

## EDRG Tech Host Guide – March 20, 2025

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, Safety, Chat Hosts and Timer for that specific meeting, 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](mailto:edrgsecretary@gmail.com) or outgoing Tech Host.*
- **ASSIGN CO-HOSTS:** Chair, Chat Host, Safety and Timer (as service members arrive)
  - 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**
  - Host clicks **More**, then **Rename** to list Tech Host after name
  - Host & Co-host will collaborate with Safety Host throughout the meeting to disable cameras, remove participants to waiting room or delete/close chat if inappropriate content appears.

### 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.

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**
- 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.**

