ACTIVE DISRUPTION: 3-STEP RESPONSE

QUICK REFERENCE

1. ***SUSPEND*** disruption and 2. ***CONTINUE*** shares, then 3. ***RESTORE*** settings.

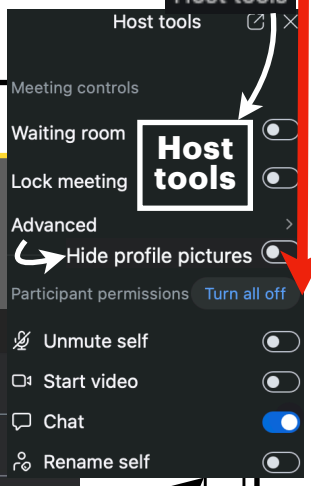
Calm & Confident, not hyper-vigilant.
RECOVERY CAN'T WAIT! CONTINUE THE MEETING.

1. ***SUSPEND*** disruption: **Host tools** → **Suspend participant activities** → **Suspend**.

A. **Suspend participant activities** or Turn all off disables **Host tools** (**Unmute**, **Video**), muting everyone & stopping all video (including *you* & *the sharer*).

- Co-hosts can **Unmute themselves**, **Start video**, and Ask to unmute.





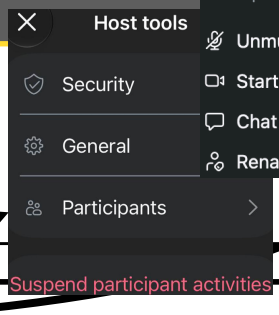
2. ***CONTINUE*** shares promptly.

A. First, ***REASSURANCE*** (adhere precisely to ALL steps, or no guarantees!):

> ***"WE'VE BRIEFLY SUSPENDED THE MEETING TO RESTORE SERENITY, & WILL NOW CONTINUE AS NORMAL. VIDEO, UNMUTE, & CHAT ARE DISABLED, SO NO FURTHER DISRUPTION IS POSSIBLE. PLEASE SHARE WITH CONFIDENCE!"***

B. Ongoing, ***ANNOUNCE*** who you Ask to unmute:

- Ask the interrupted sharer to unmute.
- *Be ready* to **Mute** as needed.

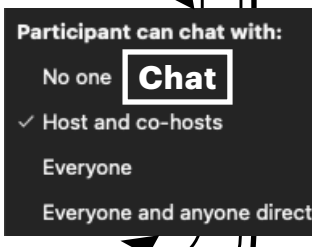


3. ***RESTORE*** meeting **Host tools**.

A. Swiftly *disable* **Lock meeting** & boldly *disable* **Enable waiting room**.

"We do not want to create any barriers
between ourselves and the addict who still suffers."
—Tradition Three, Life With Hope, pg 69

B. If *enabling* **Chat**, always *restrict* to **Hosts and co-hosts**.
CAUTION: Enabling **Chat** may reset permissions to unrestricted DMs!



FORGIVE THEM, BIG WHOOP... DON'T FIGHT BACK: FIGHT FORWARD. ~OLA OBISONYE

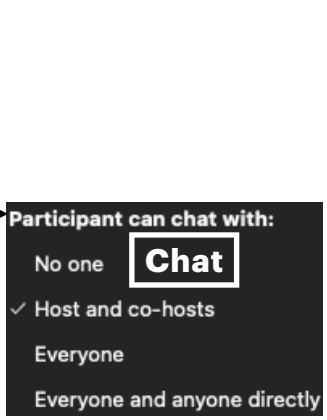
- **The objective:** It's not to defeat, punish, identify, or expel. It's to make disruption ineffective.
- **WHEN ANTICIPATING DISRUPTION:** Apply restrictions before the meeting. Stay by the **Mute** and **Stop video** buttons (stopped video cannot restart without host).
- **No need to remove anyone.** With no way to disrupt, zoom trolls disengage.
- **Today's Disruptors, Tomorrow's MA Members!** Repeat: "LOVE THEM, CALM ME."

*Group Conscience (Concept Five) to build consensus.

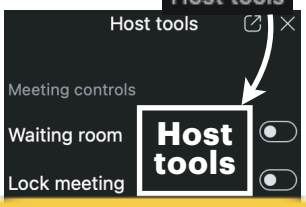
DISRUPTION READINESS (NOT REQUIRED FOR 3-STEP RESPONSE) QUICK REFERENCE

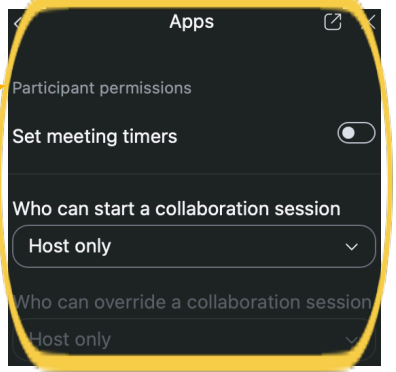
• Pre-meeting & In-meeting, *disable tools* under **Host tools** or at **zoom.us** (preferred).

- ***Unmute* themselves** — potential to disrupt audio.
  - *Disable* ***Unmute* themselves** — co-hosts can still **Ask to *unmute***.
  - Enable & LOCK **Mute all participants when they join a meeting** (zoom.us > Account Management > Account Settings).
- ***Chat*** — potential for harassment:
  - *Change* **Participant can *chat* with** to **No one** or **Host and co-hosts**.
- ***Rename* themselves** — potential to impersonate participants:
  a. May result in legitimate participants being misidentified.
  b. May result in users receiving unauthorized co-host privileges.
  - *Disable* ***Rename* themselves** — co-hosts can still ***Rename*** others.
- **Set meeting *timers*** — potential to disrupt audio with unexpected timer sounds.
  - *Disable* **Set meeting *timers*** — co-hosts can still **Set meeting *timers***. (laptop only or **Suspend participant activities** from mobile)
- **Start *video*** — potential to show obscene content.
  - **Host** can **Make co-host** verified homegroup members — co-hosts can always **Start *video***.
  - *Disable & LOCK* **Participants video** (zoom.us > Account Management > Account Settings).
- **Sound notification when someone joins or leaves** — potential to disrupt audio with chimes.
  - At **zoom.us** only, *enable* **Sound notification when someone joins or leaves** for **Host and co-hosts** under **Account Management** > **Account Settings**, & (optionally) *disable* **Sound notification when someone joins or leaves** under **Settings**.
  - *Enable & LOCK* to **Host and co-hosts** in **Account Settings** — no participants hear chime. Disable or Enable for **Host and co-hosts** in **Settings** — sets the default state of the chime.
- *Select & LOCK* **Host Only** for **Who can share?** under **Screen Sharing** (zoom.us > Account Management > Account Settings).
- *Disable* **AI Companion** (zoom.us only) — may be disconcerting & anyone can switch it on.
- *Disable* all other **Host tools** toggles — potential to disrupt in various ways.









tips & hints

- Make it fun!
  - Open a Zoom room with a friend and/or extra device.
    - Play with settings so hard you break something! Then fix it!
- zoom.us:
  - Prefer **Account Management** > **Account Settings** over **Settings**.
    - Use settings **LOCK** to remove disabled items from **Host tools**.
  - Refer to actual **Host tools** menu to check progress.
- Host tools:
  - Some **Host tools** are not available from the mobile app.
    - **Suspend participant activities** still disables them on mobile.

*Group Conscience (Concept Five) to build consensus.