

Helpful Information for Webinar Participation

We use zoom.us, free videoconference software accessible by internet, ready computers and hand-held devices.

- For your first class, **we recommend logging on at least 15 minutes before class** so that if you have any connectivity or sound issues, you can figure them out before class starts.
- **The system is designed to share your computer's microphone and video camera by default** to connect you with other learners. Before class starts, test your equipment for videoconferencing by [clicking this link](#)
- **While you may turn off your camera and mute your audio**, we hope you choose to be present with us on screen: learners in our classroom can't hide behind a screen, so why should you?
- Classes are recorded and will be made available within 2 business days of each class. Information for accessing the recordings, as well as any handouts, will be emailed to you after the first class has been posted in the resource section of the library on www.spirituallyliving.org. Please note – you will only be able to access the classes and workshops that you have registered for.
- A headset with a Microphone works best for sharing, but it is not required.
- It is possible to use your telephone for the classroom audio, but an internet connection is required to participate interactively.
- Try to have your camera placed at eye level or above. Please remember – whatever image of yourself you see is what the class sees.

System Requirements

- **Computer - minimum requirements**
 - **Processor:** Single Core 1Ghz or higher
 - **Operating Systems:**
 - Mac OS X: 10.6.8 (Snow Leopard) or later
 - Windows: 7 or above, Vista SP1 or later or XP SP3 or later
 - Linux - [many varieties](#)
 - **Browsers:**
 - Windows: IE7+, Firefox, Chrome, Safari5+
 - Mac: Safari5+, Firefox, Chrome
- **Tablet and Smartphone - minimum requirements**
 - **Apple iOS 7.0 or later**
 - **Android 2.3.x Gingerbread or later**
 - **Kindle Fire HD**



For a full set of Zoom's Requirements and Recommendations for optimal viewing, [click here](#).

How it Works

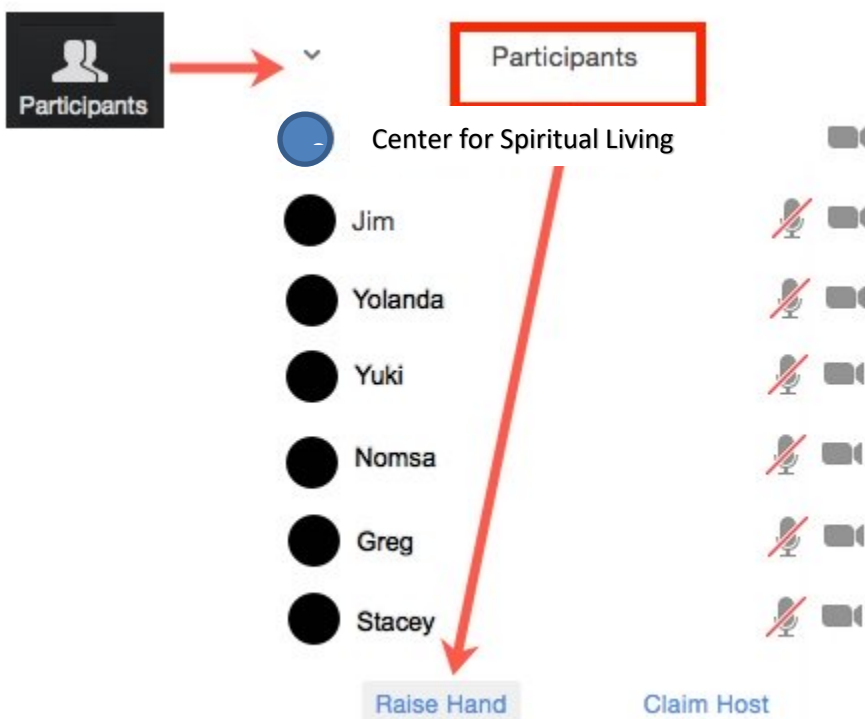
Joining a Videoconference

Classes, Workshops & Programs - When you register for a Center for Spiritual Living Class, Workshop or Program that is being offered as a webinar, you will receive an email with the necessary link to join online prior to the start date.

When you click the join link, just follow the on-screen instructions to download the Zoom App to your Computer OR launch the app if it's already installed. The Videoconference will open automatically on your device!

Speaking to the Classroom on Camera

To ask a question or offer a comment, click the "Participants" button to open the "Participants" window and click on the "Raise Hand" link as shown:



Breakout Rooms

During class, the instructor may ask students to break into small groups for exercises and discussions. Just as students in the room split into groups, students on the videoconference will split into small, *private* videoconference groups.

Please Note: Just as we expect all students in the classroom to participate in small groups/breakouts, we expect videoconference students to participate as well.

1. You will receive an on-screen invitation to join a breakout room
2. **Click the button to confirm and join the room**
3. If you do not have a microphone on your computer, please select Audio Options and then Join by Phone. Call in using the on-screen instructions. Video is optional.
4. After a few seconds, you will be in a private videoconference with another student.
5. Activate your camera and unmute yourself to follow the instructions given by faculty.
6. You may receive on-screen prompts and messages from the moderator, including when it's time to end.
7. At the conclusion of the breakout exercise, you will have 60 seconds to wrap up and then will be automatically returned to the main classroom.

Further Information

Receive further Free Training on getting started from [zoom](#).

