

# Area Assembly: Zoom Training Session Review

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- Website Coordinator  
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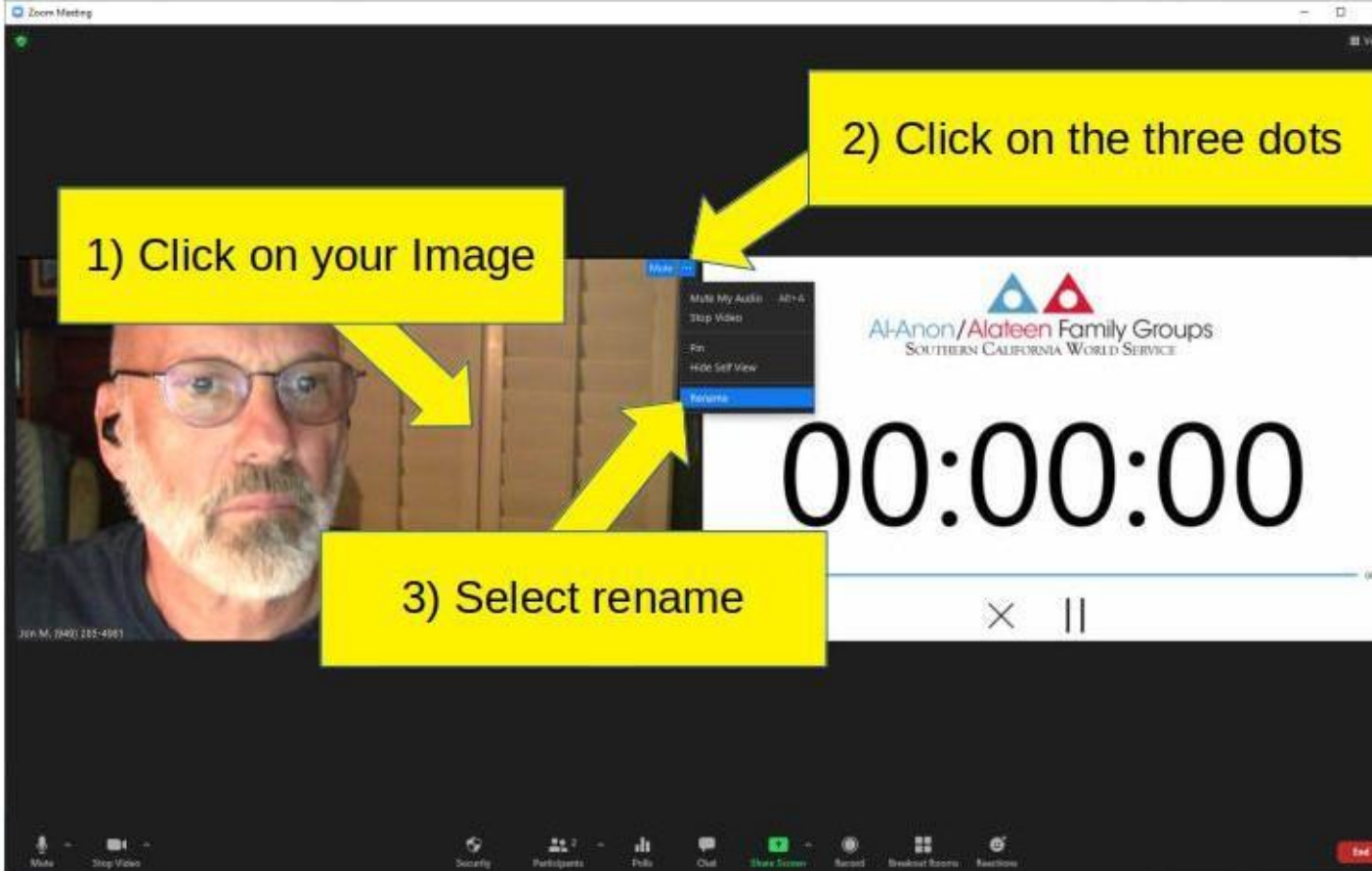
# Technical Support

- Jon is our Zoom host and are our tech volunteers (Tech) are:
  - Ben
  - Truck
  - Bob
- Use this number to **text** our Tech Assistant: **949-285-4981**

# We Will be covering:

1. How to "Rename" yourself.
2. How to raise their hand.
3. How to vote in a Poll
4. The "Timer" piece.
5. How to "Chat" to a tech member.
6. Don't lose your Zoom Registration confirmation email!

# Changing Your Display Name on a Computer



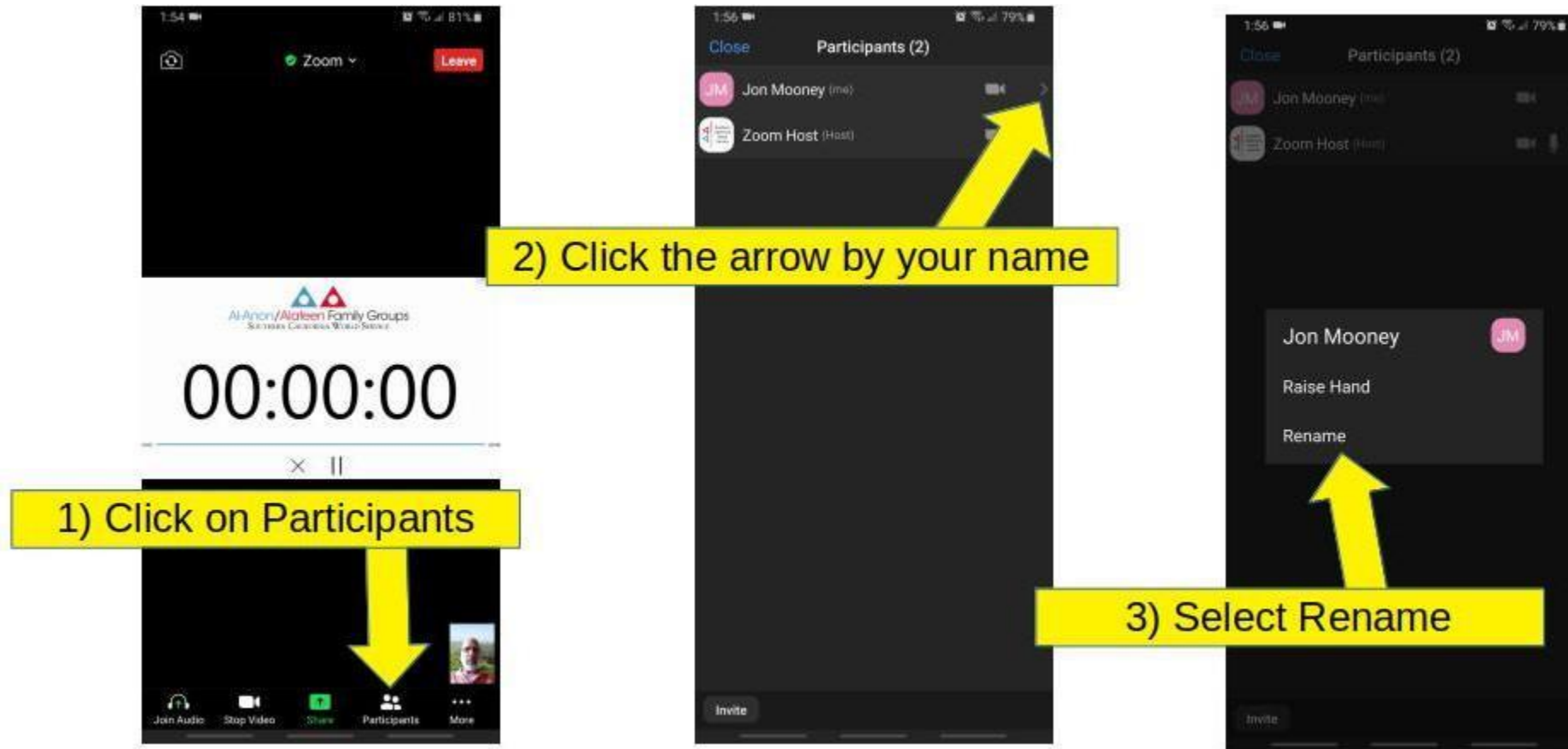
1) Click on your Image

2) Click on the three dots

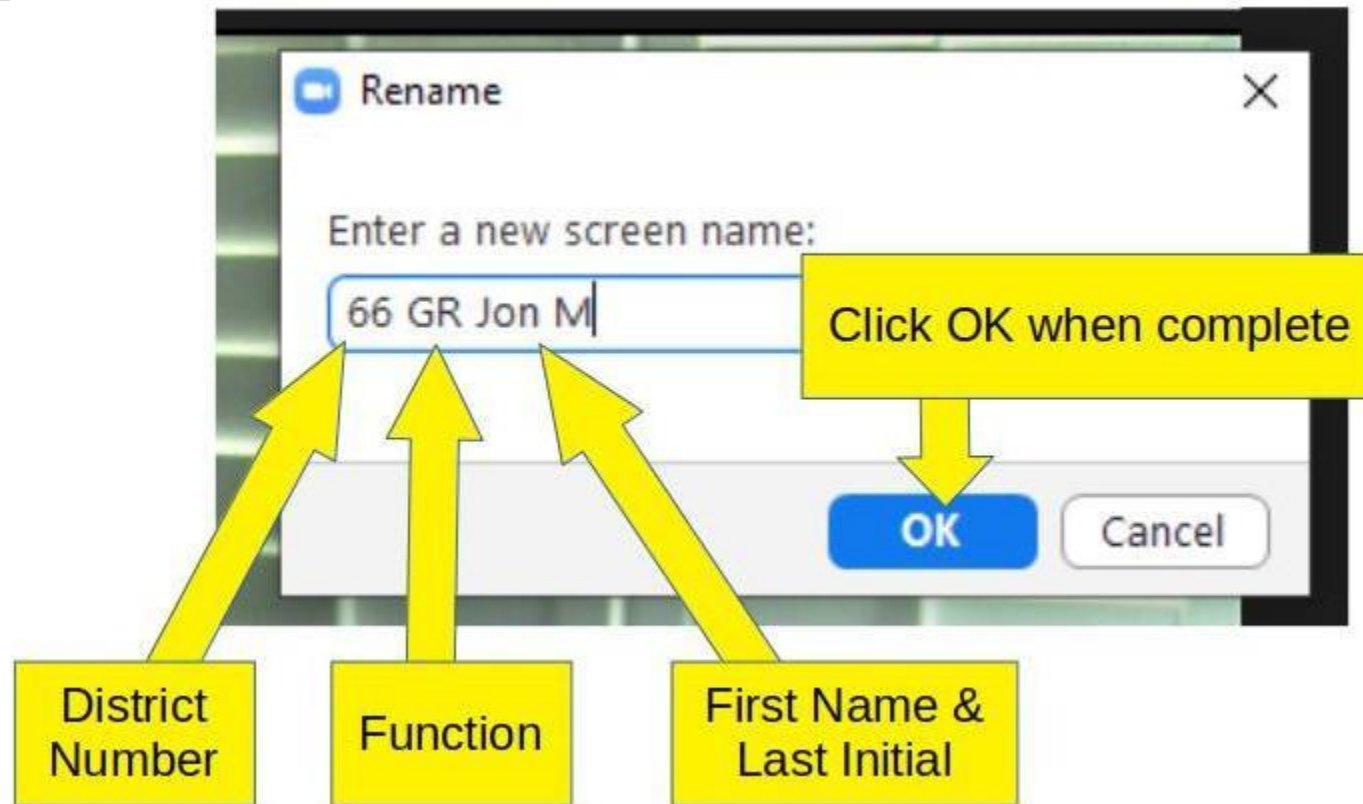
3) Select rename

The screenshot shows a Zoom meeting window. On the left, a video tile of a man with a beard and glasses is visible. A yellow arrow points from the callout box '1) Click on your Image' to the man's video tile. Another yellow arrow points from the callout box '2) Click on the three dots' to a small menu icon (three dots) in the top right corner of the video tile. A third yellow arrow points from the callout box '3) Select rename' to the 'Rename' option in the dropdown menu that appears. The background of the meeting shows the Al-Anon/Alateen logo and a large digital timer displaying '00:00:00'. The Zoom control bar at the bottom includes icons for Mute, Stop Video, Security, Participants, Polls, Chat, Share Screen, Record, Breakout Rooms, and Reaction.

# Changing Your Display Name on a Phone



# Naming Convention\*



\*Please read Guidelines for Area Zoom Meetings :  
[www.scws-al-anon.org/area-world-service-assembly-meeting-information/](http://www.scws-al-anon.org/area-world-service-assembly-meeting-information/)

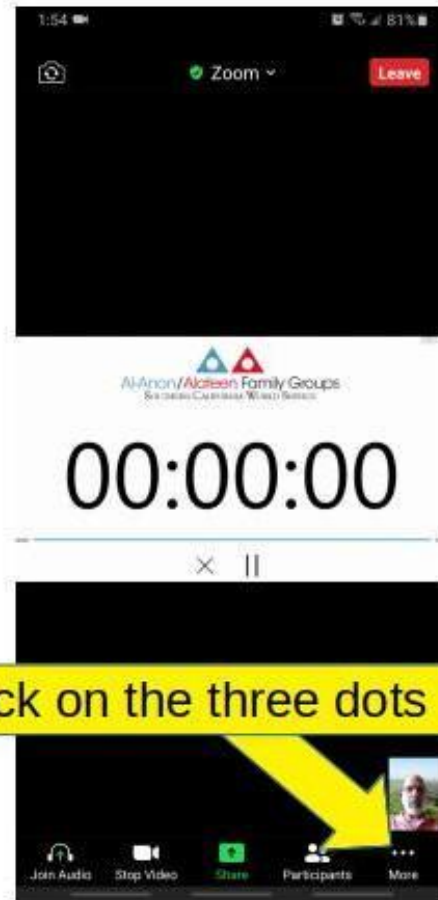
# Raising Your Hand on a Computer



1) Click on Reactions

2) Click on Raise Hand

# Raising Your Hand on a Phone



1) Click on the three dots

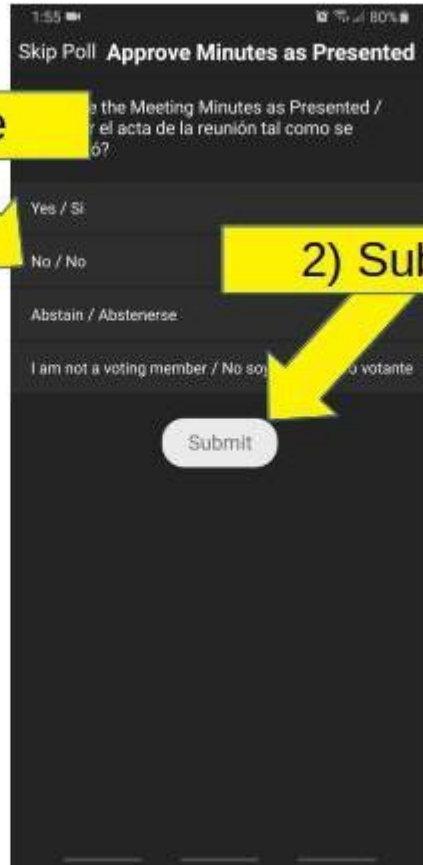


2) Click on Raise Hand



# Voting in Polls: Assembly

1) Make your choice



Skip Poll Approve Minutes as Presented

Approve the Meeting Minutes as Presented /  
Aprobamos el acta de la reunión tal como se  
presentó.

Yes / Si

No / No

Abstain / Abstenerse

I am not a voting member / No soy un votante

Submit

2) Submit your ballot

- **Who Votes? ONLY registered Group Representatives or their Alternate if their GR is absent.**
- **All other members select “Not a Voting Member”**

# Chat with Tech support on a Computer

