

Using Zoom: Etiquette & Features

At Everyday Zen, we are using Zoom for practice and study gatherings, both alone and in combination with in-person meetings.

This document provides information on using Zoom. Please review it to:

- Help us create an atmosphere of presence in our Zoom meetings that maintains as much of our in-person Dharma Seminar traditions as possible.
- Learn how to use basic Zoom features.

Etiquette for Practice & Study Events

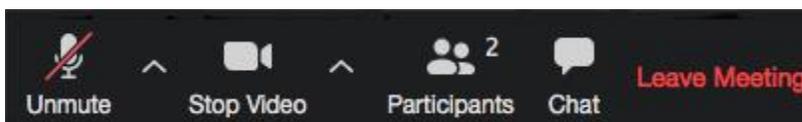
The following suggestions will help us create and maintain the traditional atmosphere of our in-person Dharma Seminar, All-Day Sittings, and Sesshin.

- Before joining Zoom, if possible, find a quiet well-lit setting with few distractions and a simple background (e.g. in a room where others won't be likely to walk in front of or behind you; in front of a wall rather than a window).
- Close other applications and notifications on your phone, tablet, or computer before starting Zoom.
- Please refrain from eating or drinking during our time together.
- Join the meeting with *Audio* set to mute, *Video* set to on, and *View* set to Speaker View. During zazen, the view will be set by the Host to Gallery View. During Dharma talks, the Host view will switch to Speaker View, focusing on the teacher.

- Should you need to take a break during our time together, please Stop Video and make sure your microphone is set to Mute.
- If you are joining on your phone, consider placing your phone out of arm's reach to lessen the temptation to take a call or text.
- Re-setting your View to Gallery View during our dialog segment allows the images of everyone on the call to be the same size. When many people are in the meeting, arrows appear to the left and right of the screen. Use them to scroll and see everyone.
- By looking at the camera (green dot/black dot above your screen) you will appear to look into the eyes of others on the screen.
- On occasion we make use of the Zoom Breakout Room feature. For this, there is nothing you need to do. The Zoom application automatically places us in groups of two or three that enable our more intimate dyads/triads during the dialog segment.

Using Basic Zoom Features

The icons in the image below control the basic features needed to participate in a Zoom meeting. These icons appear in different places and may look a little different depending on whether you are using a computer, tablet, or phone or joining via a browser or an app. They function the same for all devices and platforms. Their functions are described below.



Audio Settings Video Settings Who is in the meeting? Chat by Text

- **Audio Settings:** Use the microphone icon (headset icon on phone or tablet) to Mute and Unmute your microphone. Clicking the arrow beside the microphone icon allows you to test your microphone and speaker and make other microphone choices.
- **Video Settings:** Use the Video icon to Start and Stop your video. Clicking the arrow beside the camera icon provides a couple of video settings. (In our dharma

seminars please avoid using the Virtual Background option in Video settings.)

- Participants: Click the participants window to see the names of everyone in the meeting. You can also use this window to mute and unmute yourself and "raise your hand" so the host knows you would like to speak.
- Chat: Use the chat window to text the host if you have a question, or to text a specific person in the meeting. Please do not use chat to everyone to make side bar comments or start separate conversations with individuals during the dharma talks or services. We would prefer not to turn Chat capabilities off, so people have access to it for questions or urgent needs.



- Views: View options are limited when using a phone. On a computer the view choice icon appears in the upper right hand corner of the Zoom window. On a tablet it is on the left hand side of the Zoom window. Choosing Speaker view allows the image of the person speaking to be the largest image. Choosing Gallery view allows the images of everyone on the call to be the same size.
- Leave Meeting: Click Leave Meeting when you are ready to end your Zoom participation. If you need to leave the meeting before it is ended by the host, consider sending a private text message to the host in the chat window letting the host know you are leaving. (Otherwise the host may think you are having connection issues.)