

## Instructions for Zoom Sangha Line

Please visit Zoom's Frequently Asked Questions section for tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765>

### By Computer:

- Click the following link to access the Sangha Line: <https://zoom.us/j/3296243465>. If you are new to zoom, you will be prompted to install the zoom app.
- Click "Open zoom.us" if prompted
- Choose to join the call with computer audio. You will enter the call both on mute and with your video off.
- Please note that you will not be able to unmute unless the host permits this option during the session. Please keep your video off when entering a session and always during meditation. If the session has a period where it is appropriate for videos to be on (such as during the talk and Q&A on Sunday), you will be asked by the host to turn video on (the request will come either through the chat feature or by the meditation leader making an oral request). If you turn your video on during meditation, the host will turn it off and you may not be able to turn it back on for the duration of the session. (*Options for audio and video are in the bottom left of your zoom screen.*)

### By Smartphone:

- Click the following link to access the Sangha Line: <https://zoom.us/j/3296243465>. If you are new to zoom, you will be prompted to install the zoom app.
- You can skip the step asking for credit card information.
- Once installed you will need to either create an account or sign-in with a gmail or facebook account.
- Then enter the Meeting ID to enter the meeting: **329 624 3465**
- You will enter the call both on mute and with your video off (these options are in the bottom left of the screen).
- Please note that you will not be able to unmute unless the host permits this option during the session. Please keep your video off when entering a session and always during meditation. If the session has a period where it is appropriate for videos to be on (such as during the talk and Q&A on Sunday), you will be asked by the host to turn video on (the request will come either through the chat feature or by the meditation leader making an oral request). If you turn your video on during meditation, the host will turn it off and you may not be able to turn it back on for the duration of the session. (*Options for audio and video are in the bottom left of your zoom screen. With some phones you get the video and microphone icons by tapping the screen*)

### By Telephone (audio only):

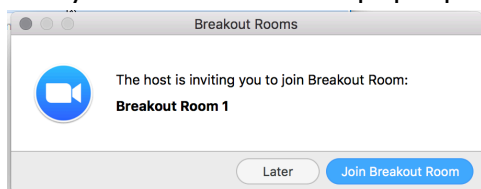
- Dial: 646-558-8656 (US Toll)
- When prompted, type in the following Meeting ID: **329 624 3465**
- At prompt for member ID, enter the # sign
- Press \*6 to mute or unmute yourself

## Using Zoom Breakout Rooms (for Classes/workshops or deep sharing during Sunday Sangha)

This feature will allow us to virtually pair up in “Breakout Rooms” on Zoom to share experience or participate in exercises. It is a very simple process from the participant perspective, as you’ll see from the instructions below. It is important that you only log in from one device (in other words, don’t log in for the video from your computer but then use your phone for audio) as it will overly complicate our Breakout Room assignments.

### Participating by Computer

Using Breakout Rooms is fairly simple from the participant perspective. Once your event leader gives instructions, we will assign you to a Room with another individual (or two) and you will then see a pop-up on your screen as follows:



And you simply click “Join Breakout Room.”

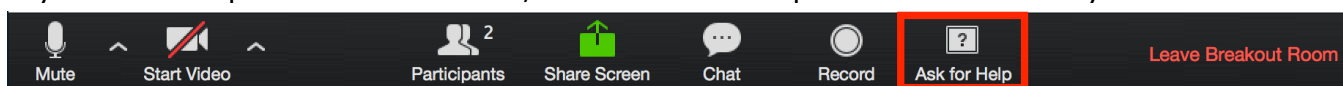
Once you’ve joined the Breakout Room, you will have full controls similar to the main meeting. You can:

- **Mute/Unmute** to speak
- **Start/Stop Video**
- **Participants** – view the Participants list
- **Chat** – type messages to the other participant in your Breakout Room
- **Ask for Help** – request help from the meeting host

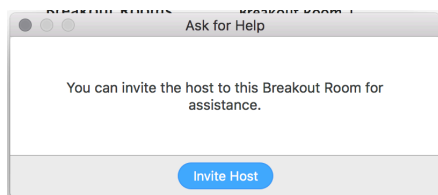
You probably won’t need to do anything other than mute or unmute to speak. During your session in your Breakout Room, you may see a written message from the host about the remaining time in the breakout period.

When the host ends the Breakout Rooms at the end of the exercise, you will be notified and given the option to return to the main Room immediately (click it if you’re done and ready to return), or in 60 seconds, when you’ll be automatically returned to the main Room.

If you need help while in the Room, click “Ask for Help” at the bottom of your screen.



Then confirm that you would like assistance by clicking “Invite Host.”



### **For Those Participating by Telephone**

If you are participating by telephone, you do not need to do anything to join the Breakout Room. Once the host starts the Breakout Rooms, you will be notified that you have been added to a Breakout Room. You will be able to mute and unmute like you can in the main session. Use \*6 to mute or unmute. You will be notified when the host has ended the Breakout Rooms and that you will be returning to the main Room in 60 seconds. Press # to join the main Room immediately.