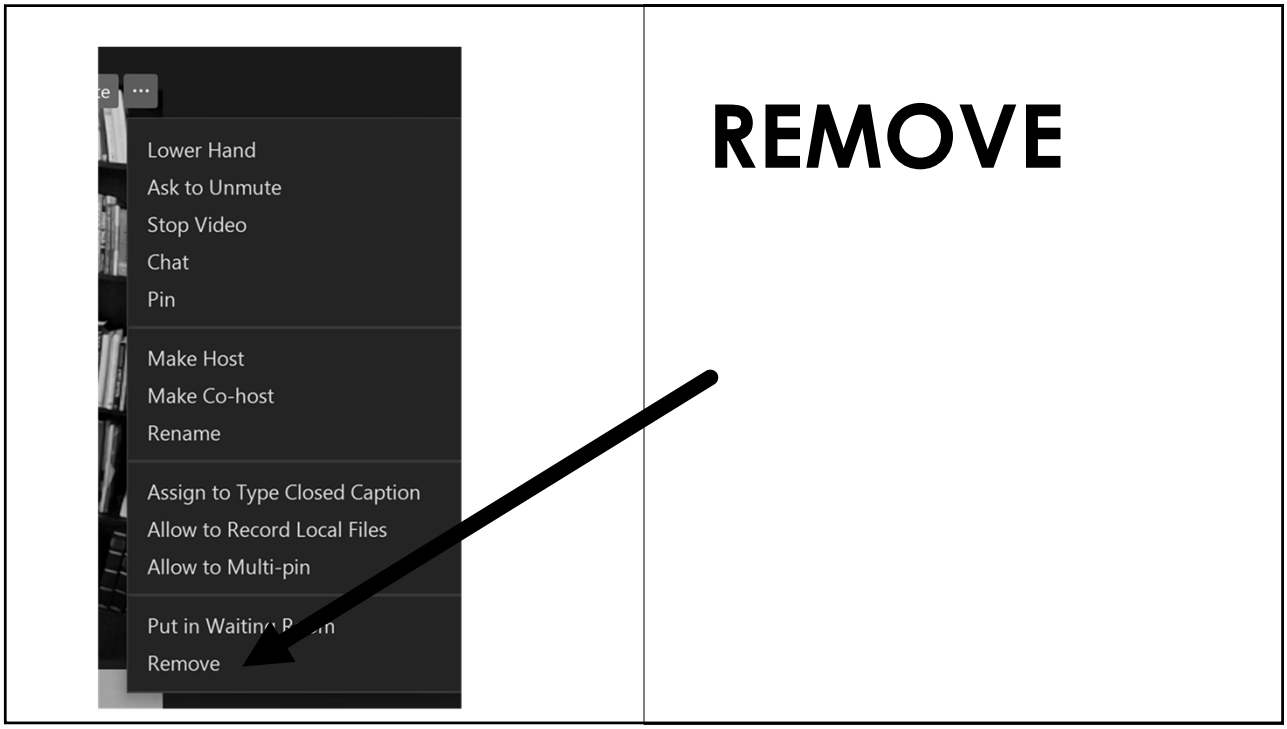
Lower Hand
Ask to Unmute
Stop Video
Chat
Pin
Make Host
Make Co-host
Rename
Assign to Type Closed Caption
Allow to Record Local Files
Allow to Multi-pin
Remove
REMOVE

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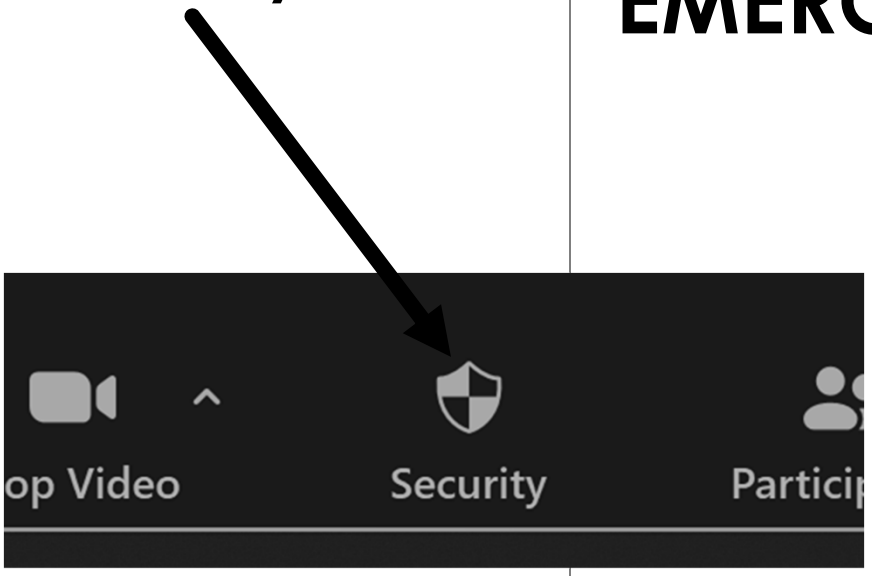
1. Security Shield



EMERGENCY

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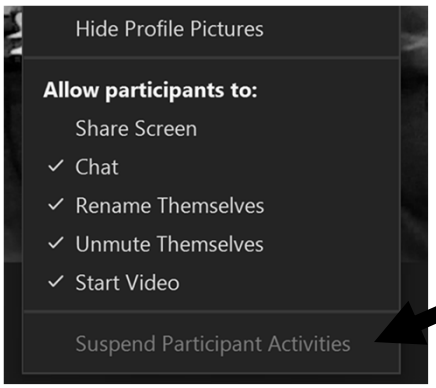
2. Suspend Participant Activities



EMERGENCY

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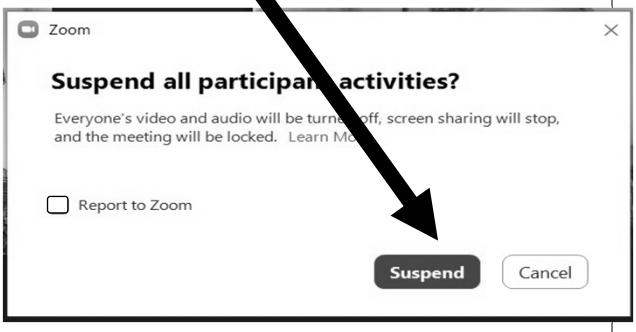
3. Suspend



EMERGENCY

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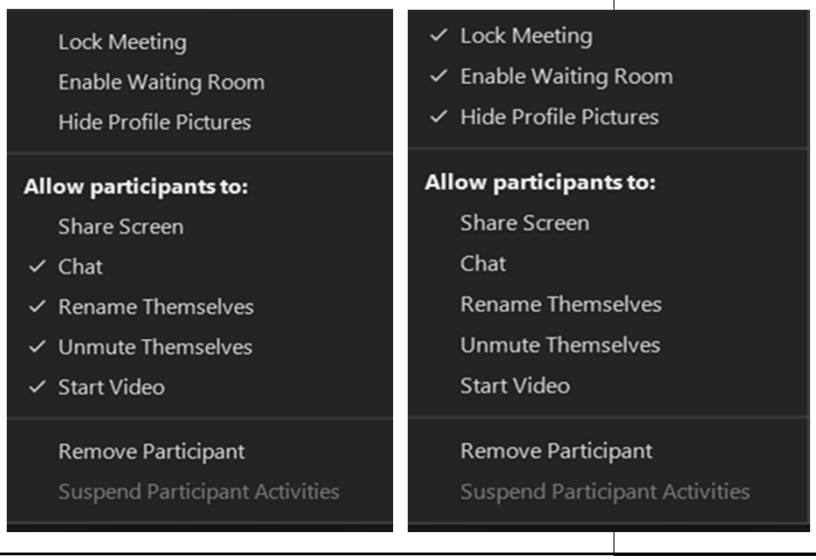
EMERGENCY



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4. *Breathe*

Unmute and resume meeting.

EMERGENCY

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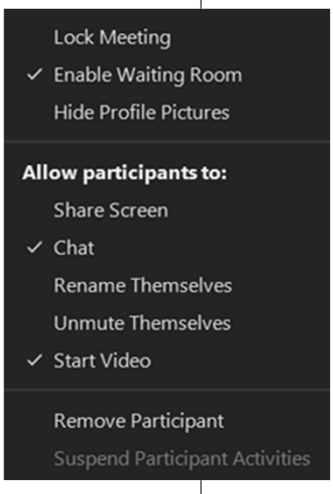
5. **Remove Intruders. Change settings.**

Unlock room.

Re-enable chat.

Change privileges.



EMERGENCY

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MORE INFO

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