Online Meeting Information.

Due to the current situation with group temporary closures and following the government's directive on social distancing we are turning more to online meetings.

As an intergroup we are currently in the process of setting up regular East Sussex online meetings for the East Sussex area. Our aim with your support is to ensure our fellows have a long term solution by providing regular access to 2 meetings a day at a set time 1 morning meeting and 1 evening meeting where all East Sussex fellows are welcome to participate until the social distancing measures are returned to a place where regular AA meetings can continue.

If you can host a morning or evening meeting regularly then please contact web.esussex@gmail.com

The details of all meetings will be communicated on the local website as they are set up with the **first meeting already listed on the** www.aa-eastsussex.org **website.**

With many groups now opting to set up online meetings of their own we have put together some recommendations for setting up free online meetings with guidelines on hosting a meeting, joining a meeting and helping our fellows to protect their anonymity by staying safe online. Please see an example here of anonymity issues in Zoom. where you will find information on changing your settings to protect your anonymity.

We are aware that many group meetings have already been set up using zoom which is restricted to 50 participants and 40 mins duration unless the host pays for the upgraded version. If you have not already paid for an upgraded version of zoom then please use webex for free by using the following information below.

We recommend using webex for all new online meetings. This is a free platform where 100 fellows can participate without time restrictions free of charge.

To access an online meeting.

You don't need to sign up for a Webex Account to join a meeting. If you're invited to a meeting or event, you can easily join without signing up for an account first. Join your meeting here.

https://www.webex.com/

Click on the start for free button then enter your email address (*if you do not want this linked to your personal email address please create another email through google etc for yourself before you start).* **followed by the signup button. THIS WILL BE YOUR ACCOUNT USER NAME.**

When prompted enter your name and surname as your meeting name or first name and last initial this will be your user ID.

You will see a message saying

> We will send you an email when your Webex environment is ready to go! Please bear with us as there might be a delay due to the increased demand being created by the impact of COVID-19.

> You don't need to sign up for a Webex Account to join a meeting. If you're invited to a meeting or event, you can easily join without signing up for an account first. Join your meeting here.

Click on the 'Join your meeting here 'link and enter the log on details of the meeting - this will enable you to join the meeting.

We ask you to please respect all our fellows when using online meetings by ensuring that all participants' anonymity is protected.

All meetings will be considered as closed meetings unless they are listed specifically as open meetings.

It is recommended that you keep your microphone muted until you want to share to avoid unnecessary background noise and if you wish you can turn on your video feed. We recommend being mindful of what others can see especially in the background if you are concerned with your anonymity.

It is also recommended that you use the raise your hand option to indicate that you wish to share then the host can unmute your microphone to allow you to share one at a time.

This is done by **pressing the raise your hand button**. This is located by clicking on **the icon of a head and shoulders with three lines across it** **The host will be made aware you want to share and can unmute your microphone when you have finished sharing please remember to lower your hand by pressing the lower your hand button to mute your microphone** and allow someone else to share.

If you are having any issues then please see the below links from Webex…..

https://www.webex.com/webexremotework.html   User Guide

https://www.webex.com/webexcovid19.html   IT User Guide

<u>The instructions for setting up meetings.</u>

Go to
https://www.webex.com/

Click on the start for free button then enter your email address (*if you do not want this linked to your personal email address please create another email through google etc for your group before you start*). **followed by the signup button. THIS WILL BE YOUR ACCOUNT USER NAME.**

When prompted enter your name and surname as your meeting name or first name and last initial this will be your user ID.

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Instructions for joining a meeting can be found here.

Check your emails for authentication email with a link to change your password. Click on the link and create your group password.

You are now set up as a member who can host meetings.

https://globalpage-prod.webex.com/signin

It will ask for the email address and password you used to set up the account to gain access to the hosting platform where you will get the option to start meeting or join a meeting. Click on start meeting This should be done if possible at least 10 mins before the meeting to iron out any issues before the meeting starts or you can schedule a future meeting time.

Click on start a meeting and meeting information like this will be displayed.

Call in

1.**Call**

United Kingdom Toll

+44-20-7660-8149

Show all global call-in numbers

2.**Enter**

Access code

Attendee ID

Close this pop up.

On the screen there will be a symbol of a person with 3 dashes that is located in the bottom middle of the screen. By pressing this will give you the list of participants.. Here you can mute all participants by using mute all participants box.. When people join the meeting they will automatically show up on your screen.

The recommended settings for the meeting are as follows.

- **<u>Select the mute all on entry option</u>** by pressing the … (three dots button) to access more options, select the mute all on entry box and close the pop up.

    - **<u>Using the raise and lower your hand option to share by all participants</u>**<u>.</u>
    Participants can ask to share by pressing the icon of the man with 3 dashes icon on their screen (user dashboard) which will give them the option to raise their hand to let the host know they want to share this will be shown on the hosts dashboard only. The host can then select to unpause their microphone by pressing the unmute next to their name on the right hand side of the dashboard to allow sharing to all. Please lower your hand once you have finished sharing so someone else can be selected to share.

Should you have to remove a user from the room for any reason this can be done by hovering over the user clicking on the 3 dots symbol and clicking on expel.

If you require the meeting log on information this can be found by clicking on the (i in a circle) icon located on the top left hand side of the screen. This will be a 9 digit code you can text etc for people to join. This is your unique meetings code and will be the same for every meeting you host ongoing when you log in.

When you want to close the meeting click on the red circle with the cross on and this will close down the meeting.

A paypal account has been set up for a Tradition 7 collection pot. Should you wish you can make a Tradition 7 contribution by using the link below.
paypal.me/AAESIGonlinemeetings