

ZOOM CLOUD MEETINGS – PROTECTING ANONYMITY & DEFAULT SETTINGS

Guidelines for users of Zoom Cloud Meetings – Disabling the Default Settings

With the rush to shift to online meetings, many members and groups did not take the time or have the skills necessary to investigate what online meetings might mean re the spiritual foundation of our Twelve Step recovery: Anonymity.

Now that implementation and uptake of online meetings has occurred so widely, we want to pass on best practice for protecting anonymity.

The information below has been curated from members and online resources.

Default Zoom Cloud Meeting settings run counter to AI-Anon Family Group's spiritual foundation of anonymity. Meetings are publicly accessible and full names and faces are often displayed. Additionally, by default, all Zoom Cloud Meetings are recorded to the Cloud. Fortunately, turning that feature off is simple to accomplish.

There are other settings in the Meeting sub-tab that can also be adjusted, such as disallowing remote control of devices, and file transfer, data sharing with Zoom, and screen sharing.

Suggested settings for use during Zoom Cloud Meetings

Please note: most of the settings below are ***not*** the Zoom Cloud Meeting default:

Go to: **Settings > Recording**, and click to turn off the Local and Cloud recording features. Also:

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

In the **Settings** section, under the **Meeting** sub-tab:

- 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).

We will update this page with additional information as we learn of it, and we encourage you to share tips and tricks with us to include.

Stay tuned also for information on Seventh Tradition contributions.