

Tips for using Zoom

The online zendo opens a few minutes before zazen, a Dharma talk, or other event is scheduled to begin. New attendees should take 10 to 15 minutes before the first sitting to become familiar with the common functions. Practitioners are able to settle into the online zendo experience more easily after having oriented themselves. It is good practice to open Zoom at least 10 minutes before an event begins in order to settle in and be prepared.

A few common functions in Zoom ***

Mute Your Audio

Please mute your microphone during zazen if it is not already muted (to limit the background sounds that are heard by others). To do this, click on the microphone icon (conveniently labelled Mute/Unmute) found in the lower left corner of the Zoom screen. The image of a microphone with a slash indicates mute.

Adjust Your Video

To adjust video in the online zendo, use Start/Stop Video (bottom left) and Enter Full Screen Click (top right).

Other common controls:

Chat: Connects listeners with the moderator, and shows the closing recitation and other chants and information. Click the “Chat” button on the control bar at the bottom of the Zoom window to show the Chat box.

Participants: Allows attendees to see who else is in the online zendo. Click the “Participants” button on the control bar at the bottom of the zoom window to open the Participants box.

***** Important Note:** Do not click the “Share Screen” button in the middle of your control bar.