

SWZ Online Zendo - Zoom Guide

Information for taking part - Jenny Best

Zoom - a few helpful things to know

- Zoom is, primarily, an internet-based service.
- Zoom will work as a web-based application in most web browsers; or you can install the Zoom application.
- Zoom is platform independent. This means you can use it with Windows, Mac, Linux, Apple phones, Android phones and even Blackberry phones.
- Zoom offer a number of online resources to provide help and insights about their tools and features. Check out the searchable Zoom Help Centre if you want to learn how something works, or if you run into any trouble. <https://support.zoom.us/hc/en-us>

System Requirements / Hardware Requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth Optional Items
- A webcam or HD webcam – built-in or USB plug-in (if you wish to use the video feature)
- Or, a HD cam or HD camcorder with video capture card (if you wish to use the video feature)

To check system requirements for PC, Mac,, Linux, laptop and mobile devices go to <https://support.zoom.us/hc/en-us> and click on the 'Getting Started' tab.

If you are only ever going to join a zazen session then you do not have to install any software. However if you are going to host zazen or want to get the full benefit of the Zoom platform install the Zoom software.

Desktop/Laptops

- Web-based - This will allow you to join Zoom Zazen without downloading any plugins or software. However, you will have limited features and it functions best on Google Chrome.
- Software-based – Zoom can be downloaded from the following link. <https://zoom.us/support/download>. Once downloaded run the installer application.

Mobiles:

iOS (Apple)

- iPhone4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation
- Operating System – iOS 7.0 or later
- Web Browser – Safari5+, Chrome
- Zoom Cloud Meetings app (available on the App Store)

Android (nearly everyone who is not Apple)

- Operating System – Android 4.0x or later
- Web Browser – Webkit (default), Chrome
- Zoom Cloud Meetings app (available on Google Play)

How to set up a Zoom account on a computer/laptop:

- Visit the Zoom Web Page at: <https://zoom.us/>
- Enter your email address on the page and click on the orange Sign Up Free button
- You will be shown your email address, click Confirm
- You are then offered the opportunity to receive other resources (i.e. marketing) so choose whether you want to do that.
- Check your email for a mail 'Please activate your Zoom account' (check your spam box)
- Click Activate Account
- Enter your name and a password, click OK
- You are now set up with a zoom account! Follow steps below for Joining a Zoom Meeting.

New Zoom account on a tablet or phone:

- Go to the Apple or Google store, then find and install the Zoom Cloud Meetings app.
- Open the Zoom app
- Click on Sign up
- Fill in your email, first name and last name and agree to the Terms of Service
- Click on Next (it's at the top right-hand side of the screen)
- Check your email for a mail called Please activate your Zoom account (check your spam box)
- Click Activate Account
- You are now set up with a zoom account! Follow steps below for Joining a Zoom Meeting

Join Zoom meeting with link:

This is what we plan to use on the website. The person or group who is 'hosting' the meeting will send you an invitation with a link that looks similar to this: <https://zoom.us/j/173621927>. You just have to click on that link and it should start Zoom and take you to the zazen session. Follow steps below to learn more about using Zoom during zazen.

Join Zoom link with a Meeting ID:

Depending on how you log in to Zoom, you may be asked for a Meeting ID if the invitation link doesn't take you straight to the meeting. In this case, the Meeting ID is the number at the end of the invitation link. So if you have been given <https://zoom.us/j/173621927> then the meeting ID is 173-621-927.

Using Zoom during zazen

Once you join the zazen session, there are several controls, and they look different on a computer or on a phone/tablet, so we'll discuss both below.

Controls for computer/laptop:

The buttons are to be found on the bottom of your screen. If you can't see that menu, then move your mouse towards the bottom of the window and they should pop up. They keep disappearing and you just need to hover it over the bottom to bring them back up again.

- You can have sound & video on, so other participants can see and hear you. Click once to turn them off or on. When sound is muted and video turned off, other participants cannot see you or hear you, but you can still hear them.
- Clicking on the participants icon will open a panel to the right of the Zoom window which shows the list of people who have joined zazen.
- Click on the chat view to open a panel on the right of the Zoom window which allows you to send a message to the other participants. This is used to share links to documents or other info which might be useful though it is anticipated only monks leading the zazen session will use this facility to share the sutras.
- The gallery view at the top right of your screen changes how you see the different participants. Click on it a few times to see the different views and decide which you prefer.



💡 TIP: If you do not have a very good connection and the sound is breaking up, turning off your video may help.

Controls for phone/tablet:

The phone/tablet screen looks and works a little differently than the computer screen described on the previous page. When you first join the session, you will have a choice in the bottom left of your screen to Call via Device Audio or Dial In. Choose the first option.

In order to get the buttons shown on the bottom of the window, you will need to lightly tap your screen in one of the black areas. The buttons are described below:

You will see a 'join audio' button if you did not choose Call via Device Audio as described above. Click on it once & choose device audio in order to be able to speak though it is not anticipated you will need this for zazen sessions. Once your audio has been activated, you can click and unclick this button to mute and unmute yourself

Click the video symbol to turn your video on and off.

Click the participants symbol to change the screen showing people's video images to a list of participants' names. Use the phone / tablet's Back button to return to everyone's image.

When looking at the list of Participants (see above), you will see a small button called Chats at the bottom left of your screen. You can only find this option when using a phone / tablet from the Participants list. Click on Chats to open a separate screen to send a message to the other participants. This is used to share links to documents or other information. Use your phone / tablet's Back button to return to Participants list and hit it again again to see everyone's image.

💡 TIP: If you do not have a very good connection and the sound is breaking up, turning off your video may help.

Guidance and tips for participation:

Audio:

By default, your audio will be muted when you join Zoom Zazen. Please keep audio muted during zazen so that you do not distract others. This includes during chanting, because Zoom's audio does not work well when many people are talking (or chanting) at the same time. The microphones pick up a lot of background noise and when everyone has the microphones unmuted, it can get really noisy. The image of a microphone with a slash indicates mute. The person leading zazen might remind you to mute it if you've forgotten. You can then chant as loud as you want following along with the chant leader.

To adjust the video:

The two most commonly used controls to adjust video in Zoom Zazen are Start/Stop Video (bottom left) and Enter Full Screen Click (top right).

Other common controls:

Chat: connects participants and zazen leaders showing the sutras. This chat button open a view on the right side of the zoom window.

Participants: allows participants to see who else is in the online zendo.

***Note: Please, do not click share screen.