

Setting up an Online NA Meeting with Zoom

To host a meeting (as a home group or as an individual) longer than 40 minutes, you will need a paid subscription. The Pro plan costs \$14.99 per month and will allow **one** account to host meetings. We suggest creating a **group account** if planning to host meetings, as the password to this account will be shared with anyone who is chairing/moderating the online meeting.

Suggestions for groups hosting an online meeting:

- Meetings can be scheduled, meaning they can have a recurring time they happen every day or once a week.
- The chairperson can act as the meeting moderator. One successful model for a discussion meeting is to mute everyone in attendance, then have members unmute themselves to share or use the “Raise your hand” feature found at the bottom of the chat window.
- There is a **share screen** function that allows you to display something on the host’s screen on every member’s computer. This can be especially helpful when reading tools in the beginning of the meeting. More info on screen sharing can be found at [Sharing your screen](#).
- The **chat** function can be used to facilitate the sharing of member’s **phone numbers**. With the temporary loss of in-person meetings, it will become more difficult for newer members to hang out after the meeting to meet with people and get phone numbers. In the chat function you can send a message that everyone can view, or send messages to one specific person. It may prove to be helpful to ask if anyone wants phone numbers, and have members send a private message to the member wanting the numbers using the chat function. It may be wise to encourage not to post any public info about a member to “everyone” in the chat, as this could lead to safety concerns.
- Going along with the above point, there will be people seeking to spend time with fellow addicts before and after the meeting. It may be wise to start meetings 10 or 15 minutes early to allow people to say hello and get initial trouble shooting with the online format out of the way, and to leave the meeting open for a while after the meeting’s conclusion. There is an option for the host to close their session but not close the meeting for everyone.

- A group can choose to publish their Zoom meeting ID on GreensborNA.org or to not publish. Publishing will allow anyone who comes to our area's website to find your meeting. A group can also set up a password that needs to be used to access their meeting, and this information should be published alongside the Meeting ID and the date and time for the meeting if listed on the website. To publish your group's online meeting on GreensborNA.org, please visit <https://greensborona.org/contact-us/> and submit the meeting name, Meeting ID (along with password if applicable), phone number for dial-in participants, as well as date and times for the meeting. If this is an existing home group changing from SUSPENDED status to ONLINE/CALL-IN, please let us know that as well.