

EDRG Tech Host Guide – August 1, 2024

In the Zoom format the Tech Host is the **HOST**, which is enabled using a 6-digit Host Key. As HOST, the Tech Host assigns CO-HOSTS for Chair, Chat Host and for that specific meeting, a Timer and is responsible for meeting security settings.

Before the meeting (7:50 AM PST)

- LOG ON to Zoom Meeting
- **CLAIM HOST**
 - In meeting controls click **Participants** (panel appears on the right)
 - Click **Claim Host** at bottom of Participants List
 - Enter HOST KEY (6-digit number)
 - ! Note: Host Key is obtained from the Group Secretary at edrgsecretary@gmail.com or outgoing Tech Host.*
- **ASSIGN CO-HOSTS:** Chair, Chat Host and Timer (as service members arrive and once chair has identified the Timer)
 - In the meeting controls click **Participants** (panel appears on the right)
 - Hover over the name of the volunteer and click **More**
 - Click **Make Co-host**

Shortly before the meeting (7:59 AM PST)

- APPLY SECURITY SETTINGS by changing PARTICIPANT SETTINGS
 - In meeting controls click **Participants** (panel appears on the right)
 - At the bottom of the panel click **More** and **uncheck Allow Participants to Unmute Themselves**

At Meeting Start (8:00AM PST)

- MUTE ALL, coordinating with Chair
 - Click **Mute All**, Chair will need to unmute self.
 - In meeting controls click **Participants** (panel appears on the right)
 - At the bottom of the panel click **Mute All**
 - **CHAIR will then unmute self** to begin reading meeting format.

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OPTION – Tech Host to coordinate with Chair on muting & unmuting.
Some Chairs may prefer to mute and unmute participants themselves.

- UNMUTE (and MUTE) attendees as the Chair calls on them to read or share.
 - Hover over upper right corner in the Zoom Square OR in the Participants List (right panel) hover over Name
 - Click **More** and in the drop-down menu click **Ask to Unmute**
 - MUTE participants after sharing
 - Hover over upper right corner in the Zoom Square OR in the Participants List (right panel) hover over Name
 - Click **Mute**

Throughout the meeting: MUTE anyone who is not sharing & REMOVE anyone from the meeting who is exhibiting inappropriate/crude behavior.

- To MUTE:
 - Hover over upper right corner in the Zoom Square OR in the Participants List (right panel) hover over Name
 - Click **Mute**
- To REMOVE attendee:
 - Hover over the individual name in the Participant list and/or click on the upper corner of Zoom window and click **REMOVE**.

Shortly before end of meeting (8:29 AM PST) – for Serenity Prayer

- Change PARTICIPANT SETTINGS
 - In meeting controls click **Participants** (panel appears on the right)
 - At the bottom of the panel click **More** and **Click Ask all to unmute** and **Check Allow Participants to Unmute Themselves**

At start of after meeting (8:30 AM PST)

- Re-set SECURITY SETTINGS by changing PARTICIPANT SETTINGS
 - In meeting controls click **Participants** (panel appears on the right)
 - At the bottom of the panel click **More** and **Uncheck Allow Participants to Unmute Themselves**

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- As needed **RE-ASSIGN CO-HOSTS**: Chair and Timer (Chair or Timer may need to leave and request another member to cover Chair or Timer service for 15 min after meeting)
 - In the meeting controls click **Participants** (panel appears on the right)
 - Hover over the name of the volunteer and click **More**
 - Click **Make Co-host**
- MUTE ALL, coordinating with Chair
 - Click **Mute All**, Chair will need to unmute self.
 - In meeting controls click **Participants** (panel appears on the right)
 - At the bottom of the panel click **Mute All**
 - **CHAIR will then unmute self** to begin reading meeting format.

At end of meeting (8:45 AM PST) – for Serenity Prayer

- Change PARTICIPANT SETTINGS
 - In meeting controls click **Participants** (panel appears on the right)
 - At the bottom of the panel click **More** and **Click Ask all to unmute** and **Check Allow Participants to Unmute Themselves**

After Serenity Prayer & pause for final goodbyes from group

- END MEETING
 - Click red 'x' END and click **End meeting for all.**