

AIP/AMP Virtual Meeting via Zoom

Abuser Intervention Program / Anger Management Program Group Meetings have resumed via Online Virtual Meeting Platforms. Your willingness to participate in these modified Virtual Meetings will count towards your AIP/AMP attendance. However, additional steps and procedures must be followed for all participants before being allowed to join an Online Virtual Meeting.

1. The participant needs to acquire access to a Computer or Mobile Cellular Device, with audio/video capabilities and internet access.
 - Your device must have a working Camera, and Microphone. The Facilitator needs to both see/hear the participant.
 - Additionally, the participant is expected to be engaged throughout the entirety of the Group Session.
 - If you intend to access the Online Virtual Meeting via Mobile Device, please download the 'Zoom' application in advance. Instructions are provided within this document.
2. As a participant, please procure a space that is secluded of other individuals while participating in the Online Virtual Meeting.
3. Participants are expected to remain in the Online Virtual Meeting for the entire duration of the Group Session.
4. Do not operate heavy machinery i.e. Driving a Vehicle, while the Group Session is ongoing.
5. Do not consume or participate in recreational drug usage at least 18 hours before the Group Session is scheduled to begin.

Participants will receive an email and text message from their respected Facilitator, containing information regarding the Time/Date and a Link to access the next available scheduled Group Session.

- If you've not received a Meeting Invite, please confirm that the message has not been marked as 'Spam/Junk'. The Group Session Invite is sent via mescfvmsg@gmail.com.

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Participants Agreement

Participants Agreement / Contract

1. To attend and participate in a 26-week (32 hours) abuser intervention education program facilitated by Mid-Shore Council on Family Violence, Inc.
2. That monthly reports will be made to the Department of Parole and Probation, Courts and States Attorneys.
3. That I am to arrive for group drug and alcohol free. If I arrive under the influence, I will be asked to leave, and the session will be considered an absence.
4. That I am to pay for group each week before each session.
5. That any absence will be made up at the end of the program so that I attend a total of 32 hours of group sessions. If I must be absent due to an emergency, I will call 410-690-3222 before the absence and speak to the Program Coordinator.
6. That the doors will be locked, and no one will be admitted after the doors are locked. If you arrive after the doors are locked it will be considered an absence.
7. That the use of physical violence and threats toward group members, the facilitator or staff of the Mid-Shore Council on Family Violence, Inc. or continued use of threats or violence against my partner will result in my immediate termination from the program.
8. That my partner will be contacted by the staff of the Mid-Shore Council on Family Violence during my participation in the program.
9. That leaving the group early will be considered an absence.
10. That there will be no eating, smoking or drinking during sessions.
11. That I must contact the office, 410-690-3222, within 24 hours after my address/phone number change.
12. That I agree to cooperate and actively participate throughout the 26-week program.
13. That I agree to be compliant with Child Support/Family Maintenance payments as required by court order.
14. That the certifying body may have access to my program records and group activity to audit, monitor and evaluate thus ensuring program compliance with the guidelines.
15. My total program cost for the 26-week program is \$680 to be paid in the following manner: \$30 initial intake and \$25 per group session to be paid either in advance or prior to each group session. Fees are to be paid by money order only.


Addendum for Participating in Online Virtual Group Meetings

- Participants must be able to show to the Group Facilitator or other staff that they have technology that is compatible with the teleconferencing platform selected to provide the virtual groups. Such equipment could include a personal computer, laptop, tablet, or mobile phone that is connected to the internet, can receive images and audio, and also project the participant's real-time image back to the facilitator and other members of the group.
- The participant must have an identified space to participate in the virtual group and individual meetings that is separate and private from other people in the household or other space from which they choose to participate. Other people must not be in a range where the participant can be heard by others who are not in the virtual group.
- Participants may not leave the designated space during the time that the group is in session without first requesting and then receiving permission from the facilitator.
- Any children or others who are in the care of the participant must be cared for by someone else during the time of the meeting.
- Participants may not eat food during the group, and they may not have any alcoholic drinks during or 18 hours before the group.

Accessing Zoom Meeting

Windows | Mac

1. Open the Zoom desktop client.
 - Download: <https://zoom.us/client/latest/Zoom.pkg>
 - Desktop Link: <https://zoom.us/join>
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing into an account.



- Sign in to Zoom then click **Join**



Join

3. Enter the **Meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your default device name to appear.
 - If you're not signed in, enter a display name.

Join a Meeting

Do not connect to audio

Turn off my video

4. Select if you would like to connect audio and/or video and click **Join**.

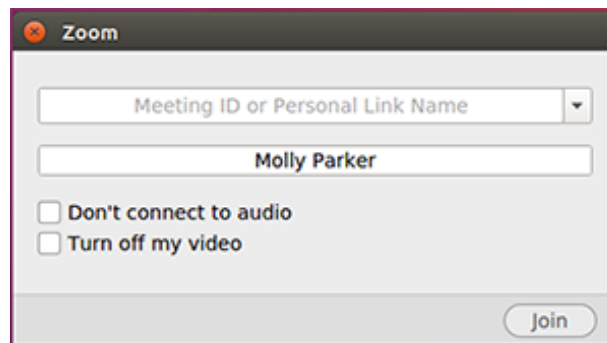
Linux

1. Open the Zoom desktop client.
 - Terminal: `$ sudo apt install ./zoom_amd64.deb`
 - Download: <https://zoom.us/download?os=linux>
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.
 - Sign in to Zoom then click **Join**.



Join

3. Enter the **Meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your default device name to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and click **Join**.



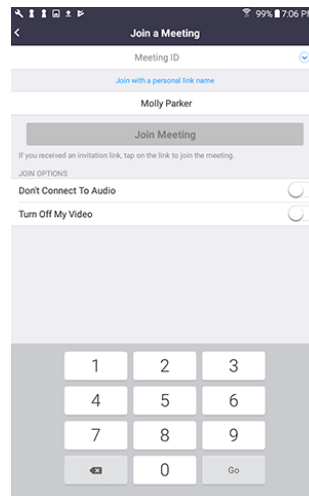
Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
 - Link: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.
 - Sign in to Zoom then tap **Join**.



Join

3. Enter the **Meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your default device name to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and tap **Join Meeting**.

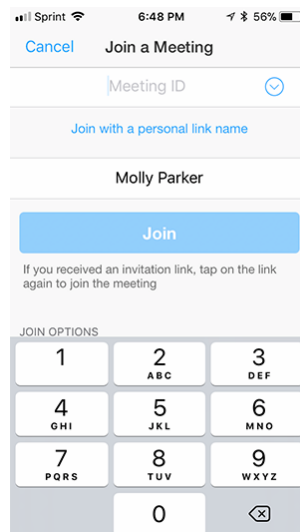


IOS

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
 - Link: <https://apps.apple.com/us/app/id546505307>
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.
 - Sign in to Zoom then tap **Join**.



3. Enter the **Meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your default device name to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join**.



Web Browser

1. Open a new Browser Window using one of the following
 - I. Chrome*
 - II. Safari
 - III. Microsoft Edge
 - IV. Internet Explorer
 - V. Mozilla Firefox*
2. Go to **join.zoom.us**
3. Enter your **Meeting ID** provided by the meeting host.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.

*Chrome

- If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.
- Click **Open Zoom Meeting (PC)** or **Open zoom.us (Mac)**.

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom Cancel

*Firefox

- If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
- To skip this step in the future, check **Remember my choice for zoommtg links**.
- Click **Open Link**.

Launch Application

This link needs to be opened with an application.
Send to:

Zoom Meetings

Choose other Application Choose...

Remember my choice for zoommtg links.

Cancel Open link

Email

1. You should receive an Email from mscfvmsg@gmail.com containing your **Meeting Link**
 - The contents of this email include:
 - Date and Time of the next Scheduled Group Meeting
 - HTML Link for accessing Online Virtual Meeting via Internet Browser or Phone
 - Meeting ID, for participants using the Zoom Meeting Portal join.zoom.us

EMAIL MESSAGE

Time: Jul 13, 2020 05:30 PM Eastern Time (US and Canada)

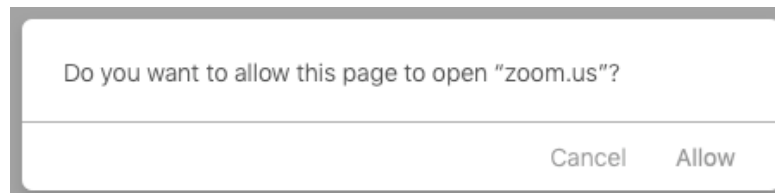
Join Zoom Meeting

<https://zoom.us/j/98902472578>

Meeting ID: 989 0247 2578

Phone: +1 301 715 8592 US

2. Depending on your default web browser, you may be prompted to open Zoom by selecting **Allow**.

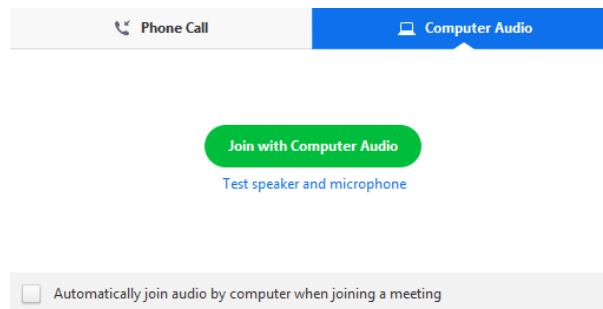


Troubleshooting Audio / Video

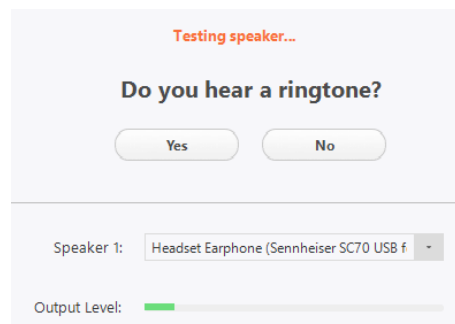
Participants are encouraged to preemptively test their Audio/Video settings before joining a Group Meeting. If you haven't enabled the setting to **automatically join by computer audio**, you can test your speaker and microphone before joining a meeting.

Windows | Mac

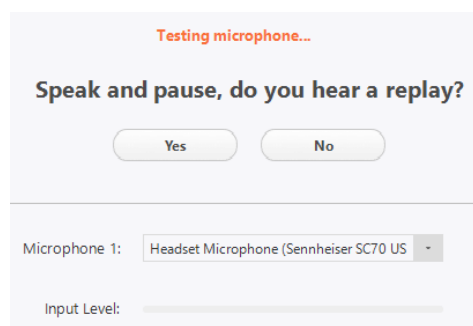
1. After joining a meeting, click **Test speaker and microphone**.



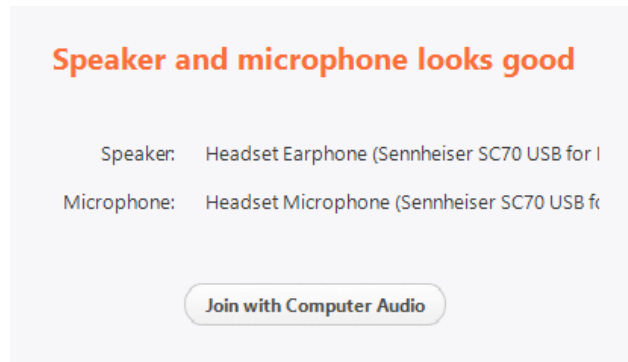
2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



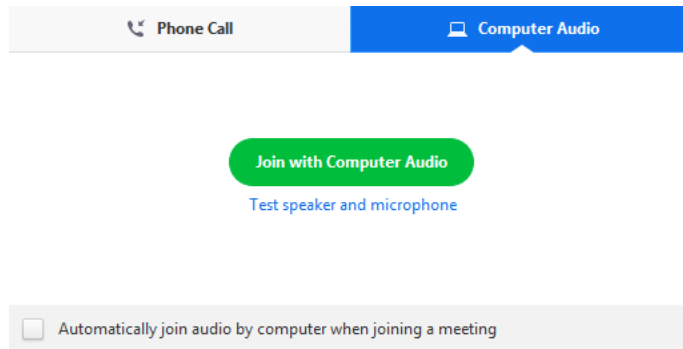
3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.



4. Click **Join with Computer Audio**.

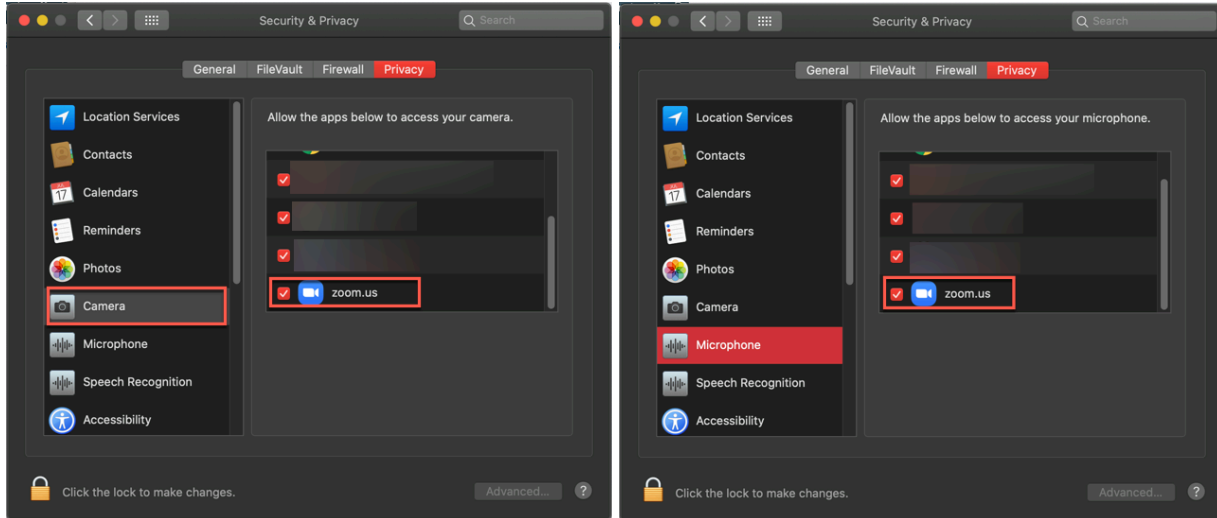


5. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.

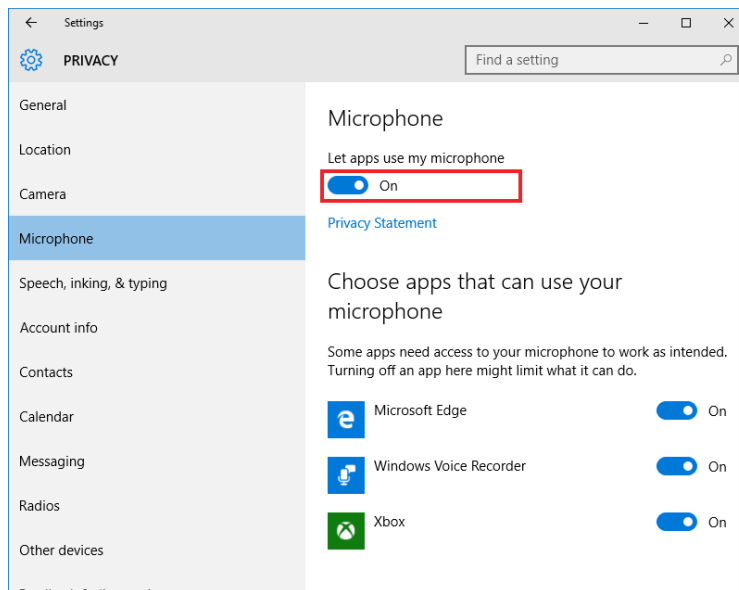


Additional Microphone Troubleshooting for Windows | Mac Devices

If you're on Mac OS 10.14 Mojave or earlier and can't access the microphone, check your operating system permissions to confirm that Zoom has access to the microphone.



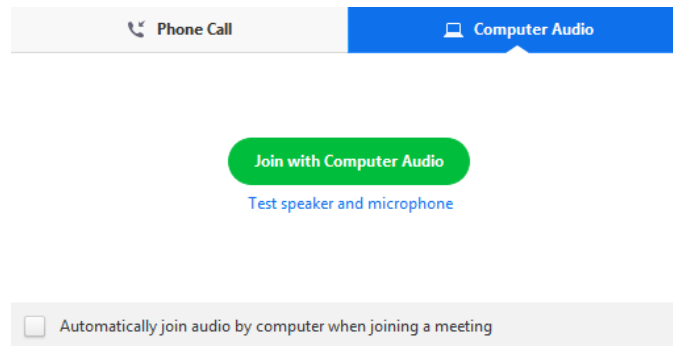
If you are on Windows 10 and can't access the microphone, use the Windows search box to navigate to **Microphone privacy Settings**. Switch on the **Allow apps to access your microphone** toggle and enable access for Zoom.



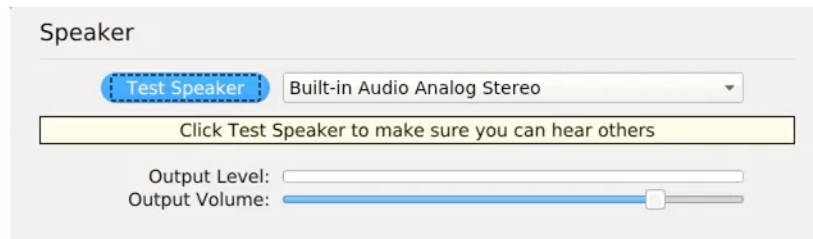
Linux

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

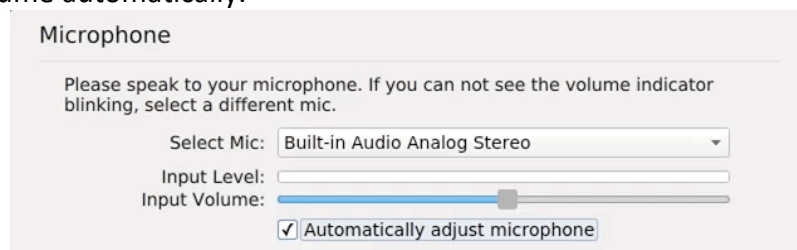
1. After Joining a meeting, click **Test speaker and microphone**. This will open the audio settings.



2. Click **Test Speaker** to play a sound.
3. If you cannot hear it, select a different speaker from the menu or adjust the **Output Volume**.



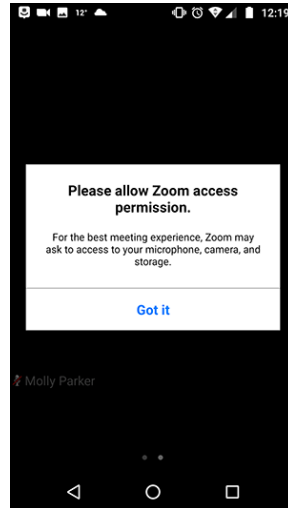
4. In the microphone section, you will see the blue **Input Level** bar move when Zoom is picking up audio.
5. If Zoom is not picking up your microphone, you can select another microphone from the menu or adjust the input level.
6. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



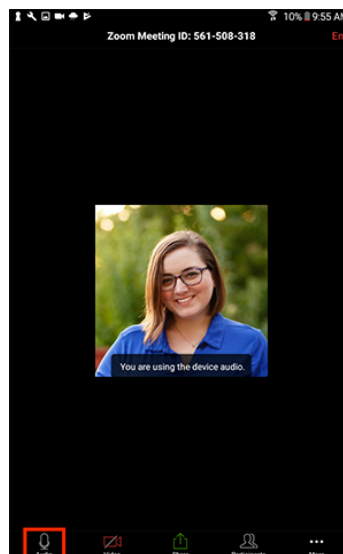
Android

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

1. If this is the first Zoom meeting that you've joined, you will be asked to give access to your microphone.



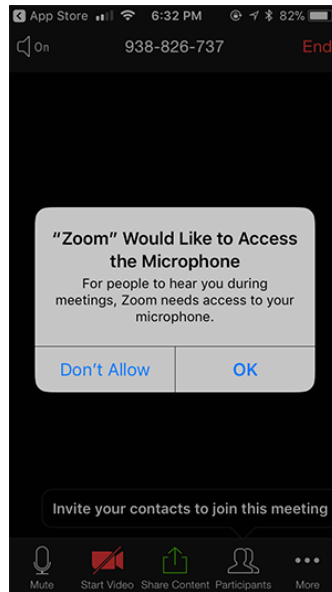
2. When you join the meeting, you will be prompted to join the audio.
3. You will have the following audio options:
 - I. **Call via Device Audio** connects audio through the internet
 - II. **Dial in** provides options to dial into the Zoom Meeting via telephone
4. Once connected, you will see the microphone icon to mute and unmute in the bottom left hand corner.



IOS

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

1. If this is the first Zoom meeting that you've joined, you will be asked to give access to your microphone.



2. When you join the meeting, you will be prompted to join the audio.
3. You will have the following audio options:
 - I. **Call via Device Audio** connects audio through the internet
 - II. **Dial in** provides options to dial into the Zoom Meeting via telephone
4. Once connected, you will see the microphone icon to mute and unmute in the bottom left hand corner.

