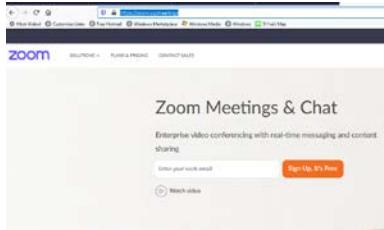


Preparing for our Zoom Meeting online event

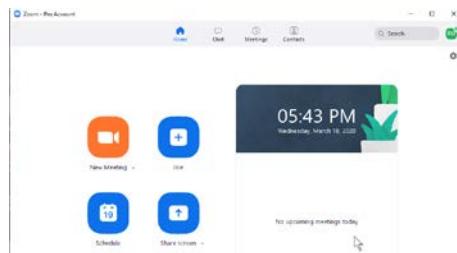
The day you receive these instructions:

Installing Zoom on your system in advance will allow you to bring a calm presence to our event.

1. Point your browser to <https://zoom.us/meetings>
2. Sign up for a free account and follow the on-screen directions to download the app for your computer, tablet or smartphone.



3. Launch the app from your device and click on the orange icon to start a new meeting.



4. Once you are in the meeting, (you will be the only person in this meeting, but that's fine) click on the tiny little arrow next to the microphone icon in the lower left corner of the screen, then select "test speaker and microphone", and follow the instructions. If your computer has multiple microphones, speakers or cameras, you can use the controls to choose which ones you'd like Zoom to use.



5. Practice muting and un-muting your microphone
6. Poke around in the upper right corner of the screen and the controls at the bottom of the screen to get a feel for how it works.

Hints:

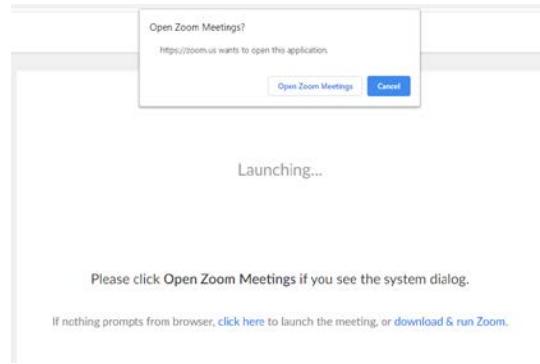
- Your free account allows you to create your own zoom meetings!
- We won't be able to see anything but your outline if you sit in front of a bright light, mirror or window.



- If you have a large monitor with a webcam, using it will allow you to more clearly see the other people participating in the event, as if we were sitting around in a circle of chairs.
- If you have a phone or a smaller tablet you may need to scroll through the pictures of the participants or view one or two at a time.
- Ideally your device should have a webcam, microphone and speakers in order to fully experience the event.
- You may want to use earbuds or a headset so you can hear and be heard clearly.
- If you are using a laptop or tablet, elevate the device so that the camera is level with your eyes.
- The meeting ID in the invitation will not be active until about 15 minutes before the appointed start time

10 or 15 minutes before the appointed start time:

Click on the link in the invitation email, and your system will prompt you to allow the Zoom meetings app to open. Click “open Zoom Meetings” button to connect to the event.



We will have an open mic period at the beginning of the event to greet one another, and then you will be asked to mute your microphone while the leader is talking.