

## Welcome to San Diego SMART Meetings via Zoom

Obviously, concerns about COVID-19 have forced changes in everyone's lives. We hope you are coping with changes in your life and we're doing everything we can to make sure that SMART can continue to be a resource for you. To that end, we are moving many meetings to an online format via a video conferencing platform called [Zoom](#). Here are some tips for using Zoom to participate in these meetings

1. **Finding a Meeting:** As always, meetings will be listed on the San Diego Smart Recovery Website. You can find them at <https://www.smartrecoverysd.org/meetings>. At this point we're constantly updating meeting information, so be sure to check back often.
2. **Joining a Meeting & Learning About Zoom:** Zoom has a great set of [video tutorials](#) to help you learn how to use it. You can access them all via <http://support.zoom.us>.
3. **Privacy:** We are doing our best to protect your privacy as you attend meetings online. Here is what you should know:
  - a. Meeting facilitators have been asked to set up their meetings such that initially participant videos are set to **OFF**. The facilitator's video may be on, and you can choose to turn on your camera or not.
  - b. While Zoom has the ability to automatically record meetings, facilitators have been instructed to turn all recording **OFF**.
  - c. While SMART will not be recording meetings, it is possible that an individual could privately record their own screen. There is no way for us to prevent that. Therefore, the only way to guarantee that your video is not recorded in a meeting is to not turn on your camera if this is a concern for you.
  - d. Be aware that it is possible for participants to save the text of chat messages they receive during a meeting to their local computer.
  - e. The above is about how SMART makes use of Zoom. You should also review [Zoom's Privacy Policy](#) (<https://zoom.us/privacy>), if you have additional concerns.
4. **Meeting Etiquette:** To make video conference meetings go as smoothly as possible, there are some basic rules we'll ask you to follow. If possible, we recommend you use headphones. When you use your computer or phone's speakers you create the possibility that the microphone will pick-up your own computer's sounds. This can create a very distracting feedback loop and audio echo. Also, it may help to mute yourself when you're not speaking. Nothing that happens during meetings should be recorded or shared outside of the meeting.

We are still experimenting with the capabilities of this platform and how to best continue to support the community in these difficult times. Thank you for your patience as we work things out and feel free to [contact us](https://www.smartrecoverysd.org/contact-us/) (<https://www.smartrecoverysd.org/contact-us/>) with any suggestions of issues you have.