

Zoom Tips for Participants of a Centering Prayer Introductory Program

- Try to find a private, quiet space to attend the workshop in order to minimize distractions for you and the group.
- Avoid backlight from bright windows, have good lighting for your face so you can be seen.
- If you haven't used Zoom before click the link to download and install Zoom web browser client prior to the day of the meeting.
<https://zoom.us/download>
- Join early – up to 5 minutes before the meeting start time. Earlier if you are new to Zoom.
- Give the speaker your focused attention. Do not multitask.
- Please turn off your cell phone.
- If you are using a tablet, please put it in do not disturb mode.
- Please mute yourself while you are watching the presentation
- Please do not walk around the room. If you need to get up and leave for a few moments, use “stop video” to turn off your camera.
- Unmute yourself if you have a question during the Q&A sessions, then re-mute yourself
- Please no eating during the workshop
- If you happen to show up late to the workshop, enter quietly by making sure you are muted before entering
- To change the view on your screen so that you can see multiple members at once:
 - From a desktop, select the button at the top right of your screen for Gallery View.
 - From a mobile phone, swipe your screen left or right to switch between viewing the person speaking and gallery view (4 people at a time).
- To edit your username that appears on the call:
 - From a desktop, click the 3 dots on the right corner of the image of your face, and select Rename.
 - From a mobile phone, the menu options are at the bottom of your screen.