



Underearners Anonymous®

Anonymity

And Best Practices

For UA meetings Using a Dashboard

Mini-Tutorial #1

“Meeting Settings”



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This mini-tutorial will cover:

Actions a Dashboard Trusted Servant can take
in the “Meeting Settings” dialog box
on the FreeConferenceCall.com dashboard

in order to:

Prevent open screen sharing and visibility of the “Attendee List”
by anyone who uses the FreeConferenceCall.com app
to access a UA meeting*

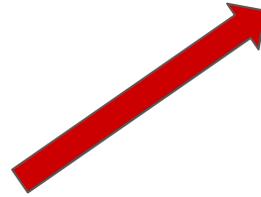
*A tutorial on how to use the FreeConferenceCall.com app
to access UA meetings will be developed in due time.



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On the “Account Information” page . . .

. . . locate and click on the
“Meeting Settings” button



FreeConferenceCall.com® Menu ▾ Online Meeting

Account Information

Dial-in number ?

Access code ?

Online meeting ID ?

Host PIN ?

International dial-in numbers ?

Playback number ?

⚙ Meeting Settings 👤+ Invite



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The “Meeting Settings” Dialogue Box appears.

- Set “Display Attendee List” menu option to “**Hosts Only**”
- Set Chat menu option to “**Off**”

That's it! The dashboard “Attendees List” is now blocked from screen sharing and chat messaging.

Meeting Settings	
Entry and exit tones ?	Off
Announce caller count ?	All
Display Attendee List ?	Hosts only
Wait for host ?	Off
Continue without host ?	On
Recording ?	Off
Ask job code ?	Never
Chat ?	Off



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These “Meeting Settings”
assure each members’ call-in information
remains Anonymous
and is visible **ONLY** to the Dashboard Trusted Servant.



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Thank you for your service!

**“Anonymity is the Spiritual Foundation of all our Traditions,
ever reminding us to place Principles before Personalities.”**

Offered in Service to UA,
the UA Phone & Tech Committee