

How our Skype meetings work

Download and install the most recent version of [SKYPE](#) on your computer or mobile device. If you already have it downloaded CHECK TO MAKE SURE it is the most current version.

1. In order to preserve your legal anonymity you may want to create a Skype account that is not the one you use for work, has your legal name on it etc.
2. To join the group, send a SKYPE contact request to: **RecoveryintheLifestyle** & you will be added to our list of members.
3. You do not have to have video to attend the meeting. If you wish to only be involved via audio that is absolutely fine.
4. We usually commence the meeting call about 5 minutes before the actual start time. **Do not call the group, we will call everyone at one time.**
5. If you wish to join the meeting after the start time *please do not call the group*: we will be unable to respond. Instead please send us a private message via the SKYPE IM text box saying that you would like to attend and we can add you to the group call.
6. There is a Meeting Chair, who is responsible for conducting the meeting according to our guidelines and whose aim is to ensure that the meeting remains focused on recovery and carrying the message within our 12 Steps and 12 Traditions.
7. In order for us to add you to the group call for a meeting your SKYPE account will need to be showing as online.
8. In order to maintain an atmosphere of respect please refrain from interrupting or making verbal comments whilst another member is sharing, but please do welcome members and acknowledge shares, as you would in any normal face to face meeting.
9. If you wish to share then please send a private text to the chair asking to share next or wait until the person sharing has finished and the Chair indicates that the meeting is again open for sharing.
10. Please remember to **mute your microphone** during the meeting unless or until you wish to share. This avoids any possible feedback and background noises.
11. If you want to learn more about RitL and the 7th Tradition or to make a contribution please go to: <http://www.recoveryinthelifestyle.org/7thtradition.html>
12. In order to protect our member's anonymity, please delete your IM history and the group call records from your SKYPE contacts at the end of the meeting.