

Today's Tips for Zoom 101

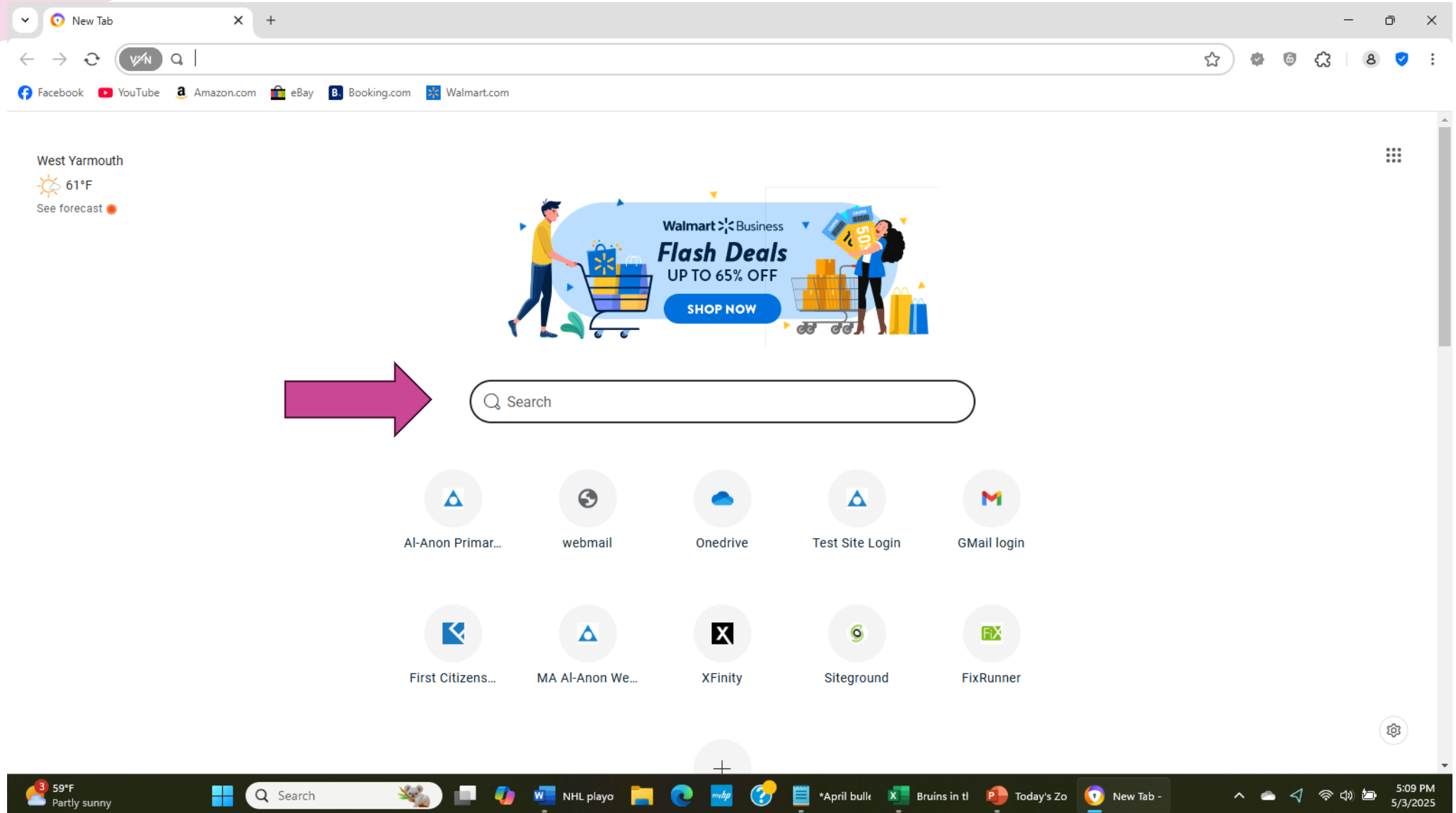
HOW DO I?



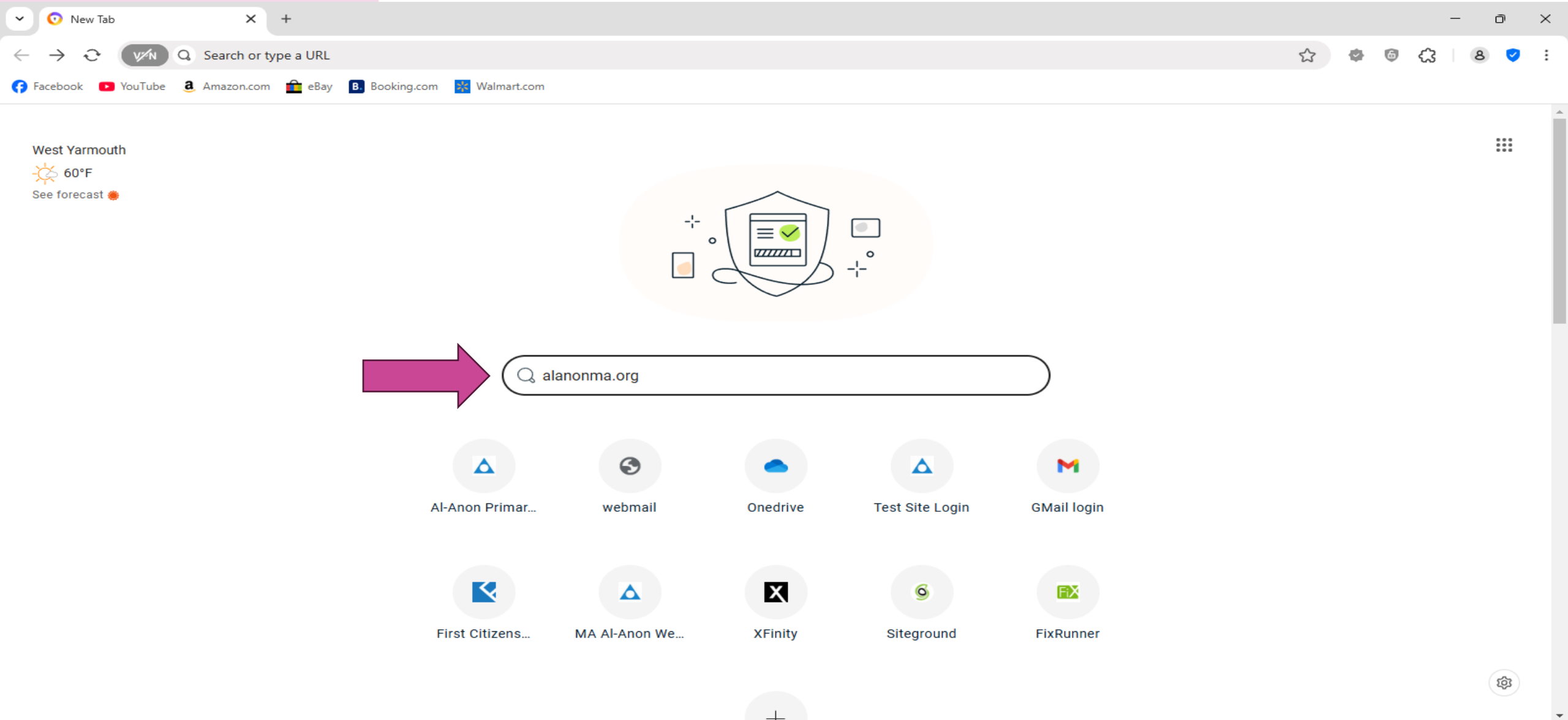
Zoom 101-How Do I Get Started?

- **Since this is a basic introduction, we'll start at the very beginning. Turn on your device**
- **Open your browser (Google, Safari, Chrome, Duck-Duck-Go, Firefox, Edge etc.)**
- **In the search box, type alanonma.org**
- **You are now on the MA Al-Anon Website**
- **To go to a meeting, click on find a meeting and all the in progress and upcoming meetings will display**
- **Scroll down to the meeting you want to attend and click on the word zoom to attend.**
- **The meeting details will show on your screen and you simply click on the word Zoom to attend online**
- **If you want to just phone into the meeting, click on the word phone instead**

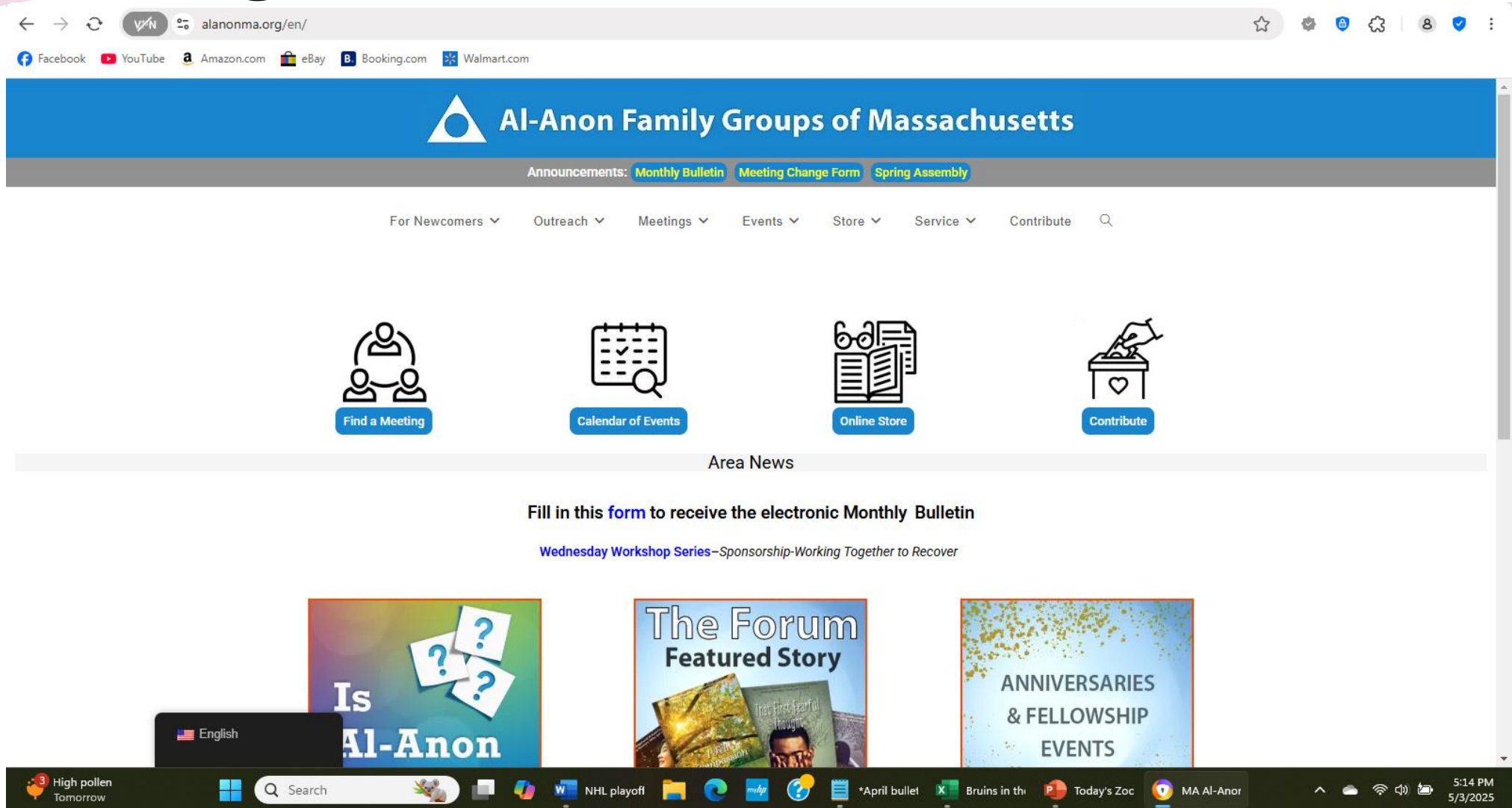
Open your browser (Google, Safari, Duck-Duck-Go, Firefox, Edge etc.)



*In the search box, type **alanonma.org***



You are now on the MA Al-Anon Website Home Page



The screenshot shows the MA Al-Anon website home page. At the top, the browser address bar displays 'alanonma.org/en/'. Below the browser, a blue header contains the Al-Anon logo and the text 'Al-Anon Family Groups of Massachusetts'. A grey navigation bar below the header lists 'Announcements: Monthly Bulletin Meeting Change Form Spring Assembly'. A secondary navigation bar includes 'For Newcomers', 'Outreach', 'Meetings', 'Events', 'Store', 'Service', and 'Contribute'. The main content area features four icons with corresponding buttons: 'Find a Meeting' (people icon), 'Calendar of Events' (calendar icon), 'Online Store' (books icon), and 'Contribute' (hand icon). Below this is an 'Area News' section with a form to receive the 'electronic Monthly Bulletin' and a link to 'Wednesday Workshop Series-Sponsorship-Working Together to Recover'. At the bottom, three featured story banners are visible: 'Is Al-Anon', 'The Forum Featured Story', and 'ANNIVERSARIES & FELLOWSHIP EVENTS'. The Windows taskbar at the bottom shows the date '5/3/2025' and time '5:14 PM', along with various application icons.


alanonma.org/en/


Facebook YouTube Amazon.com eBay Booking.com Walmart.com


Al-Anon Family Groups of Massachusetts


Announcements: [Monthly Bulletin](#) [Meeting Change Form](#) [Spring Assembly](#)

For Newcomers ▾ Outreach ▾ Meetings ▾ Events ▾ Store ▾ Service ▾ Contribute 🔍

 [Find a Meeting](#)

 [Calendar of Events](#)

 [Online Store](#)

 [Contribute](#)

Area News

Fill in this [form](#) to receive the electronic Monthly Bulletin

[Wednesday Workshop Series-Sponsorship-Working Together to Recover](#)

Is Al-Anon

The Forum Featured Story

ANNIVERSARIES & FELLOWSHIP EVENTS

English

High pollen Tomorrow

Search

NHL playoff

*April bullet

Bruins in thi

Today's Zoc


MA Al-Anor

5:14 PM 5/3/2025

*Don't see the home page? Click Triangle at top of page to return to **Home Page***





alanonma.org/en/

Facebook YouTube Amazon.com eBay Booking.com Walmart.com

 **Al-Anon Family Groups of Massachusetts**

Announcements: [Monthly Bulletin](#) [Meeting Change Form](#) [Spring Assembly](#)




[For Newcomers](#) [Outreach](#) [Meetings](#) [Events](#) [Store](#) [Service](#) [Contribute](#)

 [Find a Meeting](#)  [Calendar of Events](#)  [Online Store](#)  [Contribute](#)

Area News

Fill in this [form](#) to receive the electronic Monthly Bulletin

[Wednesday Workshop Series—Sponsorship-Working Together to Recover](#)

English

High pollen Tomorrow

Search

NHL playoff

*April bullet

Bruins in thi

Today's Zoc

MA Al-Anon

5:14 PM 5/3/2025

Click on the *Find a Meeting* icon to locate your meeting

The screenshot displays the website header for Al-Anon Family Groups of Massachusetts. The navigation menu includes: For Newcomers, Outreach, Meetings, Events, Store, Service, and Contribute. Below the menu are four icons: 'Find a Meeting' (circled in pink with a pink arrow pointing to it), 'Calendar of Events', 'Online Store', and 'Contribute'. Below these icons is an 'Area News' section with a link to 'Fill in this form to receive the electronic Monthly Bulletin' and a sub-link for 'Wednesday Workshop Series—Sponsorship-Working Together to Recover'. At the bottom, there are three featured story banners: 'Is Al-Anon', 'The Forum Featured Story', and 'ANNIVERSARIES & FELLOWSHIP EVENTS'. The Windows taskbar at the bottom shows the time as 5:14 PM on 5/3/2025.

Meetings in progress and upcoming meetings will be displayed chronologically

The screenshot shows a web browser window with the URL alanonma.org/en/meetings/. The page header features the Al-Anon logo and the text "Al-Anon Family Groups of Massachusetts". Below the header, there are navigation links for "For Newcomers", "Outreach", "Meetings", "Events", "Store", "Service", and "Contribute". The main heading is "MA AI-Anon & Alateen Meeting List". A search bar is present with filters for "Anywhere", "Any Day", "Any Time", and "Any Type". The "List" button is selected. Below the filters, a table displays meeting information. The table has columns for "Time", "Meeting", "Location / Group", "Address", and "Region". A yellow banner indicates "1 meeting in progress". The table lists three meetings, with the first one being in progress.

Time	Meeting	Location / Group	Address	Region
5:30 pm Saturday	30549986 New Day AFG	District 15	767 Broadway Zoom Phone	Haverhill
7:00 pm Saturday	30530348 St. Mary's Family Courage to Change AFG	District 18	Zoom Phone	Shrewsbury
7:00 pm Saturday	English Live AFG (formerly Pittsfield)	District 25	Zoom Phone	Monroe

Scroll down to the meeting you want to attend and click on the name of the meeting or the zoom button next to the meeting – to open meeting details

The screenshot shows the website for Al-Anon Family Groups of Massachusetts. The page features a blue header with the organization's logo and name. Below the header, there are navigation menus for 'Announcements' (Monthly Bulletin, Meeting Change Form, Spring Assembly) and a main menu with categories like 'For Newcomers', 'Outreach', 'Meetings', 'Events', 'Store', 'Service', and 'Contribute'. The main content area is a list of meetings, each with a time, date, meeting name, district, location, and contact options (Zoom and Phone). A pink arrow points to the '30815109 Step Ahead AFG (Formerly Concord)' meeting. A red circle highlights the Zoom and Phone buttons for the '30827358 Weekend Warriors AFG (formerly Vineyard Haven)' meeting.

Time	Date	Meeting Name	District	Location	Contact
7:00 pm	Saturday	30520288 Shrewsbury Courthouse to Al-Anon AFG	District 18	699 Springfield St	Zoom, Phone
7:00 pm	Saturday	6530 Saturday Nite Live AFG (formerly Pittsfield)	District 25		Zoom, Phone
7:30 pm	Saturday	24363 Good News Step AFG	District 21	699 Springfield St	
8:30 am	Sunday	30666265 Sunday Serenity Step AFG	District 09	60 Nahatan St	
8:30 am	Sunday	62468 Men's Road to Serenity AFG Men	District 19	69 West St	
9:00 am	Sunday	30815109 Step Ahead AFG (Formerly Concord)	District 25		Zoom, Phone
9:00 am	Sunday	30827358 Weekend Warriors AFG (formerly Vineyard Haven)	District 25		Zoom, Phone
9:00 am	Sunday	46381 Sunday Morning Step Alive AFG	District 16	90 Stow St	
9:00 am	Sunday	504086 New Hope AFG	District 03	56 Short Hill Rd	
9:00 am	Sunday	66667 Sunday Monterey AFG	District 24	468 Main Rd	
9:45 am	Sunday	38035 Pause for Serenity Sunday AM AFG	District 01	250 Underpass Rd	
10:00 am	Sunday	30543165 Just the Right Step AFG	District 09	60 Nahatan St	
10:00 am	Sunday	33886 W... AFG Sunday Morn Adult Children AFG	District 16	20 Pleasant St	
10:00 am	Sunday	... of Alcoholics AFG	District 12	300 Washington St	Zoom, Phone

You will see the meeting details and you simply click on the word Zoom to attend online

Search Tips

 **Al-Anon Family Groups of Massachusetts**

Announcements: [Monthly Bulletin](#) [Meeting Change Form](#) [Spring Assembly](#)

Al-Anon members welcome newcomers to all meetings, no matter the group name, whether listed as a Women's, Men's, or LGBTQIA+ named meeting. Everyone is welcome to attend; you will find the content and discussion will be similar no matter the name of the group. Every Al-Anon group is open to all.

[For Newcomers](#) [Outreach](#) [Meetings](#) [Events](#) [Store](#) [Service](#) [Contribute](#)

30827358 Weekend Warriors AFG (formerly Vineyard Haven)

[← Back to Meetings](#)

Meeting Information

Sunday 9:00 AM – 10:00 AM EDT

- Families Friends and Observers Welcome
- Online

Zoom ID: 818 8244 6810
passcode: 123456
Dial-In Phone No.: 929-205-6099
Dial-In ID: 818 8244 6810
Dial-In-passcode: 123456

 Zoom

 Phone

 English



59°F Partly sunny

Search

NHL playoff

*April bullet

Bruins in th

Today's Zoc

30827358 W

5:29 PM 5/3/2025

If you want to just phone into the meeting, click on the word phone instead

Search Tips

 **AI-Anon Family Groups of Massachusetts**

Announcements: [Monthly Bulletin](#) [Meeting Change Form](#) [Spring Assembly](#)

For Newcomers [Outreach](#) [Meetings](#) [Events](#) [Store](#) [Service](#) [Contribute](#)

30827358 Weekend Warriors AFG (formerly Vineyard Haven)

[← Back to Meetings](#)

Meeting Information

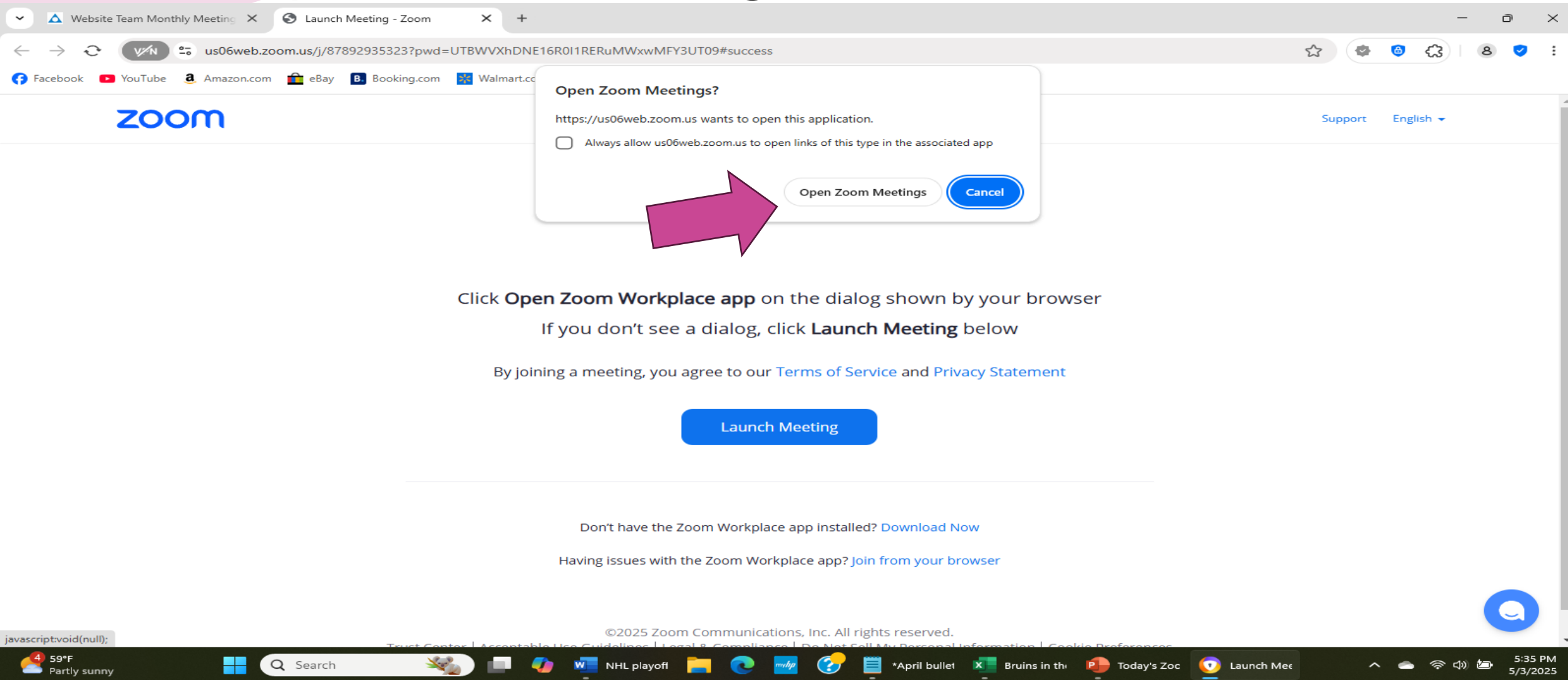
Sunday 9:00 AM – 10:00 AM EDT

- Families Friends and Observers Welcome
- Online

Zoom ID: 818 8244 6810
passcode: 123456
Dial-In Phone No.: 929-205-6099
Dial-In ID: 818 8244 6810
Dial-In-passcode: 123456



You are now connected to Zoom- click Open Zoom Meetings



The screenshot shows a web browser window with two tabs: "Website Team Monthly Meeting" and "Launch Meeting - Zoom". The address bar shows the URL: `us06web.zoom.us/j/87892935323?pwd=UTBWVXhDNE16R0I1RERuMWxwMFY3UT09#success`. The page content includes the Zoom logo, a "Support" link, and a language dropdown set to "English". A modal dialog box titled "Open Zoom Meetings?" is displayed in the center, with the text "https://us06web.zoom.us wants to open this application." and a checkbox labeled "Always allow us06web.zoom.us to open links of this type in the associated app". Two buttons are visible: "Open Zoom Meetings" and "Cancel". A pink arrow points to the "Open Zoom Meetings" button.

Click **Open Zoom Workplace app** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

[Launch Meeting](#)

Don't have the Zoom Workplace app installed? [Download Now](#)

Having issues with the Zoom Workplace app? [Join from your browser](#)

©2025 Zoom Communications, Inc. All rights reserved.

Trust Center | Acceptable Use Guidelines | Legal & Compliance | Do Not Sell My Personal Information | Cookie Preferences

59°F Partly sunny

Search

NHL playoff

*April bullet

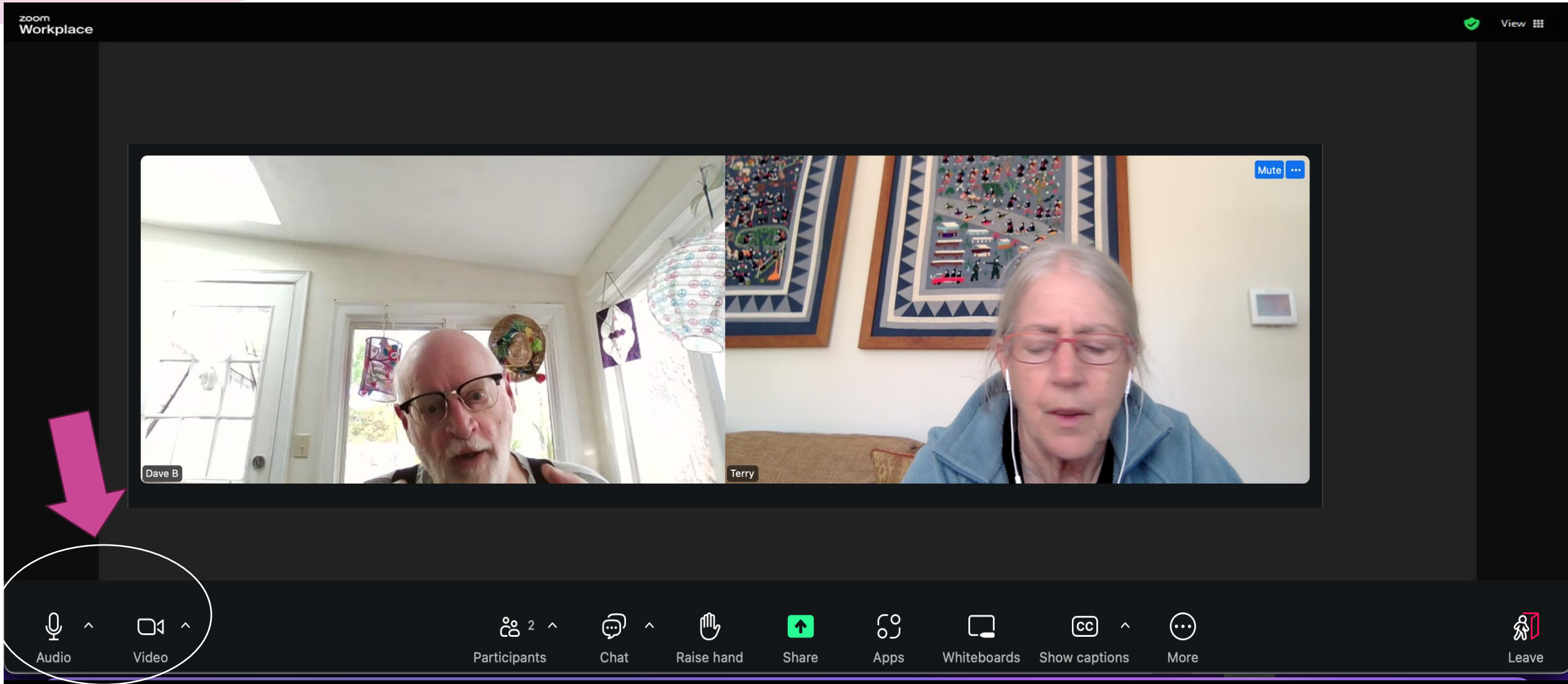
Bruins in thi

Today's Zoc

Launch Mec

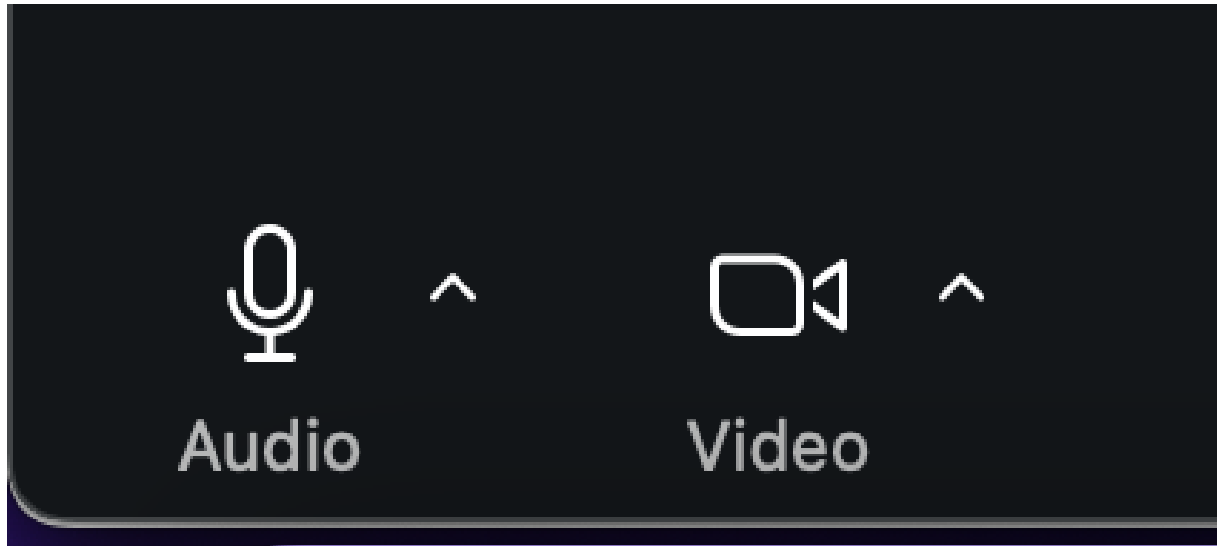
5:35 PM 5/3/2025

For computer users- The Zoom Meeting screen will open (see smart phone info later in the presentation_

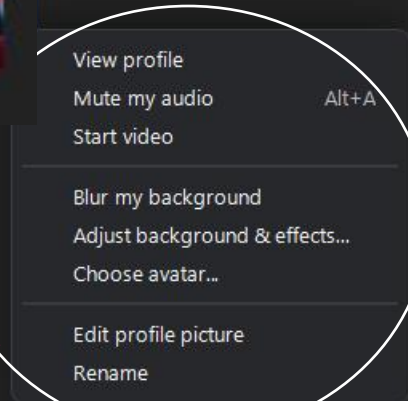
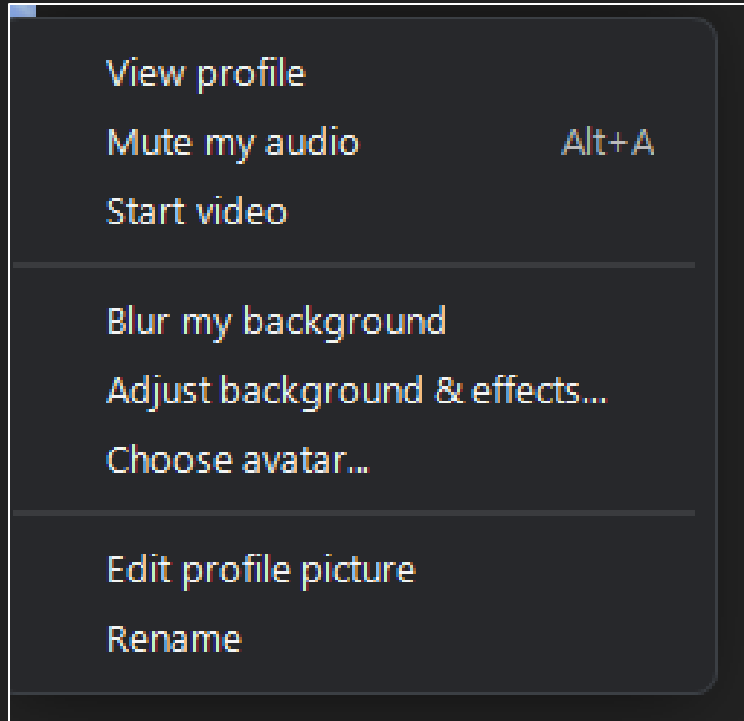


Please Mute unless sharing – click microphone


Sometimes you can't show your face-
click video camera to stop showing your
face



Rename yourself-right click on your picture/screen, or click 3 dots on the upper right corner of the screen and select rename

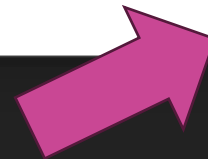


Enter your screen name in the box & click change

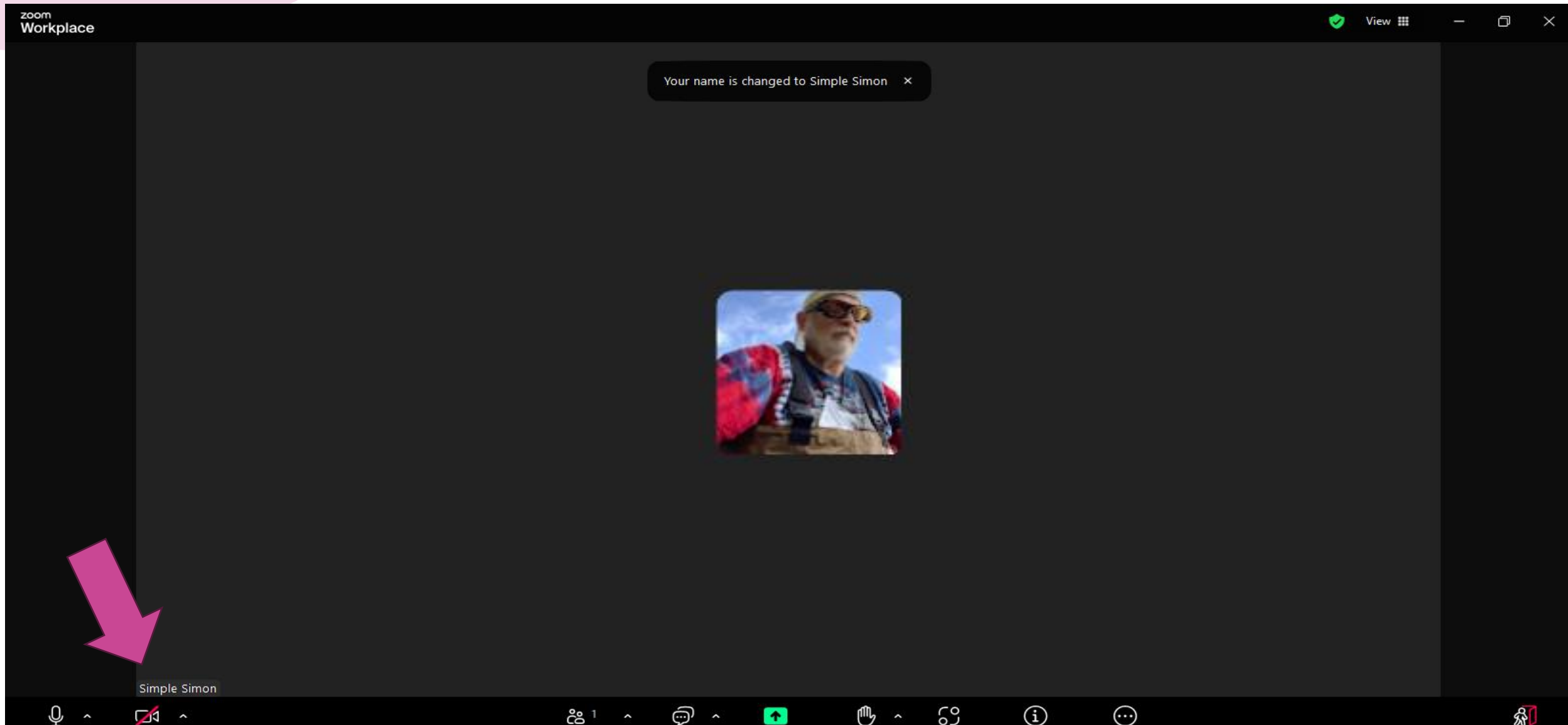
 Rename ✕

Enter a new name below:

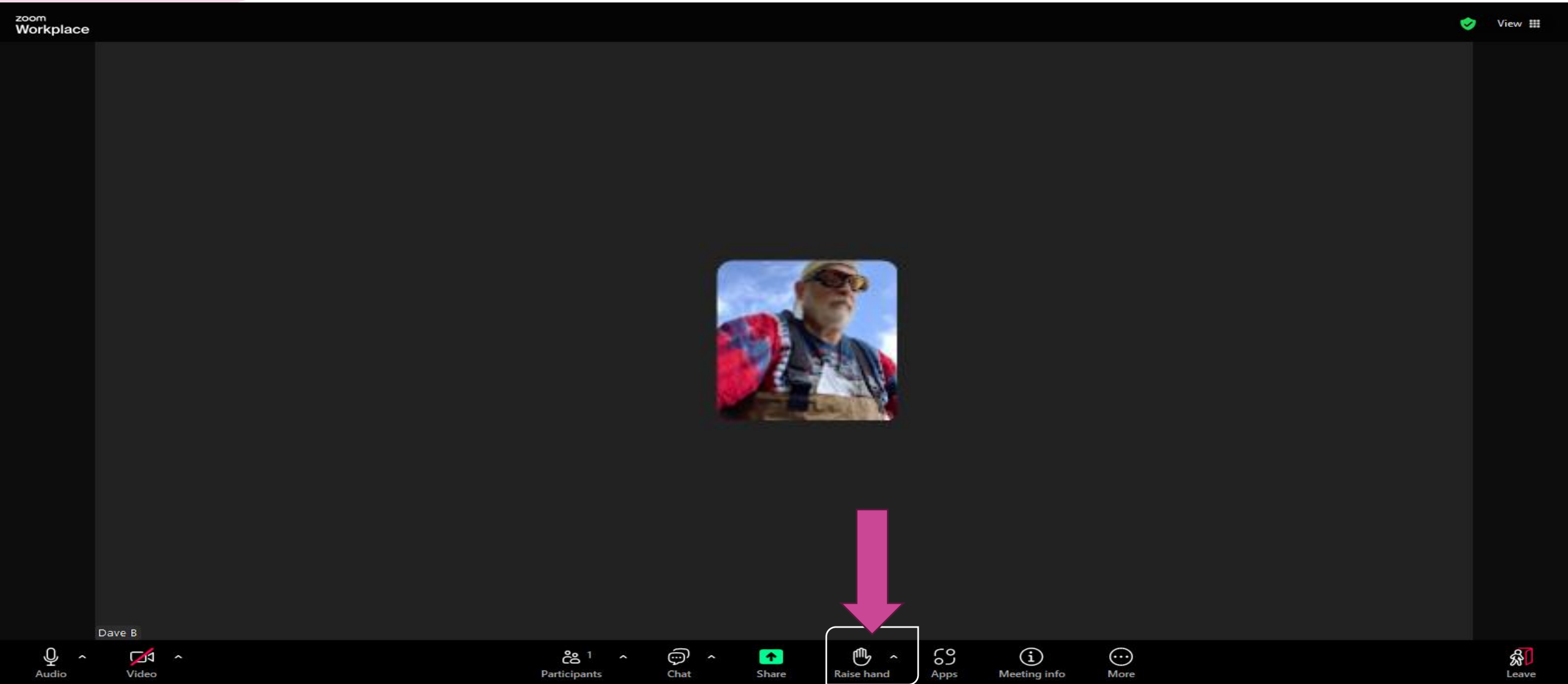
Change Cancel



I typed Simple Simon in the Box



Raise your hand- click the hand



Click on Chat To Read or send to the Chat

The image shows a Zoom meeting interface. At the top, there are window control buttons (red, yellow, green) and a status bar with "Sign in", "Original sound for musicians: off", and "View" with a grid icon. The main area is split: the left side is a dark grey rectangle with the name "Lois W." in white text, and the right side is a video feed of a woman with grey hair and red glasses. Below the video is a toolbar with icons for Audio, Video, Participants, Chat, Raise hand, Share, Host tools, Apps, Whiteboards, Polls/quizzes, Breakout rooms, Show captions, More, and End. A pink arrow points from the bottom right towards the "Chat" icon, which is also circled in white.

Lois W.

Lois W.

Terry

Audio Video Participants Chat Raise hand Share Host tools Apps Whiteboards Polls/quizzes Breakout rooms Show captions More End

Chat directly to someone or to everyone

The image shows a Zoom meeting interface. On the left, a video feed displays a woman with white hair and red glasses, identified as Lois W. The name 'Lois W.' is also shown in large white text above the video. At the bottom of the video feed, a name tag for 'Terry' is visible. The Zoom control bar at the bottom includes icons for Audio, Video, Participants (2), Chat, Raise hand, Share, Host tools, Apps, Whiteboards, Polls/quizzes, More, and End.

On the right, a chat window titled 'Website Wizards L17' is open. It shows a direct message from 'You to Lois W. (direct message)' at 3:26 PM with the text: 'Welcome Lois W. Thank you for this program.' Below the message is a 'Reply' button. At the bottom of the chat window, there is a section for 'Who can see your messages?' with a dropdown menu currently set to 'Lois W. (direct message)'. This dropdown menu is circled in black, and a large pink arrow points to it from the right side of the screen. Below the dropdown is a text input field with the placeholder 'Type message here...'.

Click on the Calendar of Event to locate an event

The screenshot shows the website for Al-Anon Family Groups of Massachusetts. The browser address bar displays 'alanonma.org/en/'. The website header includes the organization's name and a navigation menu with options like 'For members', 'Outreach', 'Meetings', 'Events', 'Store', 'Service', and 'Contribute'. Below the navigation menu, there are four main service buttons: 'Find a Meeting', 'Calendar of Events', 'Online Store', and 'Contribute'. A large pink arrow points directly to the 'Calendar of Events' button, which is also circled in red. Below these buttons is an 'Area News' section with a link to a form for receiving the electronic Monthly Bulletin. At the bottom of the page, there are three featured story banners: 'Is Al-Anon', 'The Forum Featured Story', and 'ANNIVERSARIES & FELLOWSHIP EVENTS'. The Windows taskbar at the bottom shows the system tray with the date and time as 5:14 PM on 5/3/2025.



Announcements: [Monthly Bulletin](#) [Meeting Change Form](#) [Spring Assembly](#)

[For Newcomers](#) ▾ [Outreach](#) ▾ [Meetings](#) ▾ [Events](#) ▾ [Store](#) ▾ [Service](#) ▾ [Contribute](#) 

Calendar of Events

**Scroll
Down to
see
calendar
events**

You can search using category names (e.g. Al-Anon), as well as specific event names (e.g. workshop) provided below. [Add Event](#) to submit an event to be included in this calendar or the monthly bulletin.

Category:




Text:



Click on Event name

MAY 2025

- | | | |
|-----------------------|--|------------------------------|
| 02 - 05
MAY | FELLOWSHIP OF THE SPIRIT OF NEW YORK CONFERENCE 2025 | EVENT DETAIL |
| | Friday | |
| | AA with AI-Anon Participation
Fellowship Event
In Person | |
| 07
MAY | SPRING ASSEMBLY REGISTRATION HELP WORKSHOP | EVENT DETAIL |
| | Wednesday | |
| | Service
Virtual | |
- 

Click your Language of choice



AI-Anon Family Groups of Massachusetts

Anúncios: [Boletim Mensal](#) [Meeting Change Form](#) [Spring Assembly](#)

[Para os recém-chegados](#) [Divulgação](#) [Reuniões](#) [Eventos](#) [Loja](#) [Serviço](#) [Contribuir](#)

Spring Assembly Registration Help Workshop

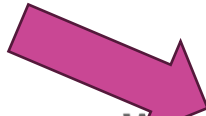
Spring Assembly Registration Help Workshop

Need help registering or virtually joining the May 10th MA Spring Assembly?

Come to this workshop and we can help.

Whether you attend the Spring Assembly in person or online, pre-registering is greatly appreciated!

Zoom ID # 892 1159 5569



- English
- Español
- Français
- Português (AO90)

DATA

Mai 07 2025

TEMPO

7:00 pm - 8:00 pm

MAIS INFORMAÇÕES

Zoom

CATEGORIA

> Serviço

Scroll down and click Zoom button



Need help registering or virtually joining the May 10th MA Spring Assembly?

Come to this workshop and we can help.

Whether attending the Assembly in person or online, pre-registering is greatly appreciated!

Zoom ID # 892 1159 5569

Passcode# 123456

May 07 2025

TIME

7:00 pm - 8:00 pm

MORE INFO

Zoom

CATEGORY

> Service

> Virtual

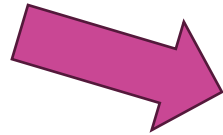
Zoom

Click Launch Meeting

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)



Launch Meeting

Don't have the Zoom Workplace app installed? [Download Now](#)

Having issues with the Zoom Workplace app? [Join from your browser](#)

Click open zoom.us

Open zoom.us?

https://us06web.zoom.us wants to open this application.

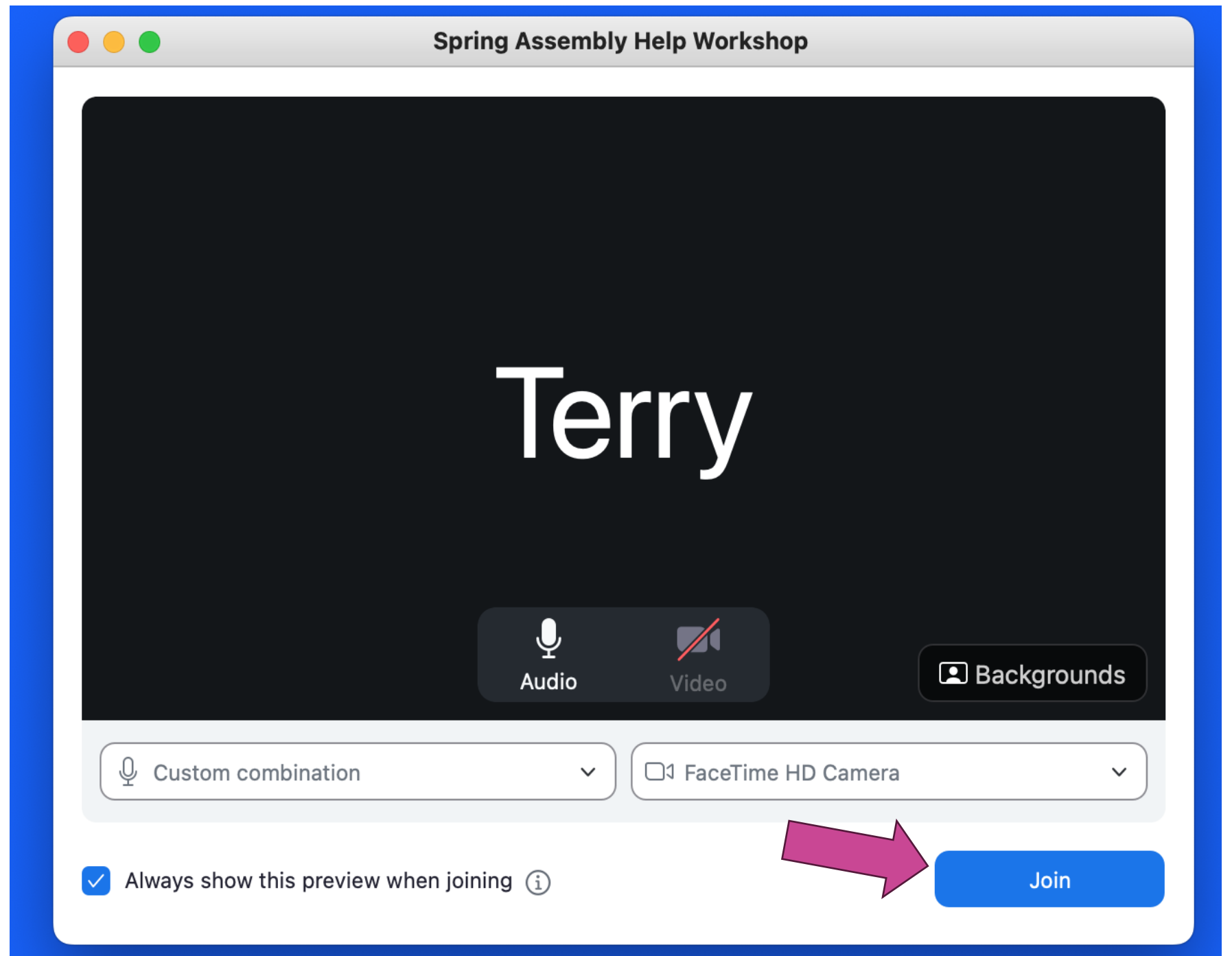
Always allow us06web.zoom.us to open links of this type in the associated app

Cancel

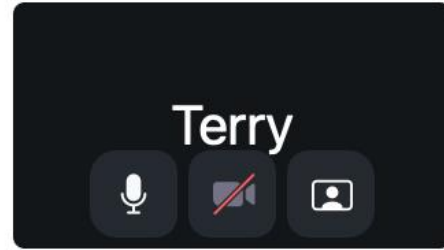
Open zoom.us



Click Join



Can only join most meetings 15 minutes before start time

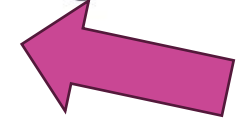


Monday 07:00PM District 11 District 11 Monthly Meeting

Scheduled: 7:00 PM | You can join at 6:45 PM

Waiting for host to start the meeting. 

[Host sign in](#) [Test speaker and mic](#)



Work Happy with



zoom AI Companion

-  Summarize recent messages
-  List my action items
-  Show me the meeting highlights

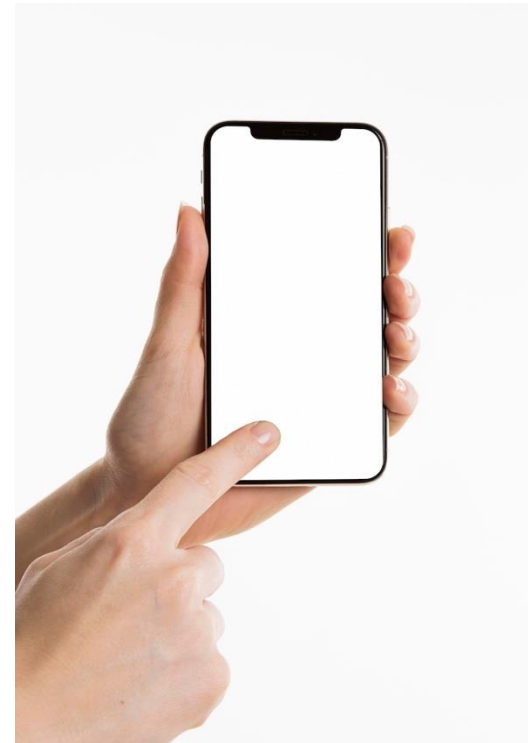
How do I mute myself on a landline phone or to dial-in with a mobile phone



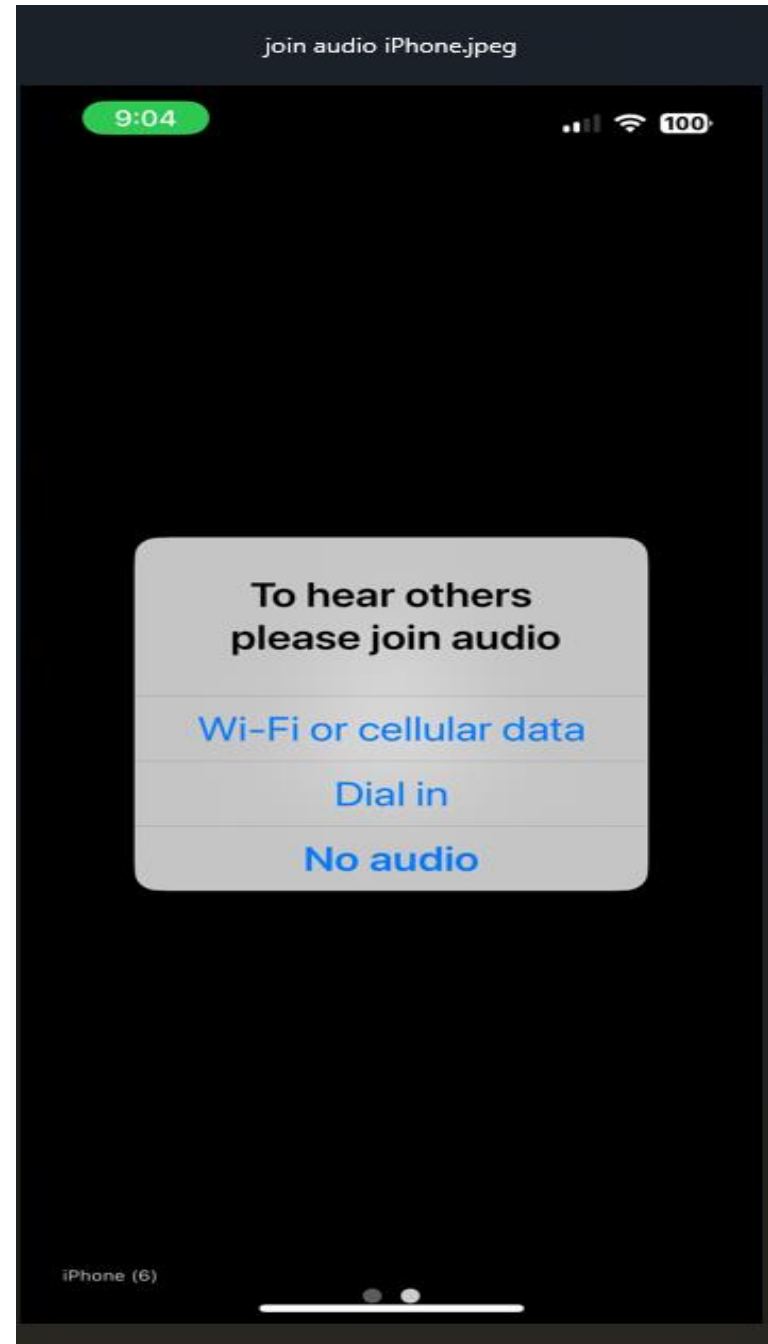
- *6 mutes your microphone; press *6 again to unmute it
- *9 raises your electronic hand; press *9 again to lower it

If you are using a Smart Phone

The following slides will show show Zoom smart phone displays

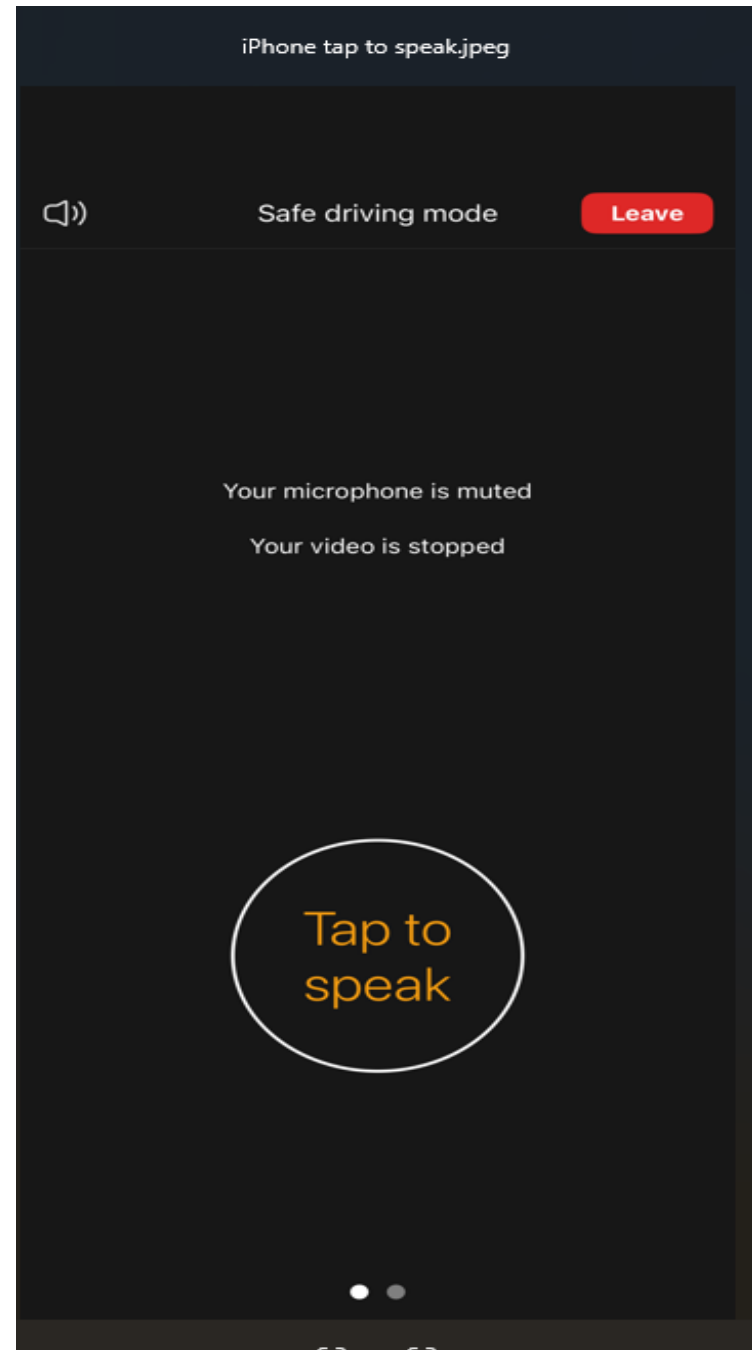
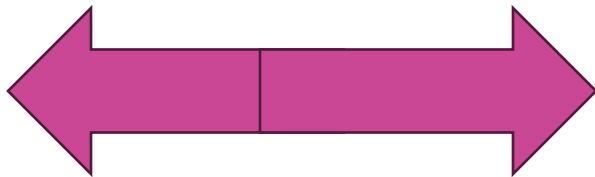


The Meeting screen
will open-iPhone

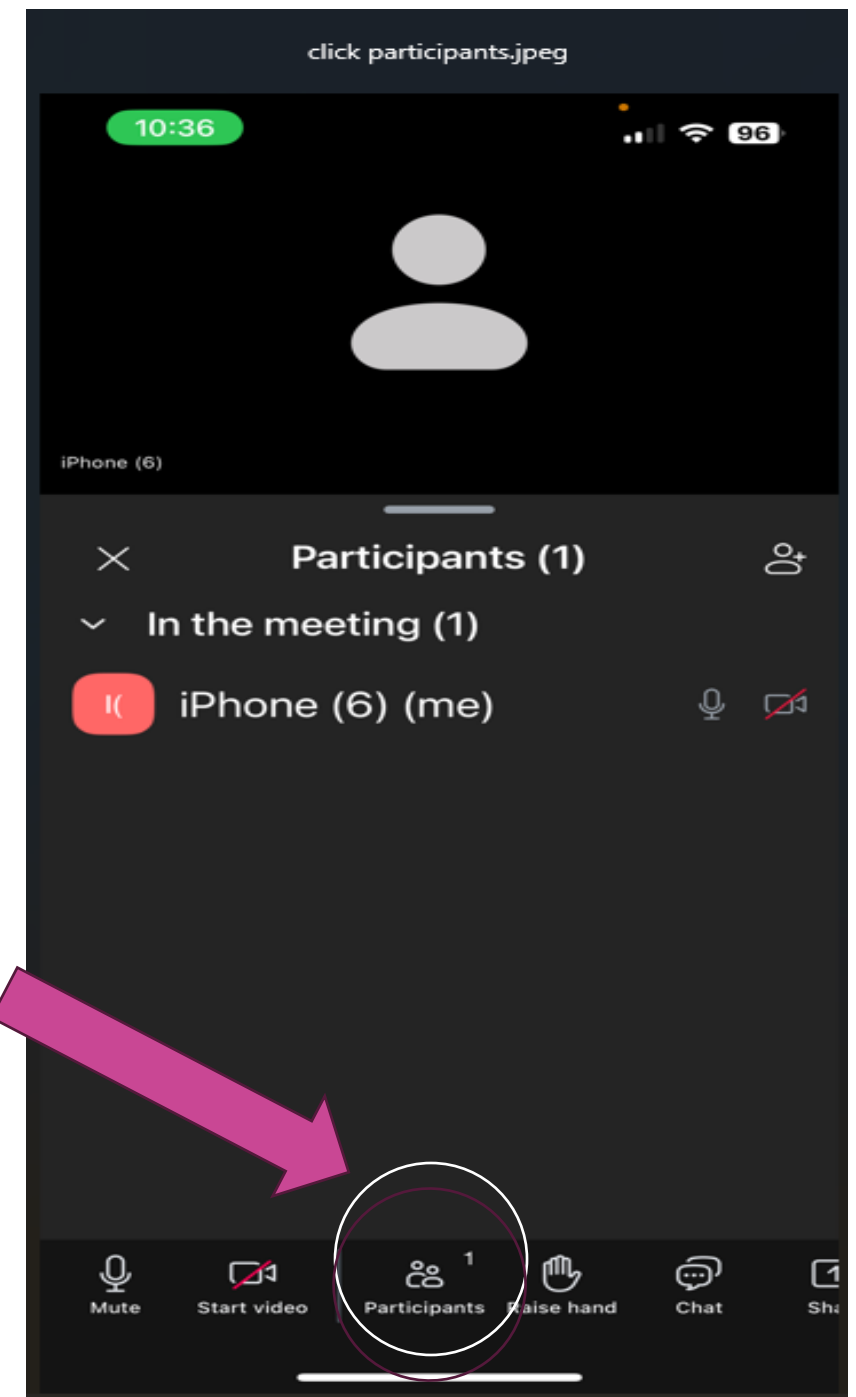


This screen may appear
if your device is muted

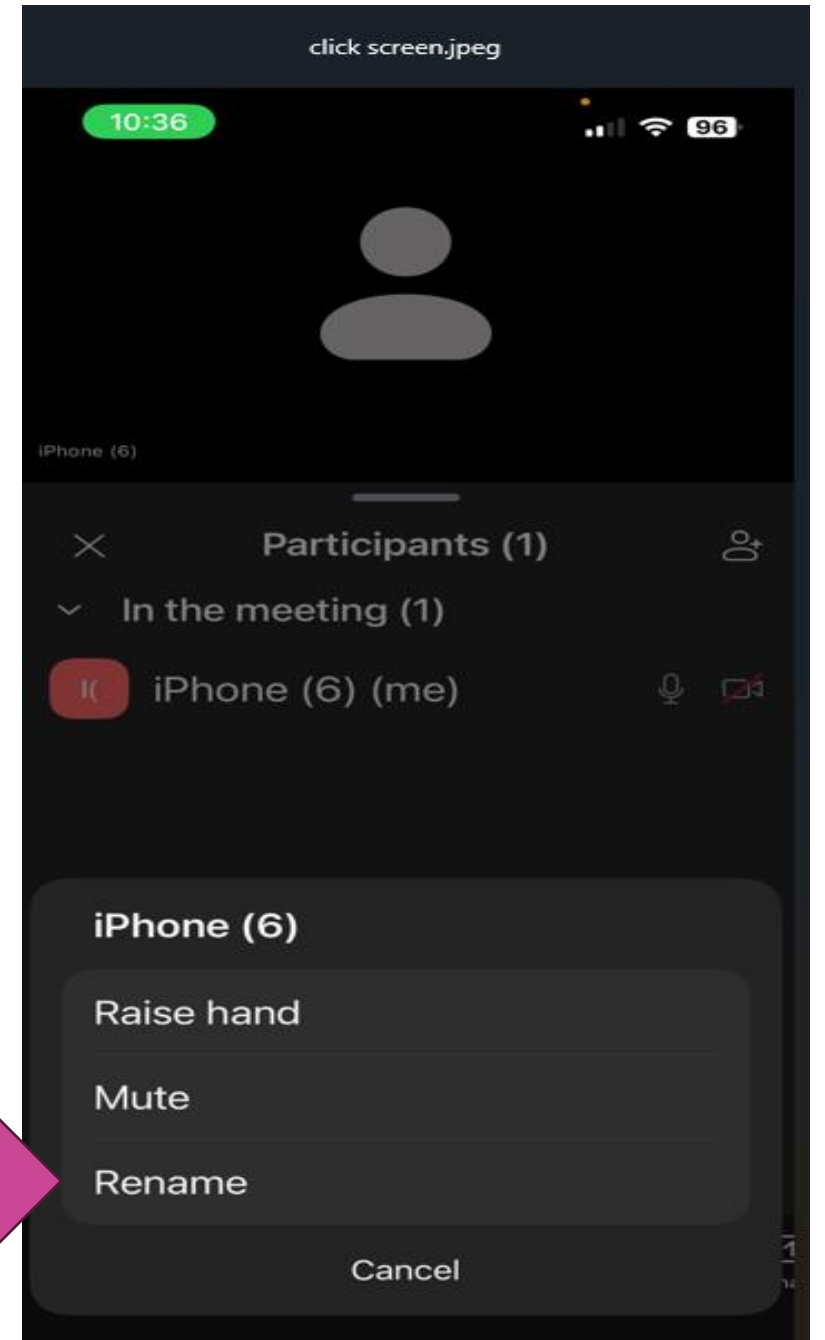
Swipe right or left to
view other screens



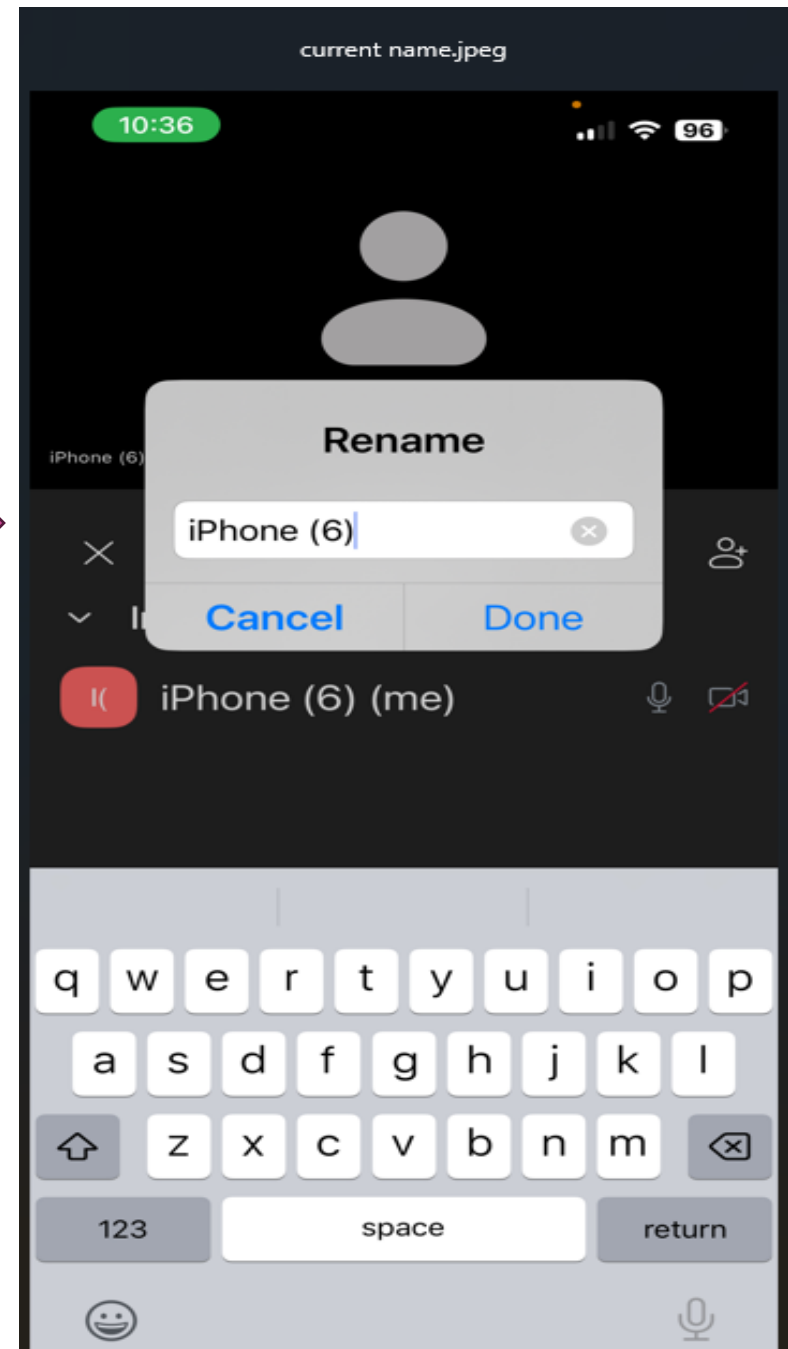
To change your name on iPhone-
click participants on your screen



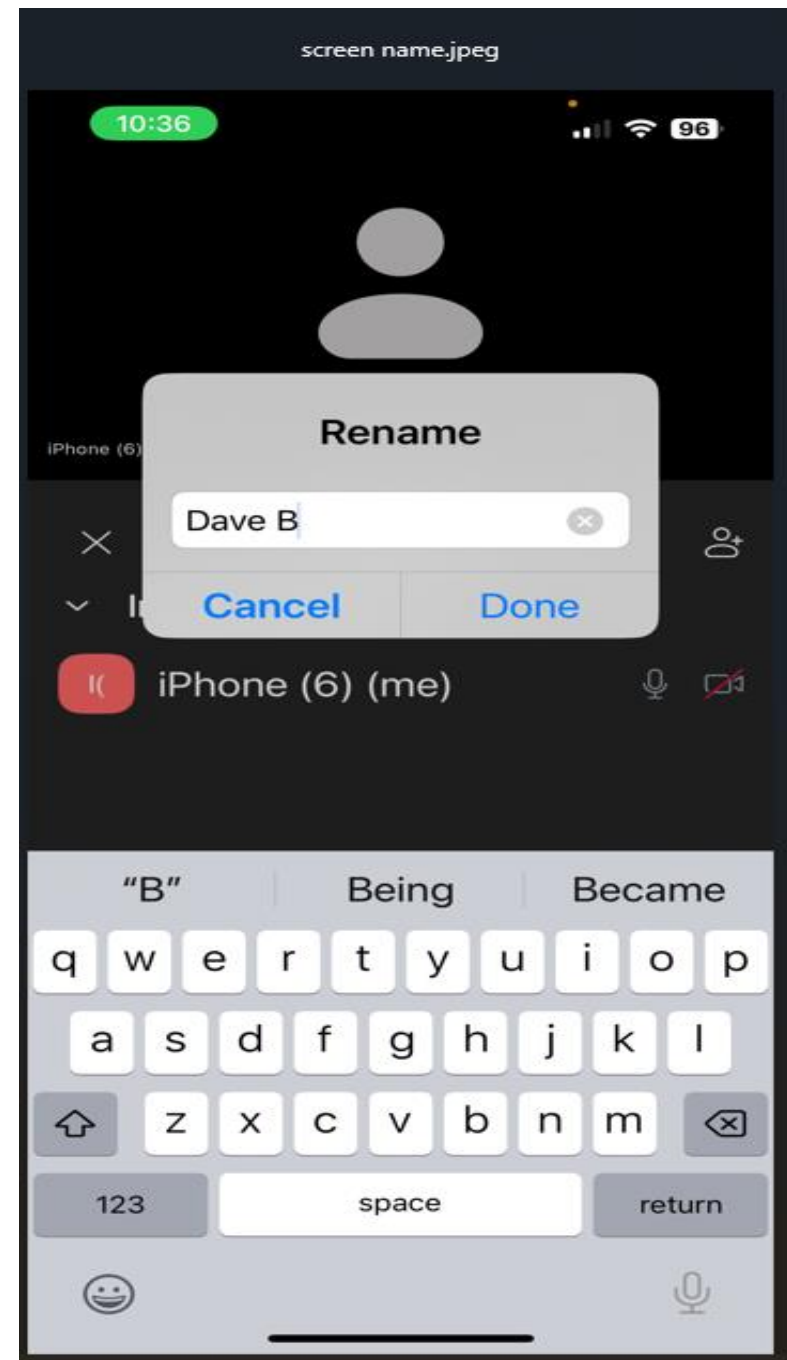
After Clicking your name on your screen-{iPhone(6)}-click Rename



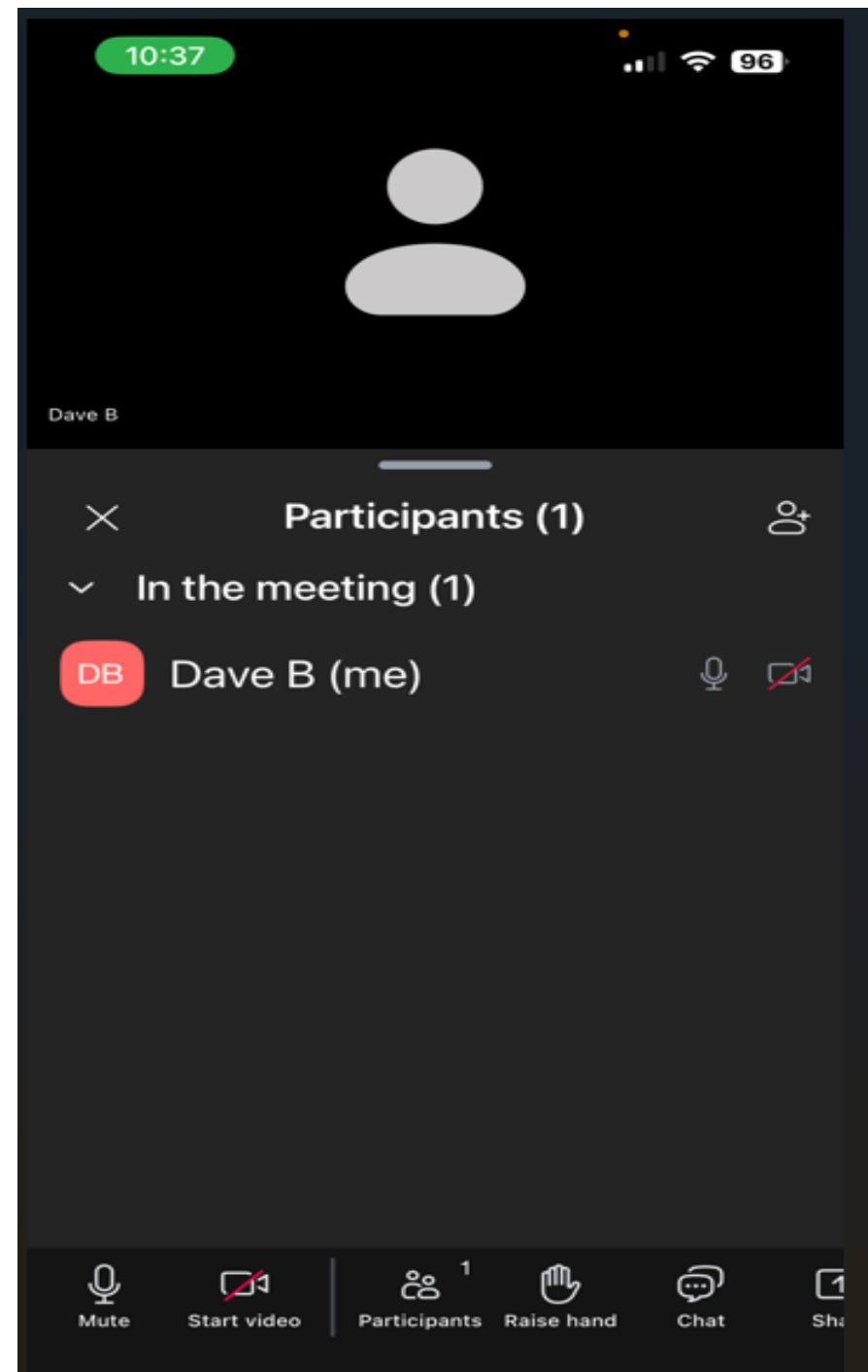
After clicking Rename
this screen appears



Type your name as you wish it to appear on screen-press done

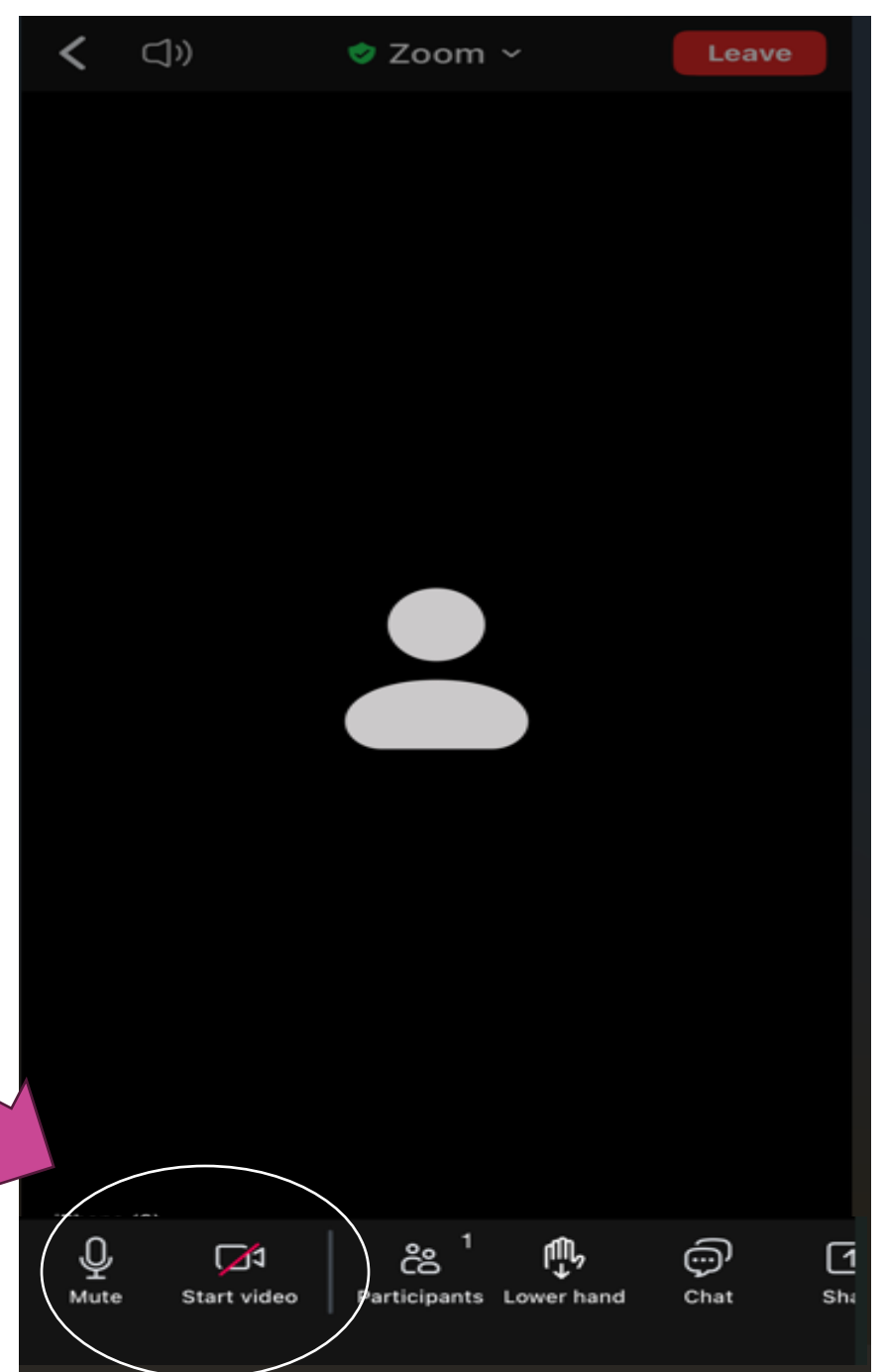


You have successfully
changed your name

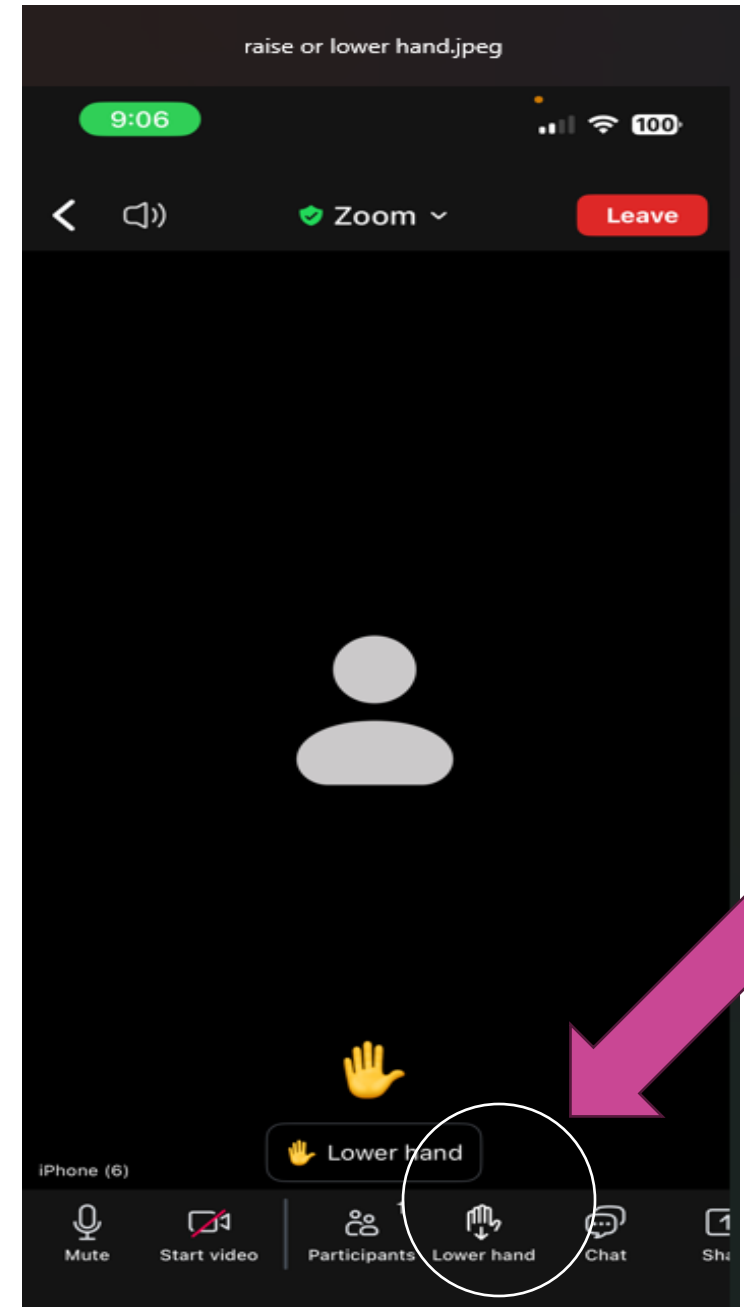


mute/unmute by selecting the microphone.

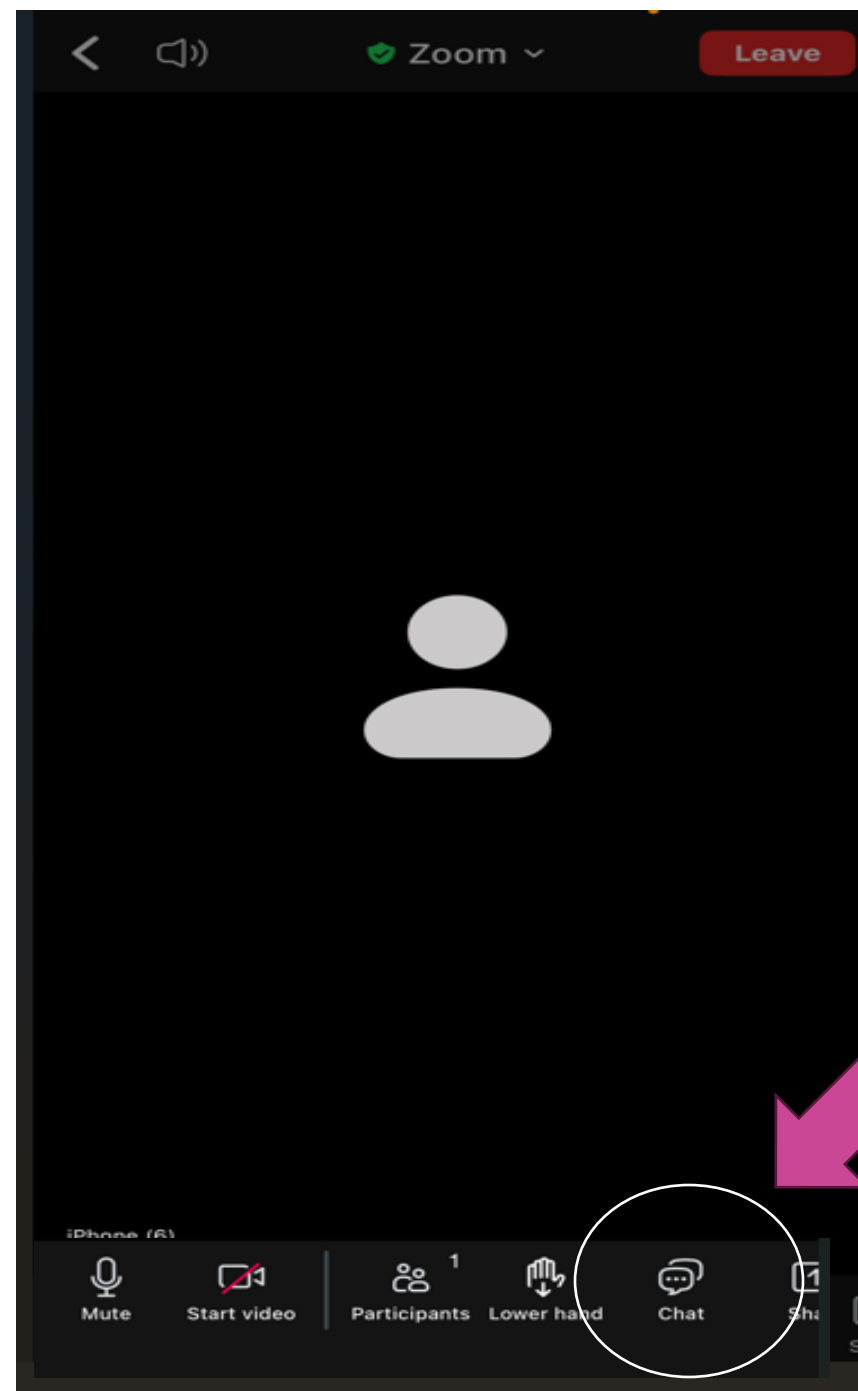
turn your video on/off by clicking the camera



Raise or Lower your hand- iPhone view



Click on Chat to message someone in the meeting, or everyone



APPENDIX: Zoom Meeting Hosting Tools

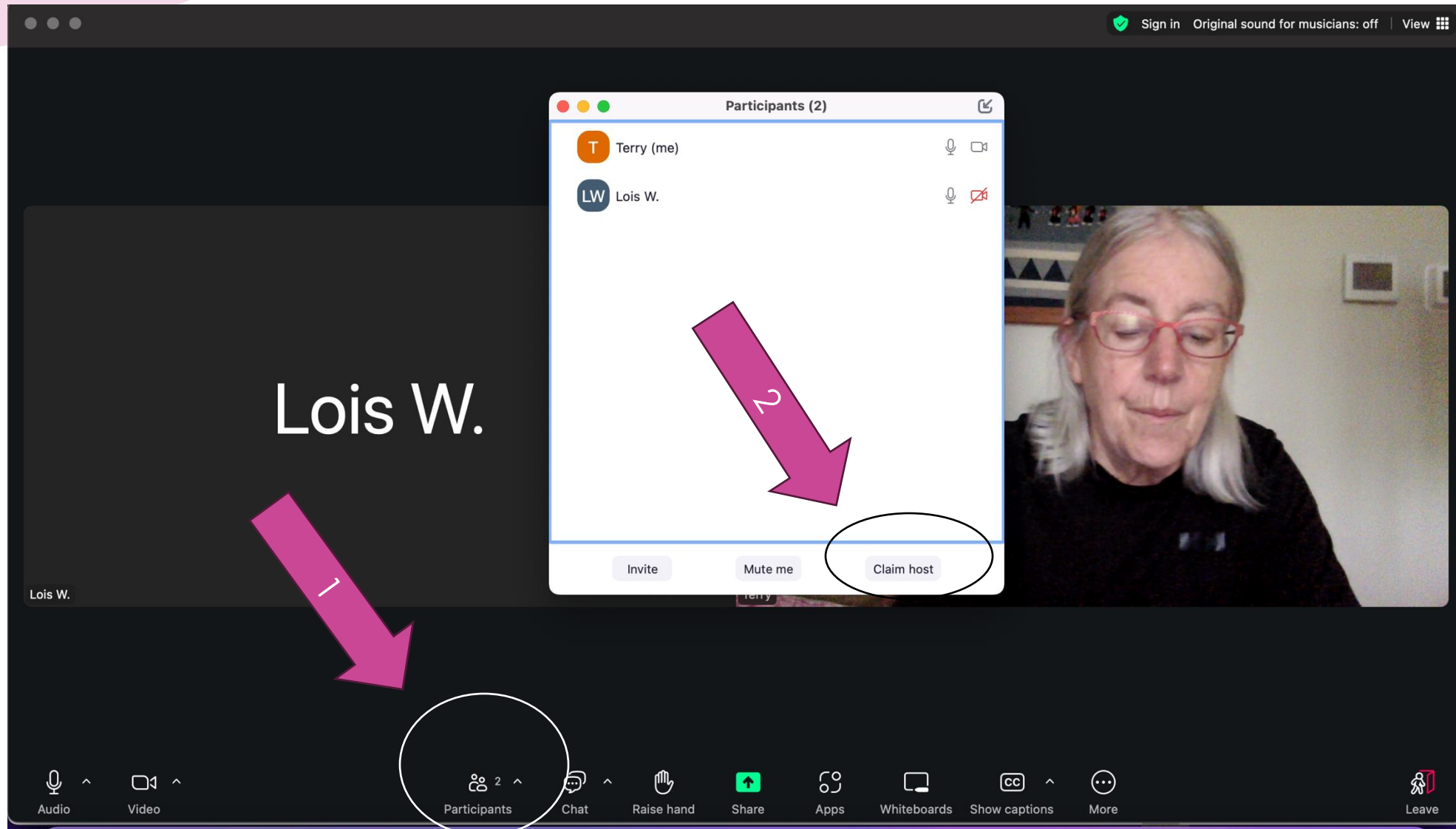
Why Should a meeting always have a Host?: to quickly remove an outside person who is there is disrupt meeting or to mute someone that has forgotten to mute

Train trusted members of group to host: a host and co-host are helpful in a meeting. Rotate this service job so no one burns out.

Do not share host key with everyone- keep it private to a trusted group

The following slide shows **how to host a meeting....**

Claiming Host in 3 steps: (1) First Click Participants (2) Click Claim host Enter Host key



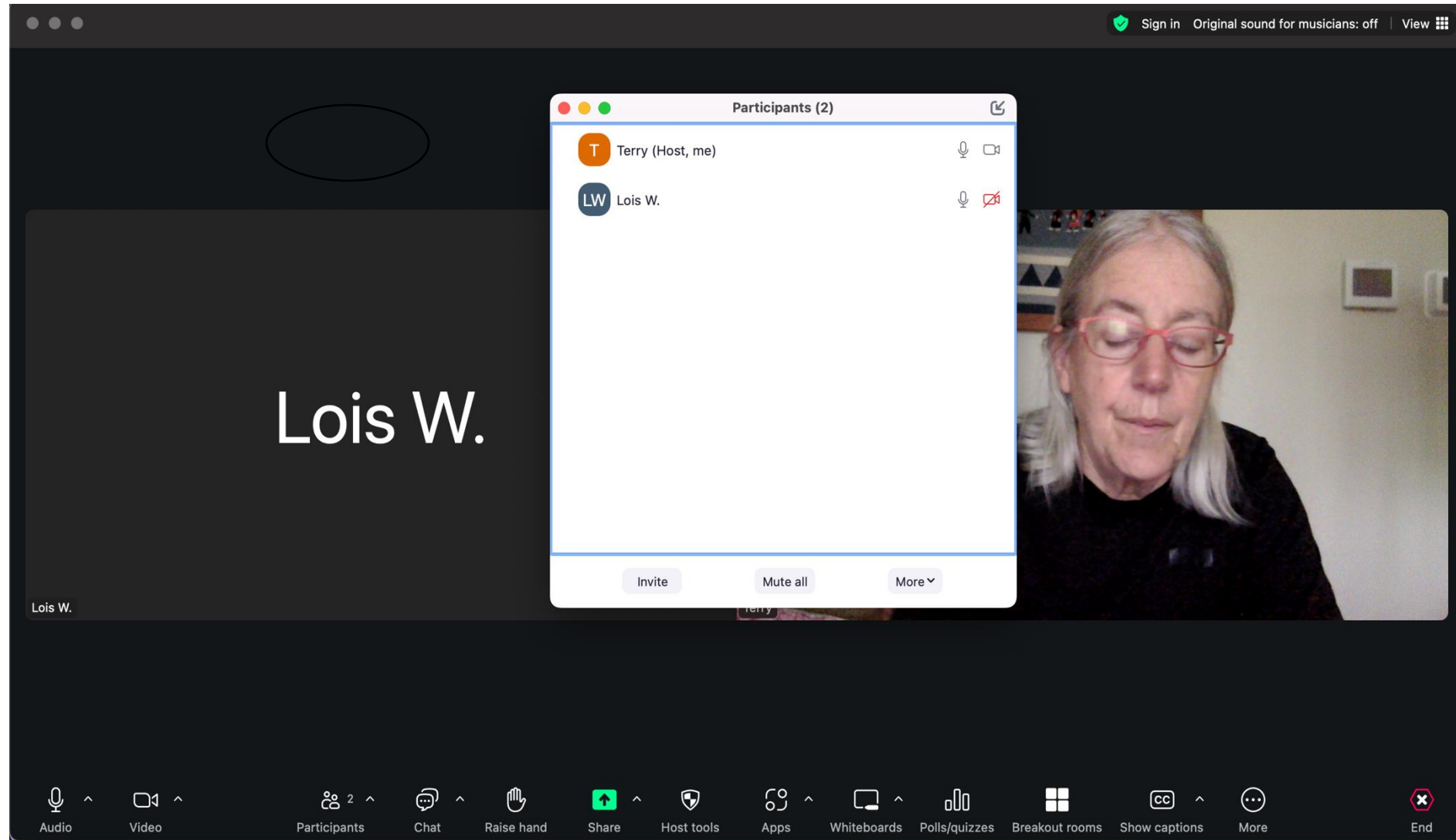
Claim Host (3) Enter 6 digit Host Key and press claim button

The image shows a Zoom meeting interface. In the center, a 'Claim host' dialog box is open, prompting the user to 'Enter host key' and 'Enter 6-10 digit host key to claim host'. Below the input field are three buttons: 'I am the host', 'Cancel', and 'Claim'. A pink arrow with the number '3' points to the 'Claim' button. The background shows a video feed of Lois W. and a participants list with Terry (me) and Lois W. The bottom of the screen shows the Zoom control bar with icons for Audio, Video, Participants, Chat, Raise hand, Share, Apps, Whiteboards, Show captions, More, and Leave.

Now Terry is the meeting Host

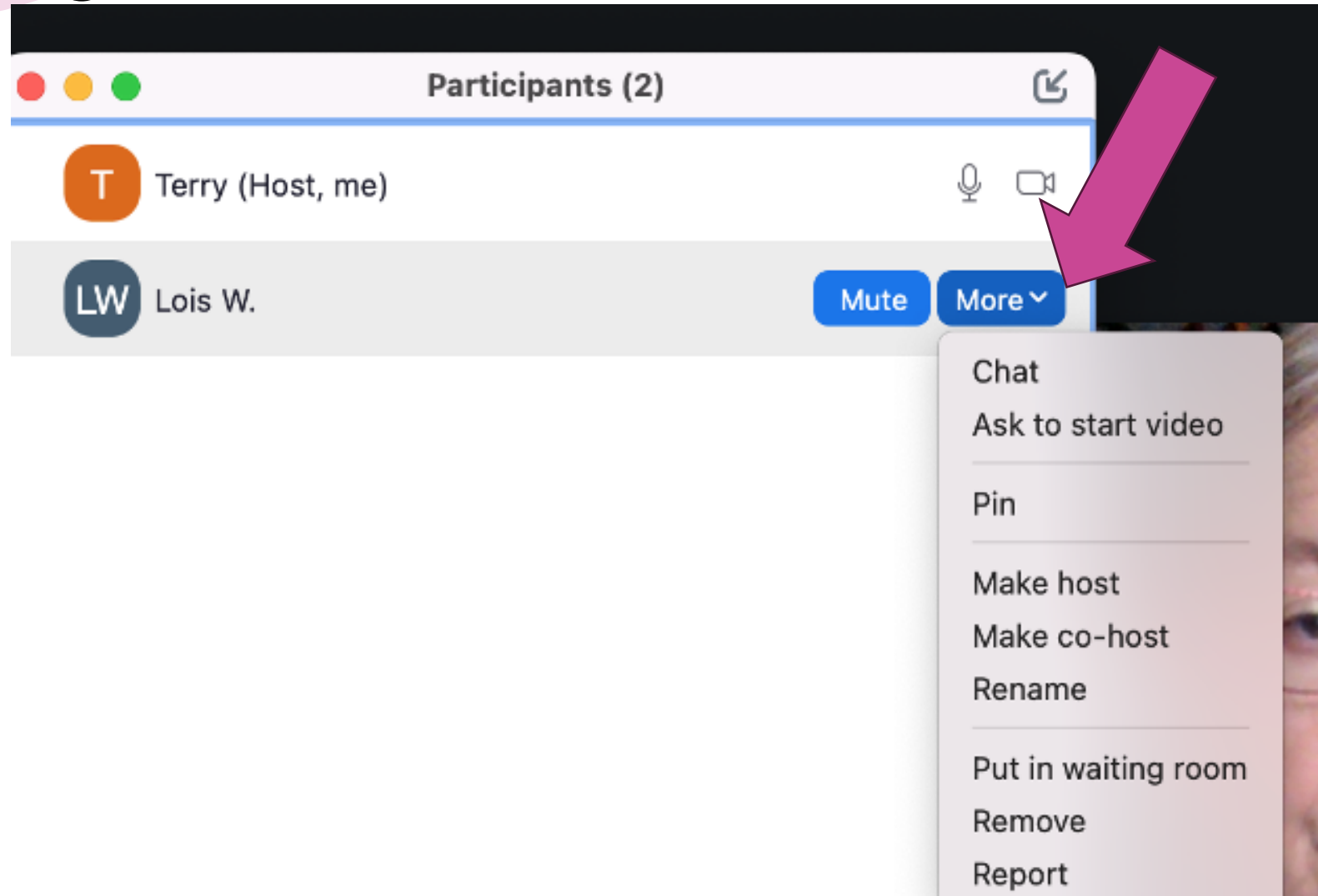
CAUTION:

- **If host accidentally leaves meeting,** meeting will end for everyone.
- **Good Idea:** tell group if meeting suddenly ends, please rejoin
- **See next slide** on how to change host or make co-hosts



The screenshot shows a Zoom meeting interface. At the top right, there are status indicators: a green checkmark for 'Sign in', 'Original sound for musicians: off', and a 'View' button with a grid icon. The main area is dark with a white oval placeholder for a video feed. Below this, the name 'Lois W.' is displayed in white text. A white 'Participants (2)' window is overlaid on the right side, listing 'Terry (Host, me)' and 'Lois W.' with icons for mute and video. At the bottom, a toolbar contains icons for Audio, Video, Participants (2), Chat, Raise hand, Share, Host tools, Apps, Whiteboards, Polls/quizzes, Breakout rooms, Show captions, More, and End.

Host can- click *More* on Participant List to change host, make co-host, rename, **remove**,...



Or From participant picture square- click 3 dots on upper right of participant square

Lois W.

Lois W.

- Mute
- View profile
- Mute
- Ask to start video
- Chat
- Pin
- Hide non-video participants
- Make host
- Make co-host
- Rename
- Put in waiting room
- Remove
- Report

QUESTIONS?

Please send to:

Feedback@alanonma.org

