

ZOOM INSTRUCTIONS FOR UMZED'S – TUESDAY EVENINGS

BEFORE PRACTICE - 6:25 PM

Copy the following conversation instructions onto your computer's clipboard:

Please feel free to turn your video on during today's practice. To help minimize distraction, please consider turning your video off if you need to get up and move about.

If you'd like to speak with Dana about your practice after today's talk, you can schedule a 10-minute conversation with her by writing to boisesangha@gmail.com between now and the end of today's practice. Please include your phone number in your email so that Dana can give you a call. A volunteer will answer your email right after practice to set up a time.

Open the "Opening Screen Share" slideshow (there's only one slide in the show) and the "Dedication" pdf.

If the Dedication pdf opens in Adobe Reader, you can choose "Full Screen Mode" from the "View" menu.

If either of these two files completely covers your screen, you can use Alt-Tab (Windows) or Command-Tab (Mac) to advance to a different window.

Use a web browser to visit <https://zoom.us/> and login
Username: boisesangha@gmail.com
Password: Karmayoga1109

Open a new browser tab, click on the link below for the Tuesday Zoom meeting.
<https://us02web.zoom.us/j/83587761192?pwd=TFB3ejljbXk5bWh1K282Uy9TRWs0QT09>

If needed: Meeting ID: 835 8776 1192

If Dana hasn't already started the meeting, wait for her to do so.

After Dana starts the meeting, Zoom will automatically start recording the meeting, and Dana will pause the recording.

Dana will admit you into the meeting, and she will make you host. This usually happens right around 6:30 pm.

Open the Participants window.

Make Dana co-host by hovering over her name, clicking on the ellipsis "...", and selecting "Make Co-Host".

Optional: Start your video, adjust your camera as needed, and stop your video.

Click on the ellipsis “...” in the lower right corner of the Participants window.

Uncheck “Allow participants to unmute themselves”.

Uncheck “Enable waiting room”.

Screen share the window containing the “Opening Screen Share” slide show.

Re-open the Participant window.

Open the Chat window.

Admit anyone that may be in the waiting room.

Paste the conversation instructions that you already copied onto your clipboard (see above) into the Chat window, but don't send/post these instructions until 7:00 pm.

Move your mouse off the slide show.

From this point until the start of practice, periodically check the video thumbnails of participants and the chat window, just in case someone has a question or a mischievous visitor does something inappropriate.

START PRACTICE – 7:00 PM

Send/post the conversation instructions that you already pasted into the chat window (see above).

Unmute your audio.

Start your video.

Stop the screen share.

Ring a singing bowl 3 times.

Deliver the welcome greeting:

Good evening, everyone, and welcome to our Tuesday practice here at Heart of the Dharma. If you're joining us for the first time today, we will begin with 20 minutes of meditation, and our teacher, Dana, will guide us through that. And I will ring the bell once to end the meditation session. Then after meditation, Dana will deliver a Dharma talk, which will take us right up to about 5 minutes before 8 o'clock. We will share a couple of announcements, and then for those of you who would like to stick around after practice and visit with other sangha members, we'll keep the meeting going to make that possible. Also, if you'd like to speak with Dana about your practice right after today's talk, you can schedule a 10-minute, one-on-one conversation with her, and you'll find

instructions for how to do that by checking the chat window here in Zoom. So, we will go ahead and get started now with 20 minutes of meditation...

Spotlight Dana.

Mute Umzed's audio.

Stop Umzed's video (optional)

AFTER MEDITATION – APPROXIMATELY 7:20 PM

Any time after 7:20 pm, wait for an appropriate moment (for example, after Dana has finished providing instruction) to end the meditation session as follows:

Unmute your audio.

Ring a singing bowl once.

Mute your audio.

After Dana's finishes her prayers, start the recording that has been on pause since the start of the meeting. If you happen to be starting a brand-new recording, be sure to choose "Record to the Cloud".

During the talk, monitor the video thumbnails of participants and the chat window just in case someone has a question or a mischievous visitor does something inappropriate.

AFTER THE DHARMA TALK – APPROXIMATELY 7:55 PM

Dana will end her Dharma talk by saying, "Let's dedicate the merit".

Screen share the window containing the Dedication pdf.

Dana will lead the dedication. After the dedication, stop the screen share.

Wait for Dana to bow and say, "Thank you." She may or may not say, "We have a few announcements." We usually play things by ear here.

Stop the recording.

Unmute Umzed's audio.

Start Umzed's video.

Stop the spotlight on Dana.

Deliver announcements. These change from week to week and will be provided.

Ask Dana if she has anything else she would like to add and wait for her to respond.

After Dana has finished, let participants know that they are free to stay and visit if they would like.

Click on the ellipsis “...” in the lower right corner of the Participants window.

Check “Allow participants to unmute themselves”.

Click on “Ask all to unmute”.

You can stay and visit with everyone or step away while everyone visits. After everyone is done visiting, end the meeting.

Return to <https://zoom.us/> and sign out of the Umzed’s account. **If you have a personal Zoom account, you may wish to login, as the next Zoom meeting you join will reflect your most recent Zoom login.**