

## Instructions for Joining our Gatherings on Zoom

You may find new computer programs intimidating. We hope you will find it worth the effort to get set-up with Zoom so you can join us "online". We have prepared this guide to aid your efforts. Enjoy! There is no cost to download and use the program.

**Quick Start:** First thing to try: [Click here](#) to watch a YouTube video about the most direct way of following a zoom link, downloading the app, and joining a meeting. The description applies to any of our meetings.

Then, if you were able to do what was shown: You can join a **test meeting** to practice the controls by clicking on this link: <https://zoom.us/test>. Thats it!

### More detailed instructions:

On your laptop or desktop you may open a web browser and go to <https://zoom.us/support/download> to download the software for free. This page is also very helpful: <https://support.zoom.us/hc/en-us/categories/200101697>

If you want to use an iPad or other tablet, you can go to the "App Store" and search for "Zoom" to find "Zoom Cloud Meetings" app. For some using Android, that may be the "Google Play Store" or other phone-makers store. Or try this link: <https://zoom.us/download> and scroll down to Mobile Apps.

***Please consider that you need to use Zoom with a good Wi-fi connection.*** It will not operate well using a cellular connection alone on a smartphone. See also #2 below.

### When the time comes to join one of our WBC Gatherings or Classes:

All of our meetings will have "Tech Hosts" who will guide new users on the very few tips for "best practices, and how to manage your session easily.

We suggest you **consider using headphones or earbuds**, plugged into your device. If you prefer not to, you might notice – and use – the **Mute/Unmute button**, it will come in handy.

#### When you enter ...

If you are not being heard, or video is not working, you can still text the Tech Host. Use the "Chat" button to do that. See the list of Controls, below, as well. If you can't see any of these controls, during your Zoon session, they may just be "hiding" – try moving your cursor over the bottom of the zoom window, (Mac/PC). (Controls locations may differ, on other devices, such as tablets. For more on the differences, see [this page](#), and choose type of system/device in the list).

Click the link for your class below to enter classroom

- enter 10 minutes before class time for a short orientation
- we expect you should be able to use this same link each week

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## USEFUL REFERENCE FOR ZOOM CONTROLS

1. [Joining a meeting](#) (same as above, Quick Start)
2. [Audio configurations and dialing in by telephone](#)
3. [Find all other help -- Zoom Help Center](#)

### **Controls:\***

*Mute/unmute* - turns your microphone on and off - keep this on mute unless you are speaking

*Start/stop video* - turns your camera on and off

*Participants* - opens up a window on the right that lists everyone in the meeting.

*Raise hand* – lets the host know that you would like to speak. (Used for larger gatherings, such as our Sunday Dharma Gathering. Found at the bottom of the Participants window).\*

*Chat* - opens up a window on the right to text the host or other participants in the meeting.

*Speaker/Gallery View* - toggles back and forth between seeing everyone in the meeting in their own small square or just seeing whomever is speaking. Found in the upper right part of the window, (laptop/desktop) or \_\_\_\_\_ on most tablets.

\* If you can't see any of these controls, try moving your cursor over the bottom of the zoom window, (Mac/PC) (Controls locations may differ, on other devices, such as tablets. For more on the differences, see [this page](#), and choose type of system/device in the list).

If you have any questions, feel free to contact WBC for technical help at [westchesterbuddhistcenter@gmail.com](mailto:westchesterbuddhistcenter@gmail.com)