

Tips for Participating in Online Zoom Circles

About Zoom

If you haven't used Zoom before, it is a web-based video conference platform. You'll need:

- A computer or tablet (ideally one with a camera so we can see each other) with access to the internet.
- **Earbuds or headphones are recommended so we can hear each other well.** If you do not use these, there could be distracting and unpleasant auditory feedback.
- OR you can join by telephone if you aren't able to access to the internet.
- You do NOT have to have a Zoom account.

To access the Zoom web video conference:

1. Click the link that will be provided in Welcome email. You will be prompted to download a small application file to run Zoom.
2. You access the audio through your computer by clicking "Join Audio by Computer" when the window pops up.
3. If you are having connectivity issues joining the Zoom call via the internet, or there is no internet, then join by telephone. The numbers will be on the invitation email.

Tips for participating in a Zoom circle:

1. Arrive early -- fifteen minutes or so, ahead of time. It's a step of personal preparation. Clearing the space, putting papers away, moving materials to another spot. Sometimes lighting a candle. Take some extra time to slow down and center before the circle starts. We can also fix any connectivity issues also during this time.
2. Create your own circle space. Think about creating your own center (e.g. light a candle, or have a plant or flower by your computer, or perhaps a meaningful object that you can use as a focal point).
3. Avoid distractions. Did you see that on your computer screen! An incoming email notification! A Facebook post from one of your favorite people! A news headline! A received text! It's beautiful that we can have so much information on our devices. But these wonderful notifications can also be very distracting. When possible, close the programs and notifications and put your phone on silent.
4. Close any unnecessary applications. It helps to minimize distractions as well as allowing processing power to be used to maximize the quality of your Zoom session.
5. Have what you need to take care of yourself. We aren't taking a formal break during the online circle, so have what you need to be comfortable (e.g. tea or coffee, extra water, reading glasses, notebook and pen, earbuds or headphones, etc).
6. When talking, give people verbal cues for what they might be lacking in visual cues. For example, saying something like "Thank you, I'm finished speaking."