

Zoom Mechanics & Venmo How-To

Adjusting to New Technologies

Like anything new, there will be a learning curve and some discomfort.

Approaching this in the same way we did sobriety is key:

- Treat it like an experiment
- You can always go back “out”
- A life beyond your technological dreams may be on the other side!

Part 1: Zoom

Step 1: Download Zoom to your device & Launch the App

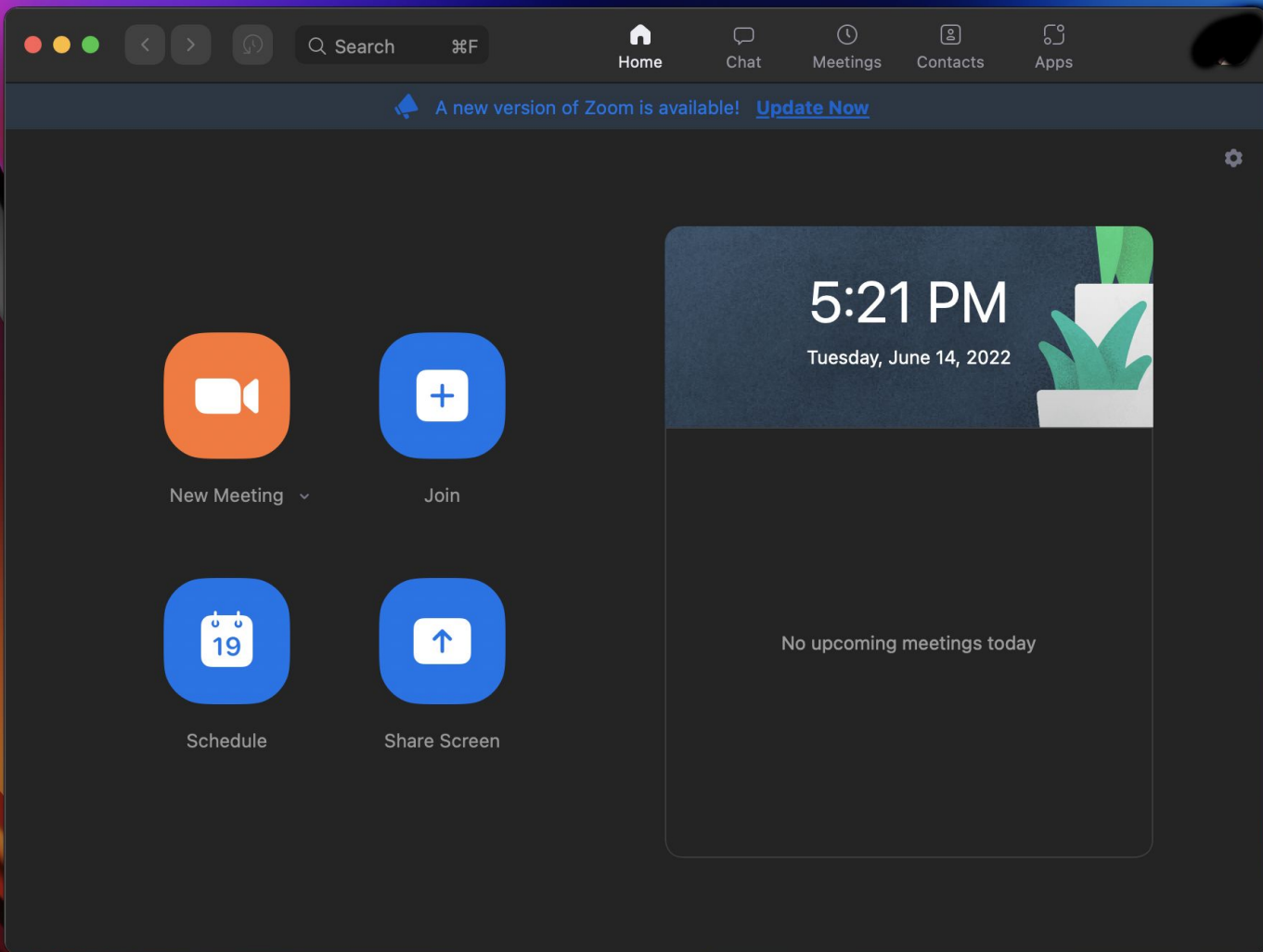
Search for Zoom in the Apple/Google Play Store and download for free to your desktop/laptop/smartphone.

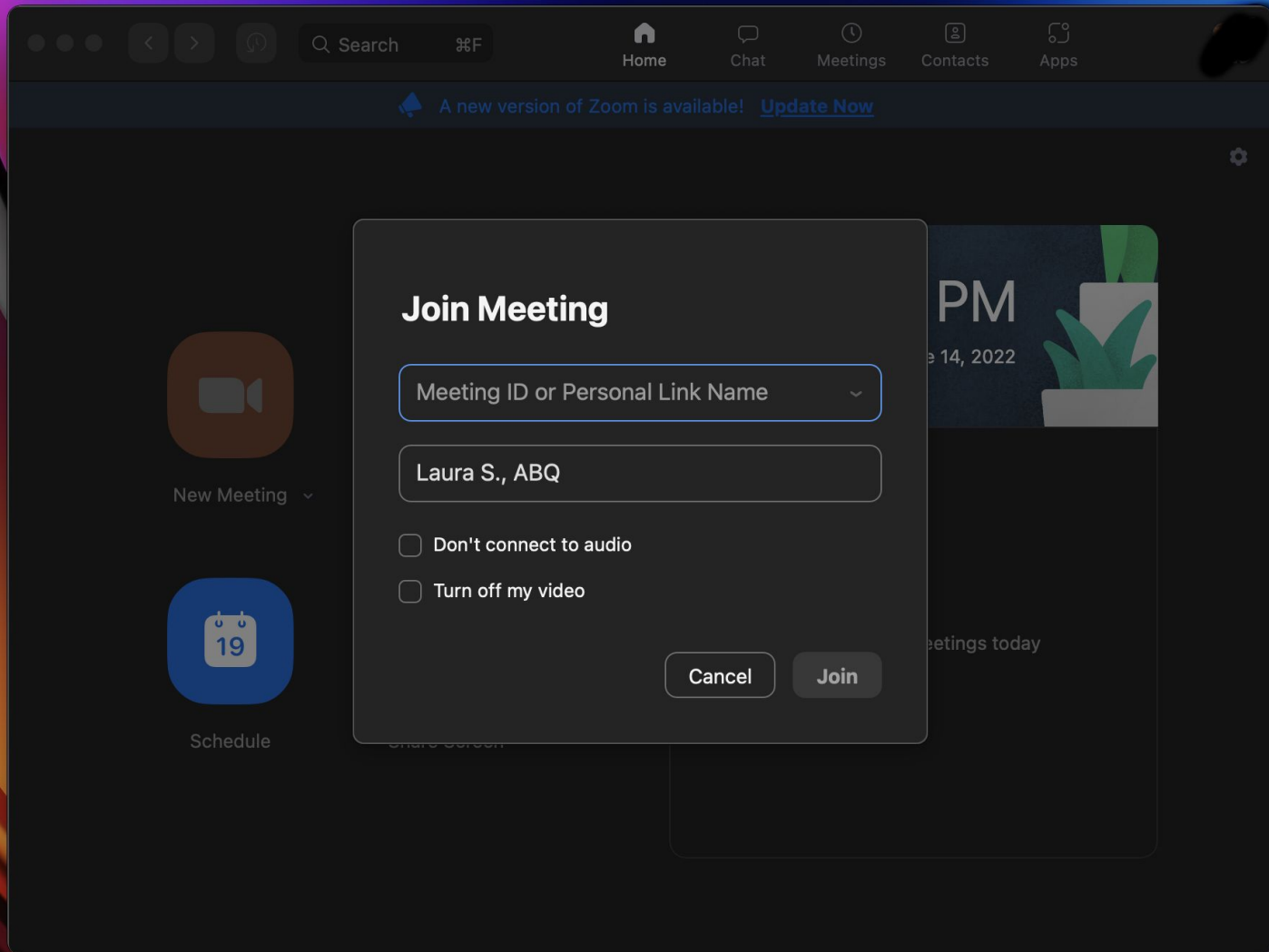
You can either create a free account that will remember your display name and save a photo avatar, or just use the Zoom software to access meetings without creating an account.

Step 2: Find a meeting you wish to join

Either click the Zoom url link or enter the meeting ID & passcode to join.

Participants can also dial in to the meeting via phone.

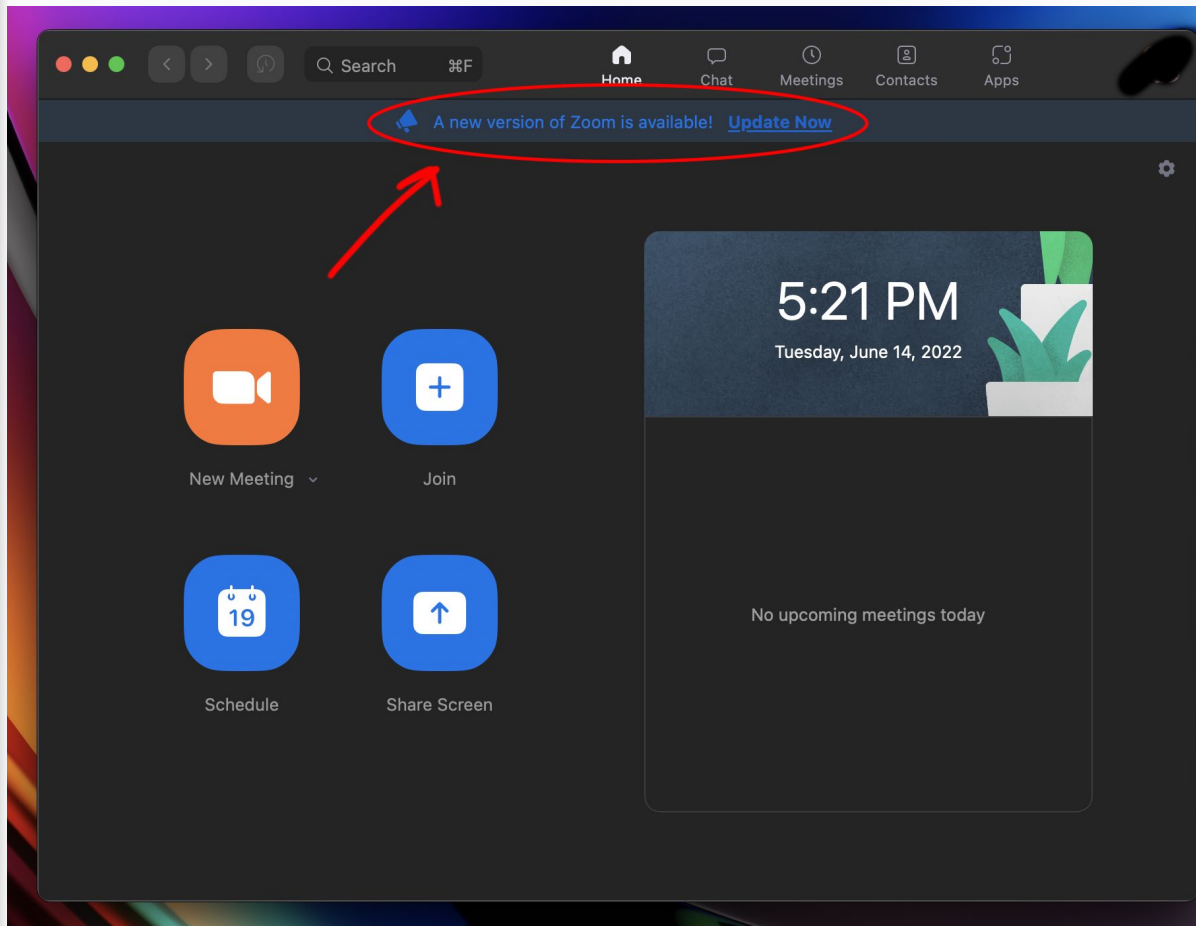




Hot Tip!

You can see if your Zoom client is up to date here.

Simply click “update” if you see the announcement at the top to ensure all of your features are current and functioning optimally.



Step 3: Zoom Features

Once you are in the meeting, there are several features to familiarize yourself with.

00:59  View

Laura S., ABQ

Laura S., ABQ



Join Audio



Start Video



Participants



Chat



Share Screen



Record



Reactions



Apps

Leave

View

You can adjust your view in the top right corner from Speaker to Gallery View.

✓ Speaker



Gallery



Fullscreen

Laura S., ABQ

 Laura S., ABQ
Unmute
Start Video 1
Participants
Chat
Share Screen
Record
Reactions
Apps

Leave

Audio

Make sure you are connected to audio by clicking the headphones in the bottom left corner.

Laura S., ABQ

Laura S., ABQ



Join Audio



Start Video



Participants



Chat



Share Screen



Record



Reactions



Apps

Leave

Audio

If you are joining from a computer, you will want to click “Join with Computer Audio.”

- You can also test whether your speakers and microphone are working at this time.

Choose ONE of the audio conference options

Phone Call

Computer Audio

Join with Computer Audio

Test Speaker and Microphone

☒ Automatically join audio by computer when joining a meeting

To hear others,
click the Join Audio button.

Audio

If you are still experience audio issues once connection is established and tests are complete, it is suggested to click on the caret symbol next to the microphone for more options.

Make sure you have selected both built-in microphone and built-in output.

Further audio settings are also available on this menu if advanced adjustments are needed.

Select a Microphone

Same as System

✓ Built-in Microphone (Internal Microphone)

Select a Speaker

Same as System

✓ Built-in Output (Internal Speakers)

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...



Unmute



Start Video



1

Participants

Video

The camera button allows you to start or stop your video camera.

- Click the camera button to turn your camera on/off.
- Click on the caret symbol next to the camera for camera selection, filter options, and advanced video settings.

S., ABQ



Audio

Start Video



Select a Camera

✓ FaceTime HD Camera

Choose Video Filter...

Video Settings...

, ABQ



Start Video



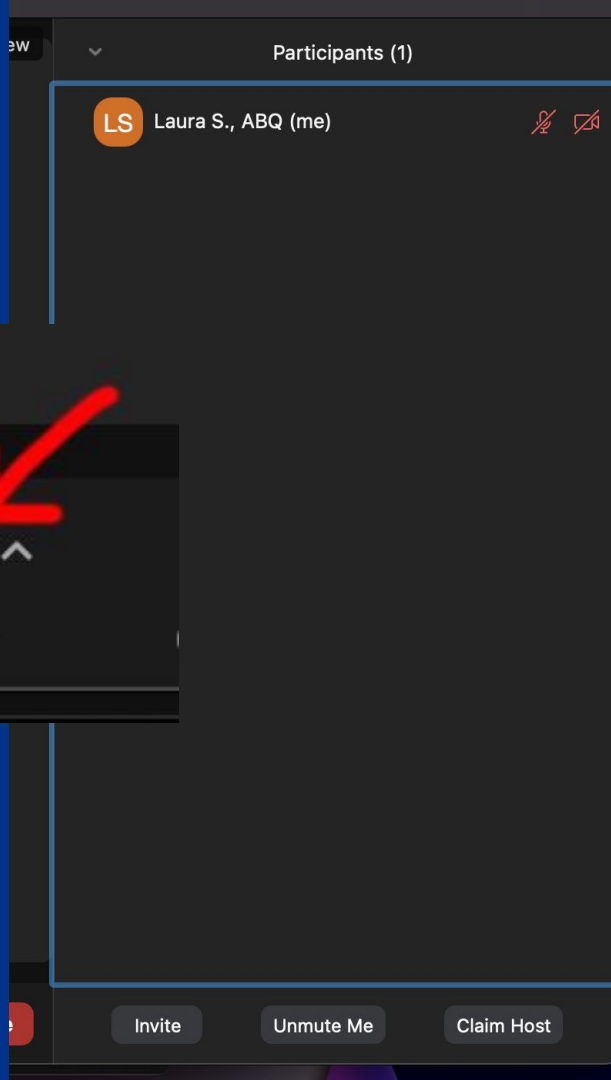
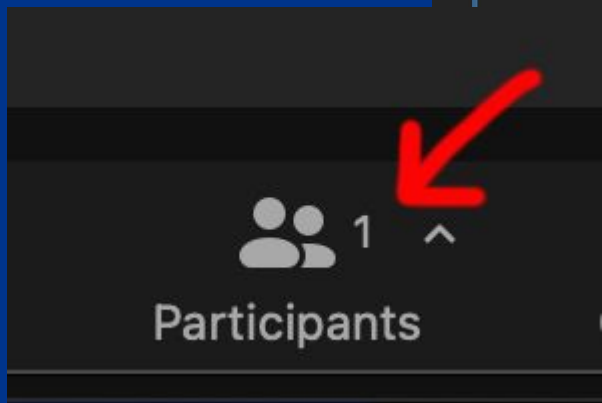
Start Video (⌘⌥V)

Particip

Participants

The next button opens the participants window so you can see a list of everyone attending the meeting.

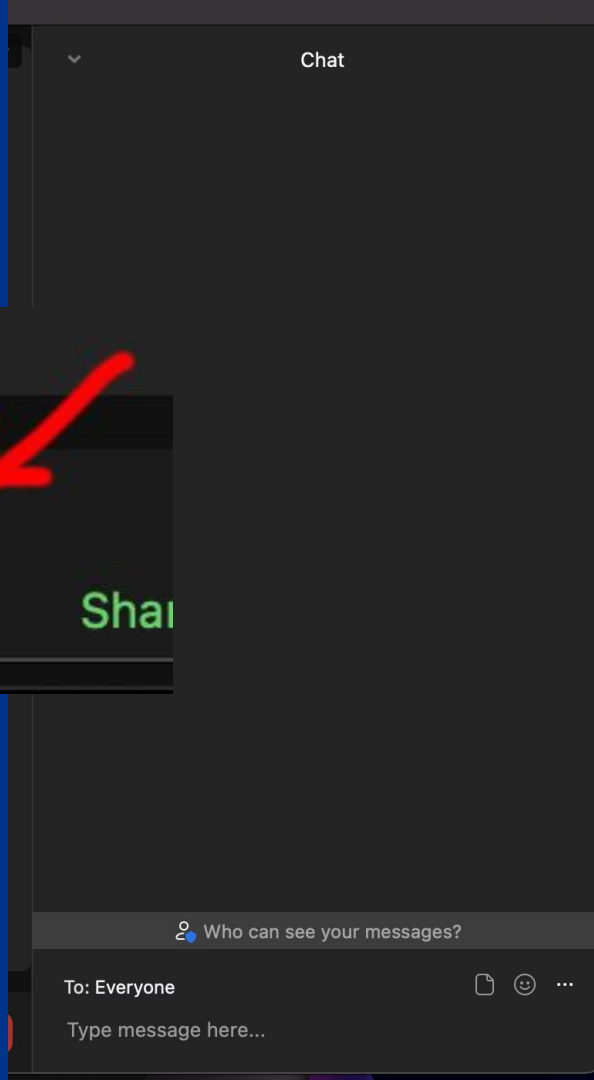
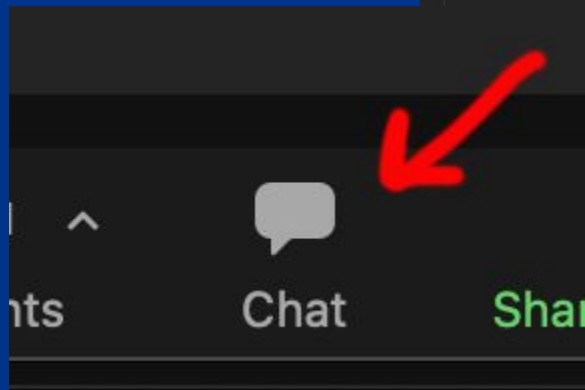
- The caret next to this button allows you to invite others to the meeting by copying and pasting zoom meeting credentials or emailing an invitation to them directly.



Chat

The next button opens the chat window where you can send text communication to the Zoom host, co-hosts, all participants, or individual participants.

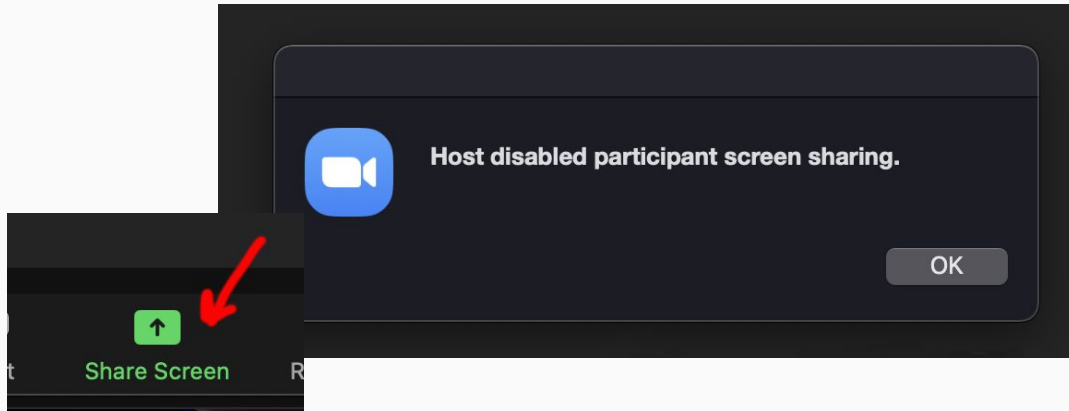
- This will depend on the settings of the individual meeting, as some groups choose to restrict chat to avoid disruptions.



Screen Sharing

The screen sharing button is often disabled for AA meetings and typically restricted to the Zoom Host & co-hosts only.

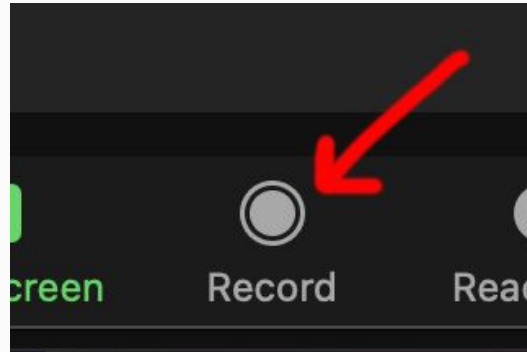
- If you click on this button, you may see this message:



Record

Most participants will not see the record button feature, but it is available to Zoom hosts so audio can be archived.

- If this feature is implemented, every participant is given a notification.



Reactions

The reactions button is an important feature that allows you to virtually raise your hand, react with an emoji, answer yes/no, request the speaker speed up or slow down, or indicate that you are away from the screen.



Raise Hand



Record



Reactions

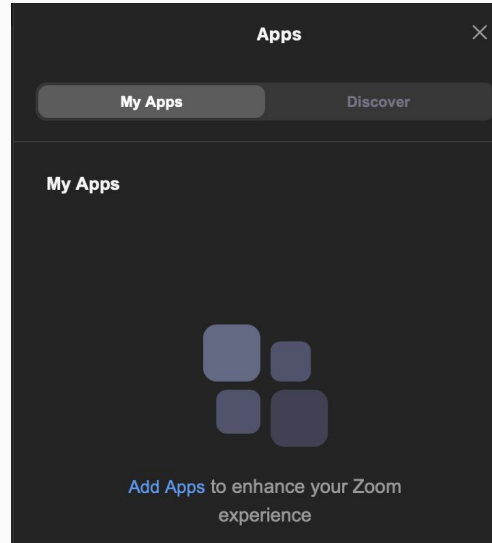
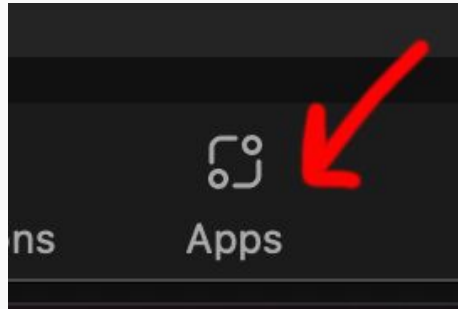


Apps

reen

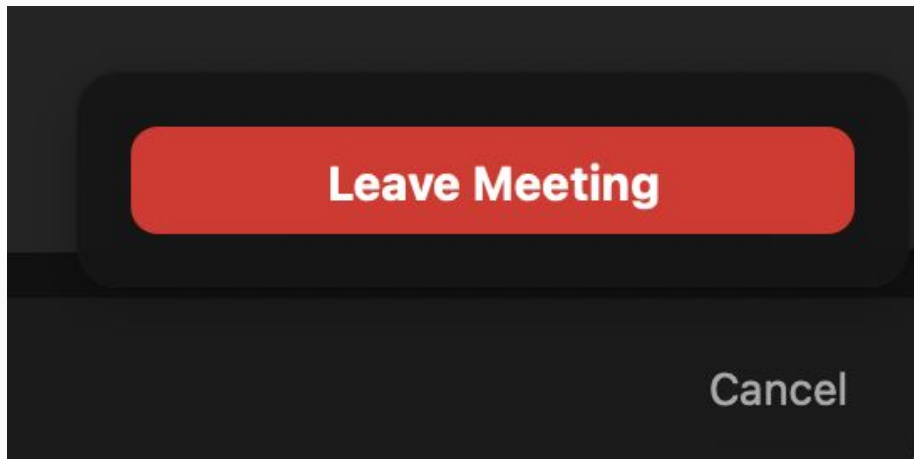
Apps

The apps button opens a window that allows you to add apps to enhance your Zoom experience.



Leave Meeting

The last button is the “Leave Meeting” button, which allows you to exit the meeting.



Part 2: Venmo

Digital 7th Tradition Collection

Many groups, even in-person, are finding success through accepting digital contributions.

This presentation concentrates on Venmo.

Venmo is a popular app that is commonly used by AA groups, but is certainly not the only option.

Step 1: Download Venmo to your mobile device

Search for Venmo in the Apple/Google Play Store and download for free to your smartphone.

You can also use Venmo from your computer via www.venmo.com.

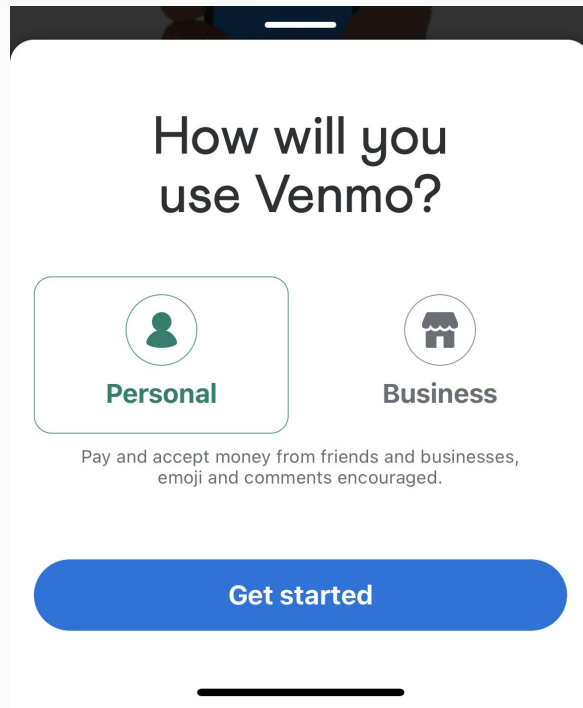
10:25



Create account

Log in

Step 2: Choose your sign up method and create a secure password



Step 3: Verify your phone number and email address

Enter your phone number

We'll text you a code so we can confirm that it's you.

Phone number

|



By tapping Send Code, you confirm that you are authorized to use the phone number entered and agree to receive SMS texts verifying your identity and as otherwise permitted by [Venmo's User Agreement](#) and [Privacy Policy](#). Carrier fees may apply.

Send code

Step 4: Add and verify your bank account

This is the same process used by PayPal, ApplePay, Zelle, CashApp, etc.

Without this step, the app will not be able to withdraw from or add funds to your account.

Step 5: Click “Pay or Request” at the bottom right of the home screen

Enter the username, phone number, or email of the person or meeting you would like to pay or charge.

Make sure you have entered the name exactly right, as you would not want to pay the wrong person.

10:27



People and Businesses



Nicole [redacted] paid Bobbie [redacted]

30m

last week supplements



Imani [redacted] paid Taylor [redacted]

2h



Natalie [redacted] paid Richard [redacted]

3h



Raquell [redacted] paid Brandon [redacted]



Scan



Pay or Request



Home



Cards



Crypto



Me

10:28



Name, @username, email, phone



Scan or show QR code

Quickly pay or request money.

Top People



strange mental blank spots

@AA-SMBS



Jennifer [redacted]

@J[redacted]



Cherilynn [redacted]

@C[redacted]



Tory [redacted]

@T[redacted]

work

toothachebakeryabq@gmail.com

work

latidolessons@gmail.com

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

123 😊 space search



Step 6: Enter the amount to pay/request

Enter the amount you would like to pay/request in the field with the dollar sign to the right of the person's name.

Step 7: “What’s it for” Memo

In the “What’s it for” field located below the person’s name, type in whatever memo you like. As you type, suggested emojis will pop up. Choose to include them if you wish.

Cancel

Pay or Request

strange mental blank spots

\$5.00

What's it for?



Public

Cancel

Pay or Request

strange mental blank spots

\$5.00



Public

Request

Pay



Step 8: Change the Privacy Setting

At the bottom right of the screen is the privacy setting, which you can tap to change.

“Public” indicates that everyone can see this transaction; “Friends” indicates that the transaction is only visible to the sender, recipient, and their Venmo friends; and “Private” indicates that it’s only visible to the sender and the recipient.

For AA-related payments, it is recommended to select “Private”

Cancel

Pay or Request

strange mental blank spots

\$5.00



Cancel

Who can see this?



Public (Your Default)

Visible to everyone on the Internet



Friends

Visible to sender, recipient, and their Venmo friends



Private

Visible to sender and recipient only



Step 9: Request/Pay

Tap on either “Request” or “Pay” in the blue bar, depending on which action you want to do.

Cancel

Pay or Request

strange mental blank spots

\$5.00



 Private

Request

Pay



Step 10: Confirm

Tap on the green confirmation bar that will appear at the bottom of the screen.

10:31



Cancel

Pay

strange mental blank spots

\$5.00



Private



Venmo

Balance: \$201.00



Turn on for purchases



Get a **full refund** if an eligible purchase isn't what you paid for. Seller pays a small fee.

[Terms apply](#)

Pay strange mental blank spots \$5.00



People and Businesses



You paid strange mental blank spots - \$5.00

5s



Remember, you are not alone.

If you need support connecting to Alcoholics Anonymous online, there are many people willing to help!



Thank you!

The Area 46 Technology Committee meets on the third Mondays @ 8:00 PM on Zoom.

Send meeting updates and changes to meetings@nm-aa.org.

Send events to events@nm-aa.org.

Want to join the Technology Committee? Email technology@nm-aa.org.