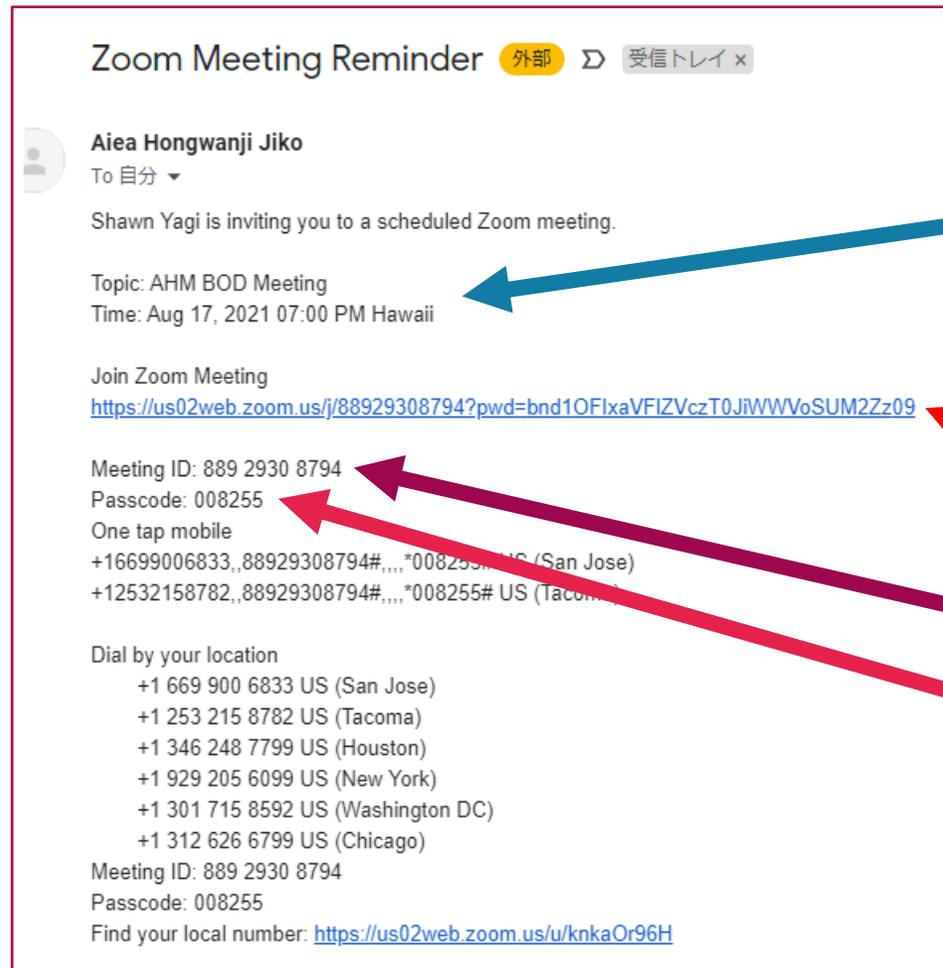


AIEA
HONGWANJI
BUDDHIST TEMPLE

How to
access the
zoom
meeting /
memorial
service



1. RECEIVE AN EMAIL INVITATION FROM A MINISTER



You will receive the invitation via email from a minister. Please check topic, date and time.

Please click the blue link when service time comes.

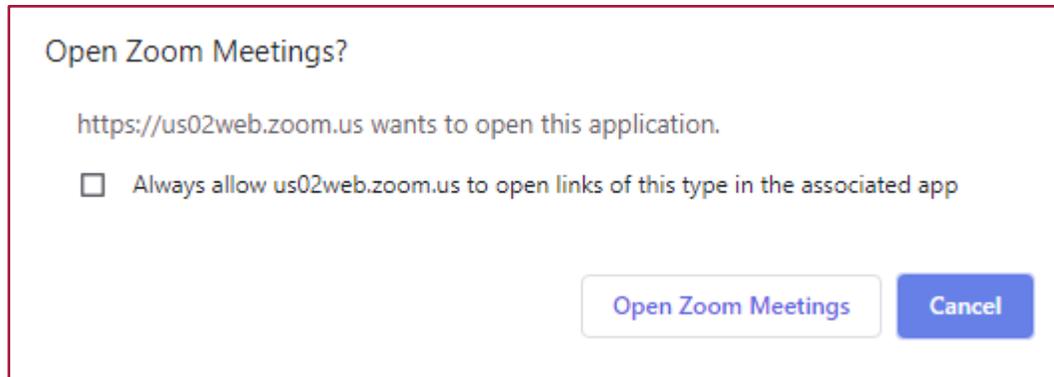
You may also ask to type Meeting ID and Passcode sometimes.

2. OPEN ZOOM

When you click the link, this box will appear on your computer screen.

Please click

“Open Zoom Meetings”



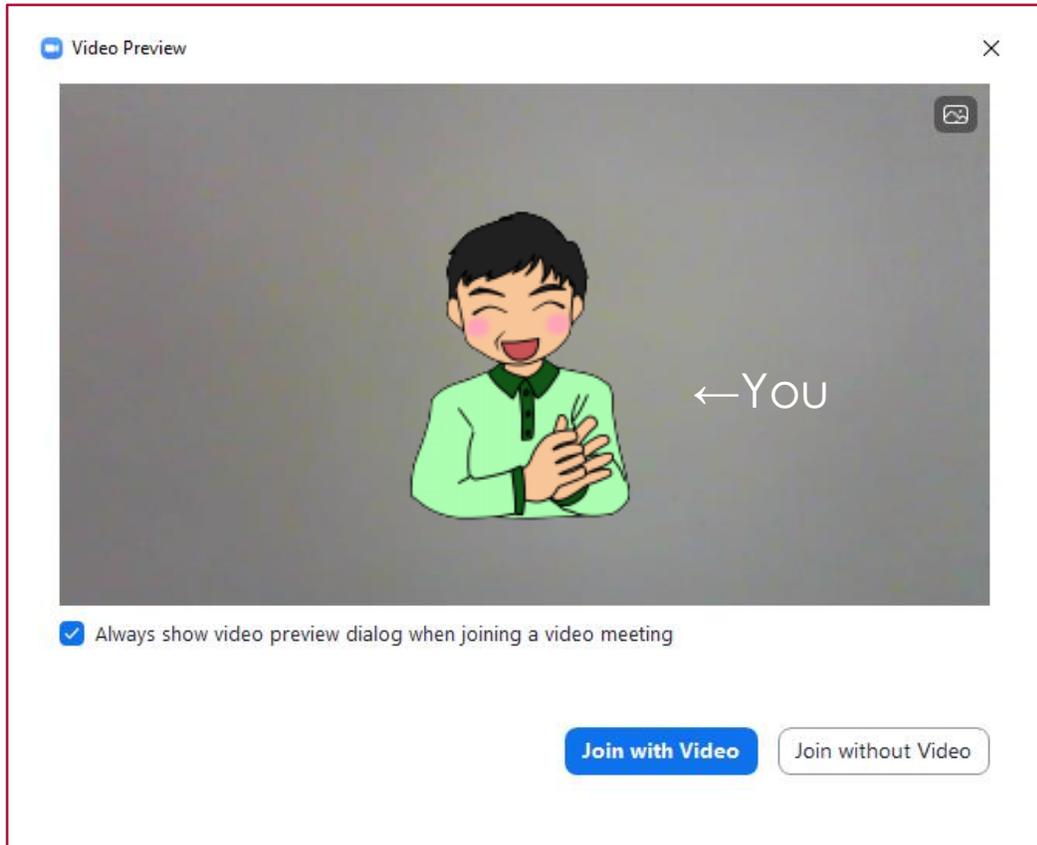
3. VIDEO CHECK BOX

You may see this Video Preview box with your face in the screen.

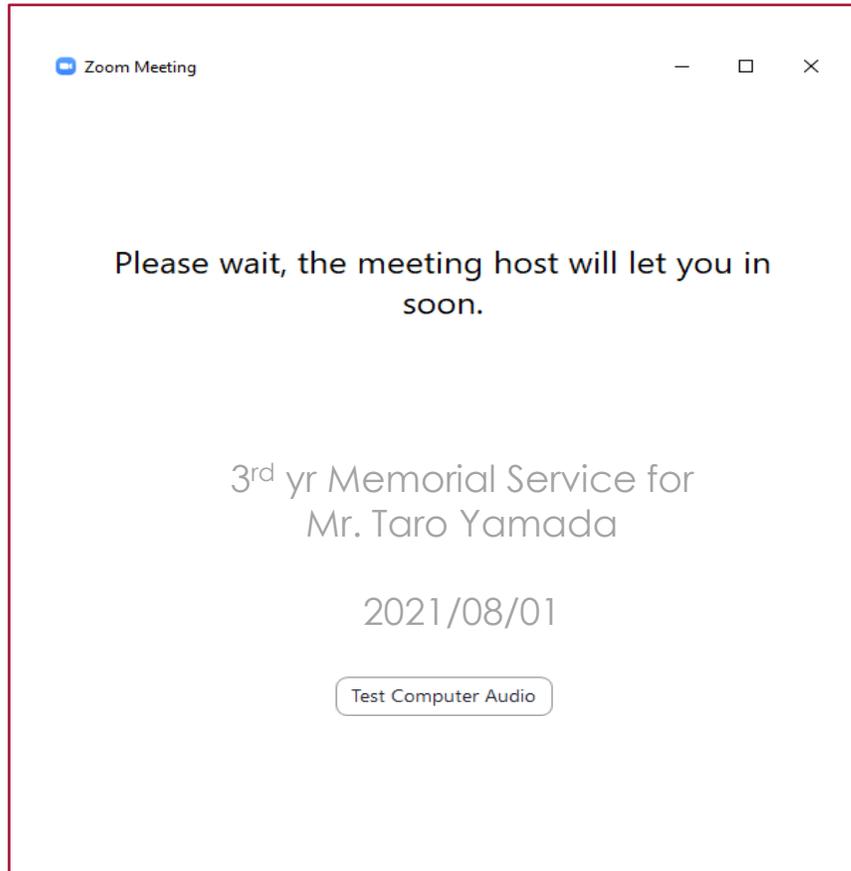
If you prefer not to show your video to participants,

please select “Join without video”.

If you can join with video, click the “Join with Video” box.



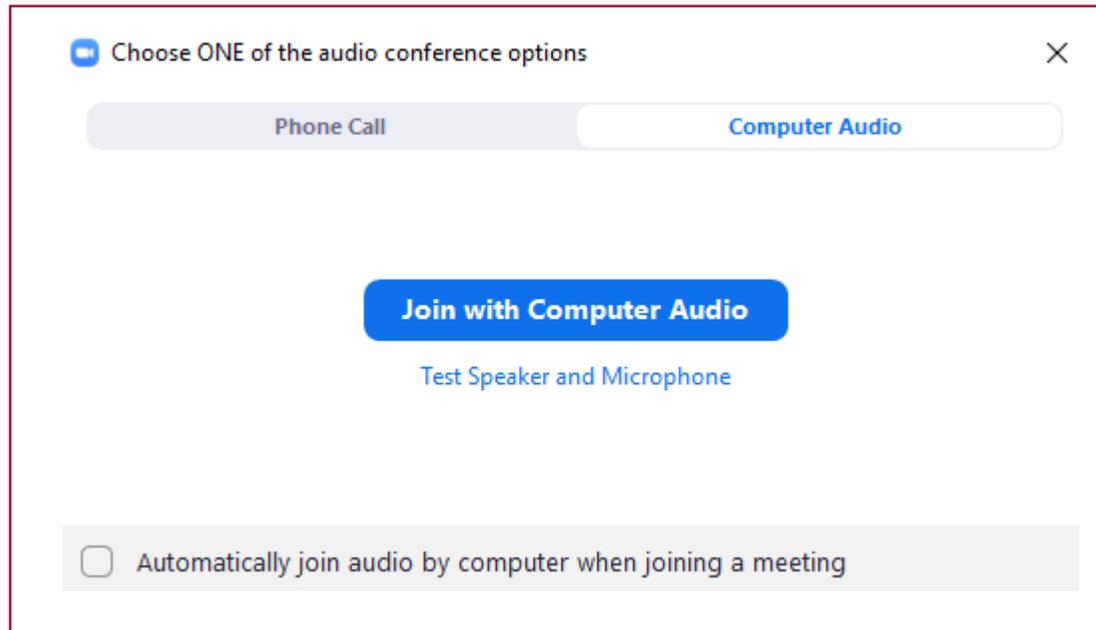
4. WAIT AT A WAITING ROOM



You will see this box in the screen. This is waiting room. Please wait until the minister let you in the zoom room.

5. JOIN WITH COMPUTER AUDIO

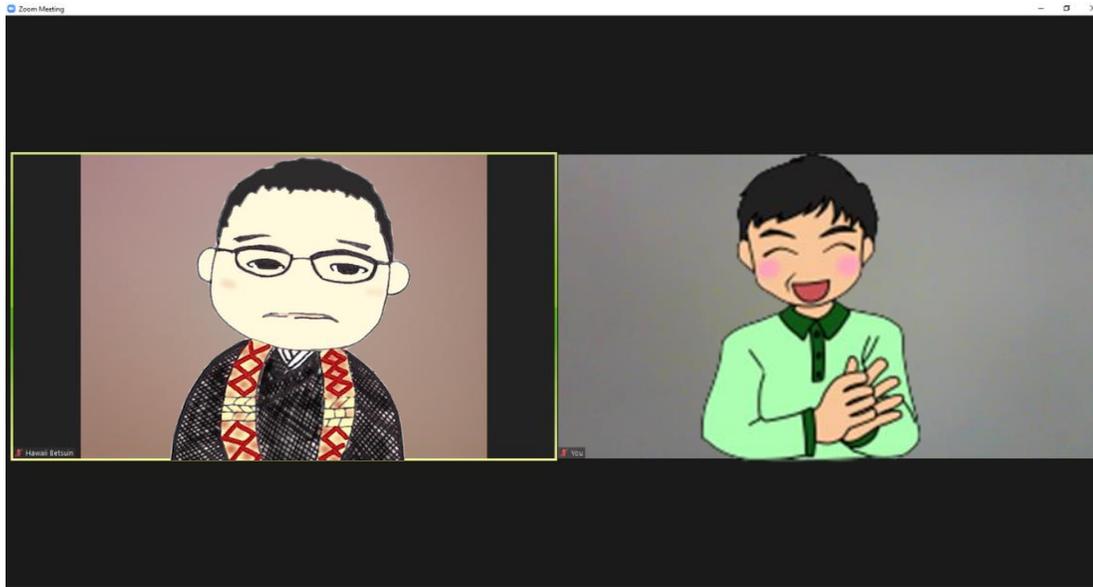
Now, you will find another box on your computer screen. Please click the center box “Join with Computer Audio”



The image shows a dialog box titled "Choose ONE of the audio conference options" with a close button (X) in the top right corner. It features two radio button options: "Phone Call" and "Computer Audio". The "Computer Audio" option is selected. Below these options is a blue button labeled "Join with Computer Audio" and a link labeled "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting", which is currently unchecked.

6. YOU ARE IN THE ROOM

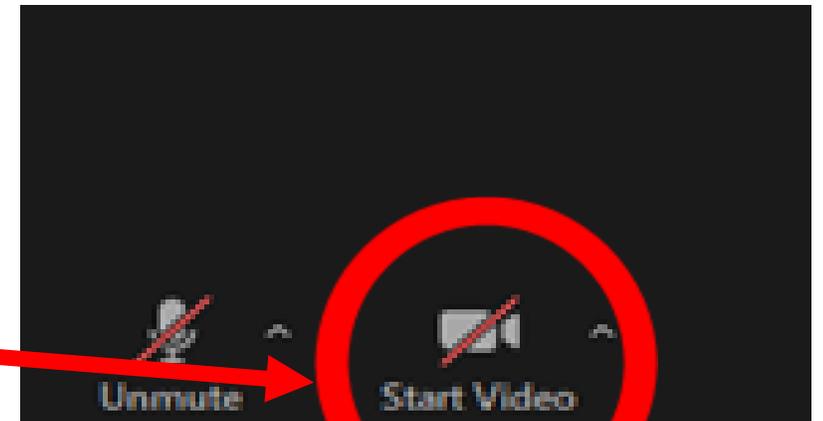
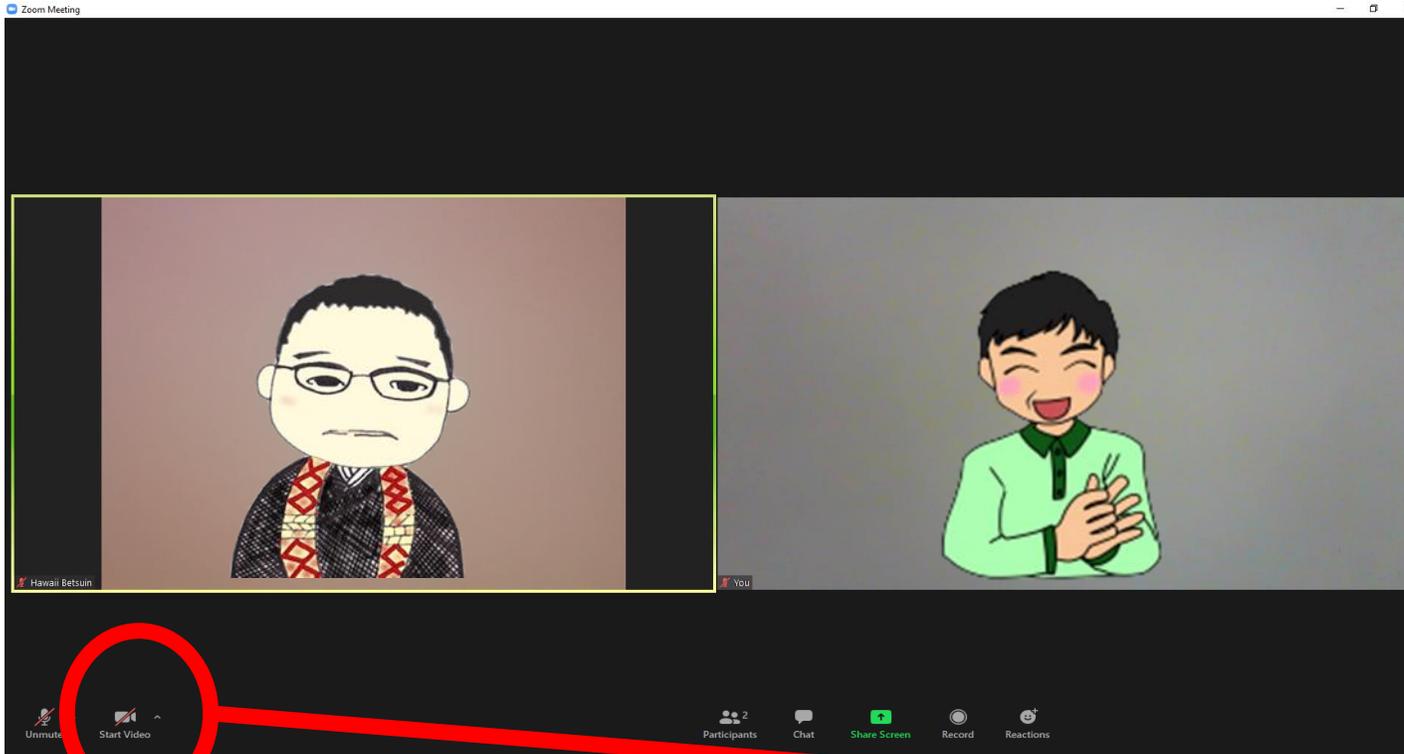
Now you enter the room. You should be able to see the minister and other participants faces.



7. IF OTHER PARTICIPANTS CAN'T SEE YOUR FACE...

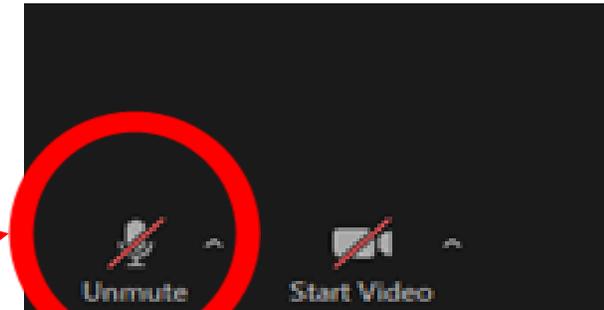
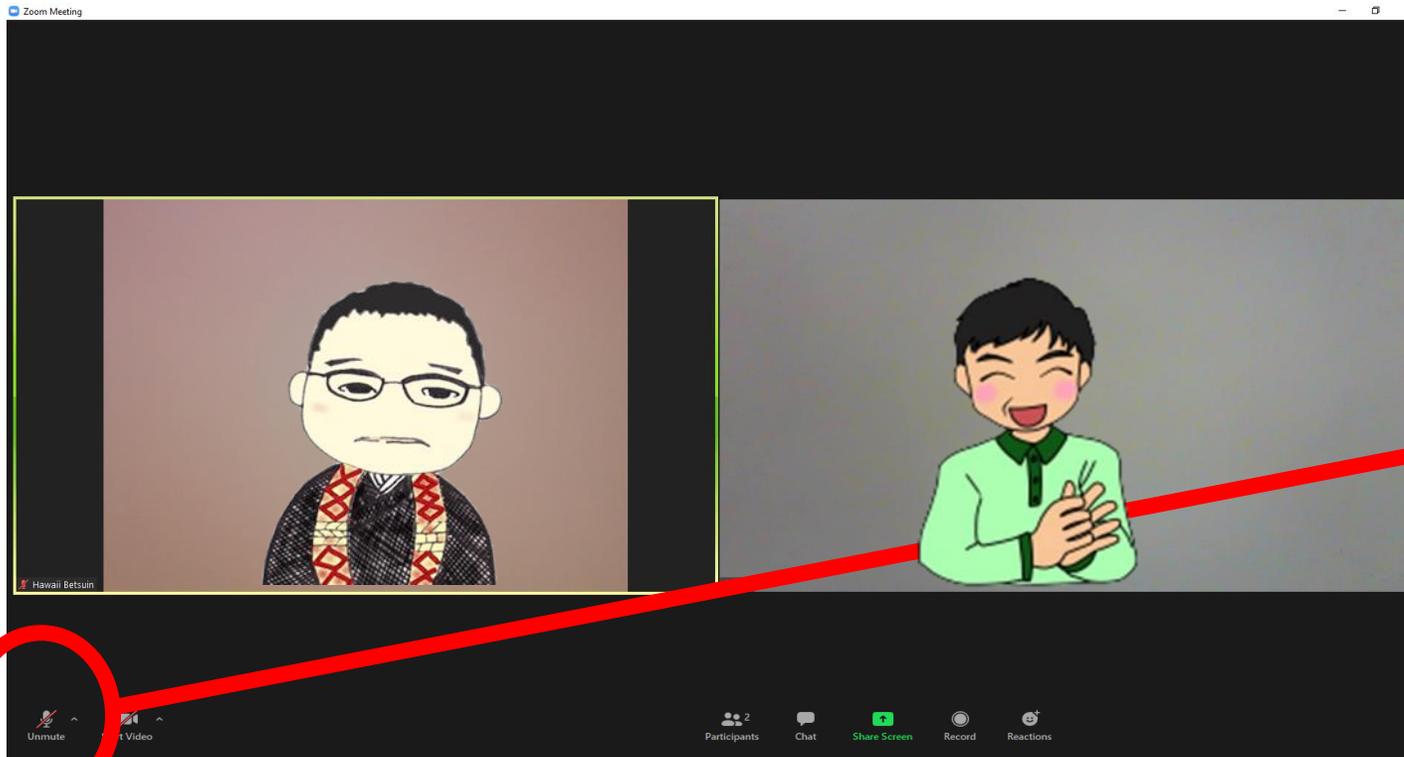
Please check the lower left of your zoom screen.

Please click "Start Video". If you see a red bar over the video camera mark, it means your video is not on.



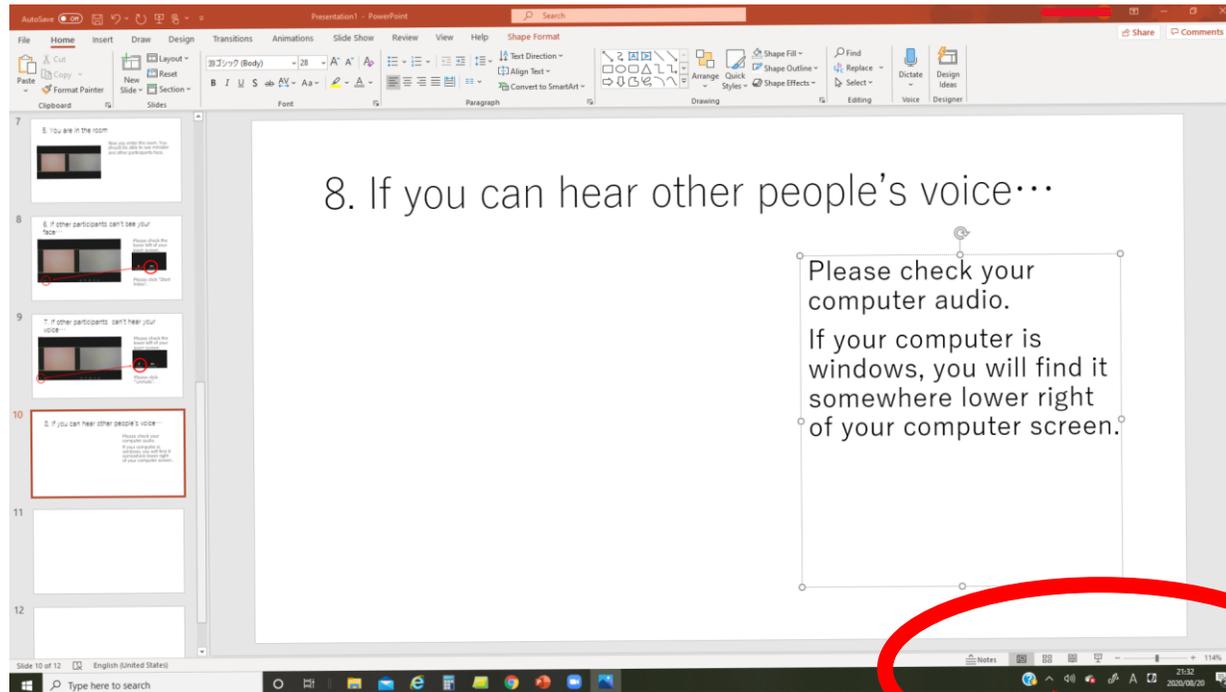
8. IF OTHER PARTICIPANTS CAN'T HEAR YOUR VOICE...

Please check the lower left of your zoom screen.



Please click "Unmute".

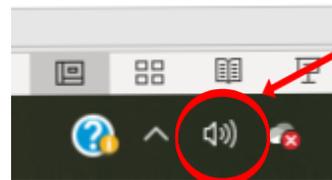
9. IF YOU CAN'T HEAR OTHER PEOPLE'S VOICE...



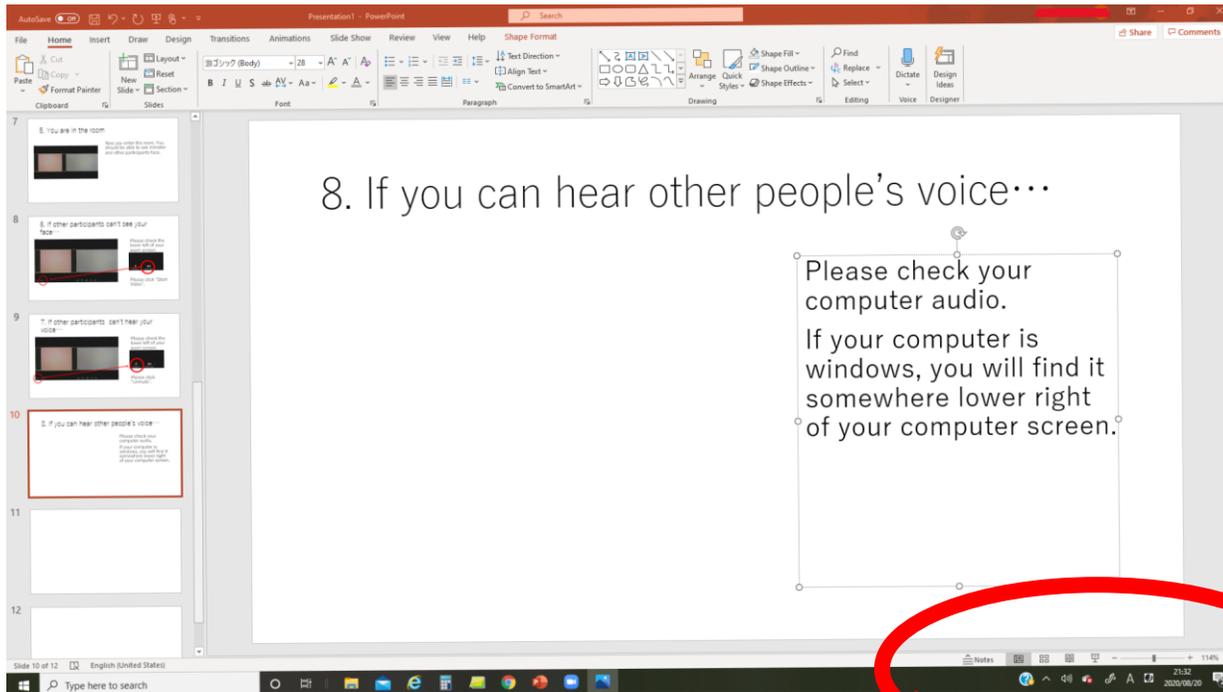
Please check your computer audio.

If your computer is windows, you will find it somewhere lower right of your computer screen.

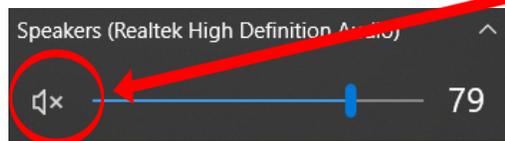
Please click and change the volume.



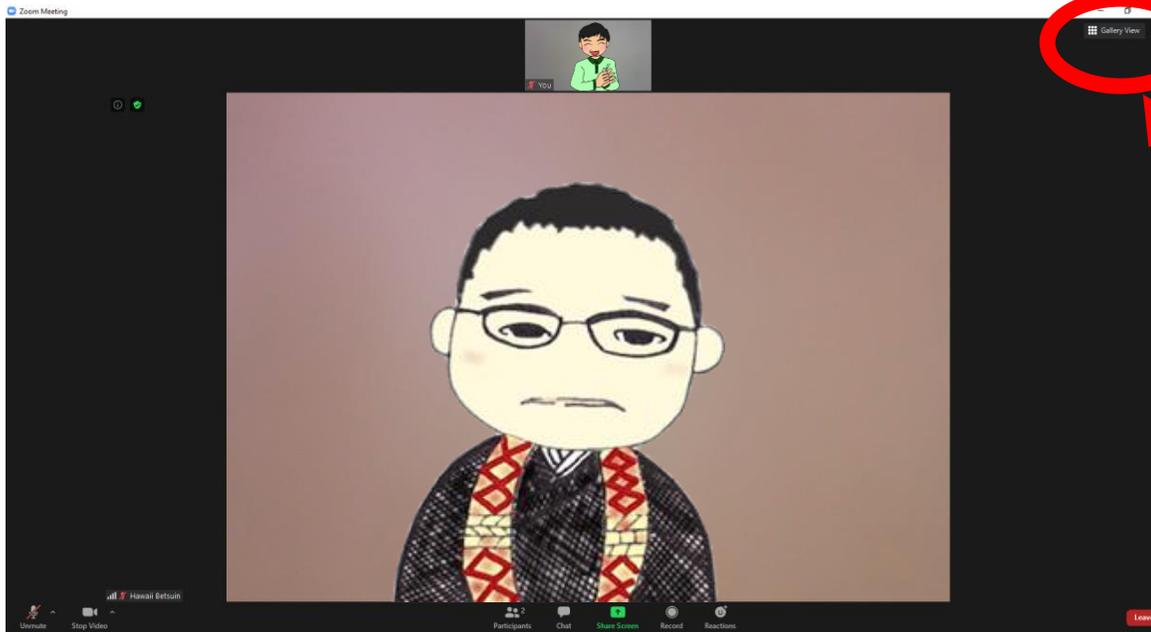
10. IF YOU CAN'T HEAR OTHER PEOPLE'S VOICE...



If you see X on your volume mark, it means you are muted. Please click X mark to unmute.



11. IF YOU CAN ONLY SEE ONE PERSON'S FACE BIGGER THAN THE OTHER...

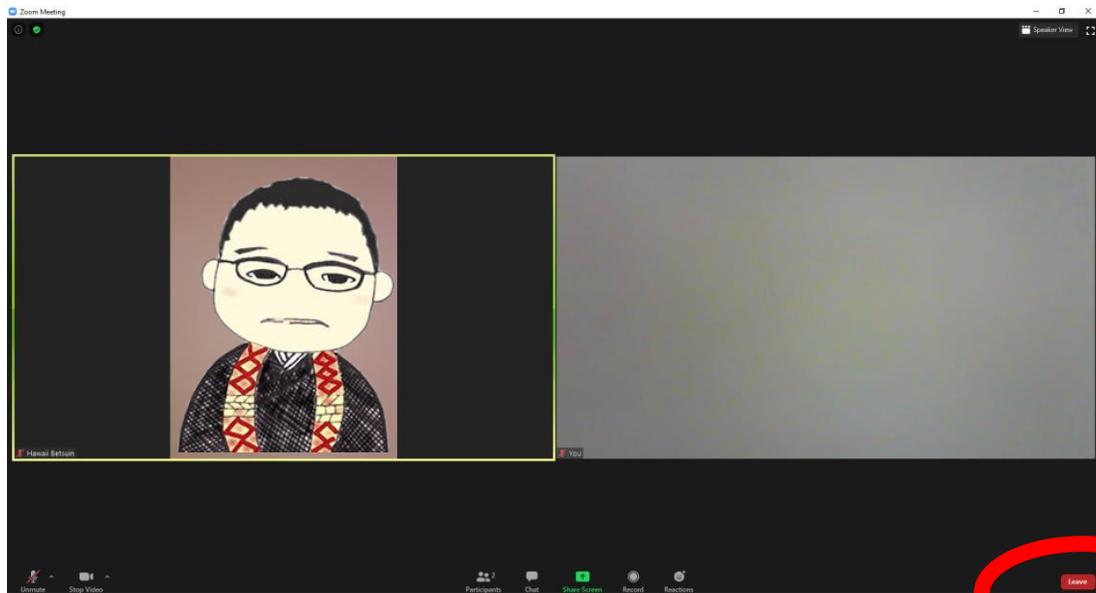


Please click

Gallery View to change the view setting.

12. WHEN YOU WOULD LIKE TO LEAVE...

When you would like to leave the meeting,
Please press
Leave button.





IF YOU HAVE ANY CONCERNS,
PLEASE FEEL FREE TO CONTACT US.
WE HOPE THAT WE CAN HELP SOLVE PROBLEMS.
LOOKING FORWARD TO SEEING YOU SOON.