



Anonymity Best Practices On Zoom

As meetings transition online, many members have expressed concerns on anonymity. We have put together.

Tradition 11 Long Form

Our relations with the general public should be characterized by personal anonymity. We think A.A. ought to avoid sensational advertising. Our names and pictures as A.A. members ought not be broadcast, filmed, or publicly printed. Our public relations should be guided by the principle of attraction rather than promotion. There is never a need to praise ourselves. We feel it better to let our friends recommend us.

“It should be the privilege of each individual A.A. to cloak himself with as much personal anonymity as he desires. His fellow A.A.s should respect his wishes and help guard whatever status he wants to assume.” - *Bill W.*

Participant Controls

As a participant you can do several things to cloak yourself with whatever level of anonymity you desire.

- **Naming yourself in the participant window:** You can name yourself with full first and last name or first and last initial. This is up to each member to decide. To change your name, just hover over your name in the participant window and click and an option to rename will appear. Most people write first and last initial and where they are joining from.
- **Enabling or Disabling video:** Participants can enable or disable their video

Host Controls

As a host, there are several things you can do to ensure your attendees remain anonymous on the public level. Some meetings record the topic bringer or the speaker and then only share that content privately without the video portion showing the speakers face. Most meetings do not record at all. It is up to the host and who they are asking to be recorded whether they feel comfortable which we feel is a best practice.

Here are some other settings which apply from the host level.

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

Go to: Settings > Recording and click off the Local and Cloud recording features.

In the Zoom Settings section, under the 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)

In the Zoom Settings section, under the Recording subtab (If you do not record speakers):

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

All documents from our webinar can be found on

<http://www.austinbidforcypaa.com/zoom-best-practices-webinar/>