

DOWNLOAD ZOOM (here) [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

It is free and only takes a few minutes.

### **Tips for using Zoom**

The online zendo often opens a few minutes before zazen is scheduled to begin. New attendees, please take 10 - 15 minutes before the first sitting to become familiar with a few of the common functions. Practitioners tend to settle into the online zendo more easily after having oriented themselves.

Below are instructions for exploring a few common functions in Zoom, the home of the online zendo.

### **Mute Your Audio**

Please mute your microphone during zazen if it is not already muted (to limit the background sounds that are heard by others). To do this, click on the microphone icon (conveniently labelled Mute/Unmute) found in the lower left corner of the Zoom screen. The image of a microphone with a slash indicates mute.

### **Adjust Your Video**

The two most commonly used controls to adjust video in the online zendo are Start/Stop Video (bottom left) and Enter Full Screen Click (top right). It is best to select "Speaker View" from the top right of the Screen. If everyone is muted, the Officiant should become the central image upon the ringing of the bell. "Gallery View" will fill the screen with windows for all participants. This can be distracting. Make sure you are sitting in a low light environment and refrain from fidgeting and moving while sitting with the group. This can, also, be distracting.

### **Other common controls:**

**Chat:** Connects listeners with the moderator and shows the closing recitation. Click the "Chat" button on your control bar at the bottom of your zoom window to launch the Chat box

**Participants:** Allows attendees to see who else is in the online zendo. Click the "Participants" button on your control bar at the bottom of your zoom window to open the Participants box.