

## **Recommended Zoom settings for AA meetings**

*Go to: Settings > Recording and click **off** the Local and Cloud recording features.*

***In the Zoom Settings section, under the Meeting subtab:***

- *Require Encryption for Third Party Endpoints*
- *Disable Auto saving chats*
- *Disable File transfer*
- *Disable Feedback to Zoom*
- *Disable Screen sharing*
- *Disable desktop/screen share for users*
- *Disable Remote control*
- *Allow Virtual background (this is the Zoom default and allows the user to use a virtual background instead of the inside of their apartment, for example)*

***In the Zoom Settings section, under the Recording subtab:***

- *Disable Local recording*
- *Disable Cloud recording*
- *Disable Automatic recording*