AMI's SUNDAY MEDITATION WILL BE HELD ONLINE ONLY (until further notice)

Please Take A Moment To Read Below and Get Instructions on How to Participate

OUT OF AN ABUNDANCE OF CAUTION

The health and well-being of our AMI community is of the utmost importance. Accordingly, AMI is taking a proactive approach regarding COVID-19 (Coronavirus) and will be streaming Sunday Meditation online. We are monitoring the situation closely and following the guidelines from the Center of Disease Control (CDC) to reduce the spread of the virus. Until further notice, Sunday Meditation will take place online only. No one will be permitted to attend in person.

FOLLOWING ARE THE INSTRUCTIONS FOR ATTENDING ONLINE

PLEASE READ THIS ENTIRE DOCUMENT
HOW TO ATTEND ONLINE

AMI's online meeting room can be accessed at any time so we suggest you try to log in after reviewing the instructions below. If you experience any problems, please call us so we can troubleshoot the problem in advance of the meditation on Sunday.

**TIME:** On Sunday morning, **you should be online and logged into the meeting room no later than 9:15am EST.** Meditation will begin promptly at 9:30am. Use this link: meditation or complete the following steps:

**SPECIFIC INSTRUCTIONS:**
1. Type the following into the URL bar: ami.megameeting.com
   Do not use the HTTP:// and do not use www. Simply type in ami.megameeting.com

2. Click on GUEST.

3. For MEETING NAME, type in meditation or use the drop-down menu for the same purpose.

4. Type in your NAME and click NEXT

**SET UP CAMERA and MICROPHONE:**

1. If a menu appears automatically asking you to ALLOW the camera and Microphone access, choose ALLOW. This will open your camera and you may see your picture on the screen.
2. Regardless of whether the menu appears automatically or not, **click the middle box (2 blue cogs) in the upper right corner of your screen (AUDIO/VIDEO SETTINGS)**.

3. As a general rule, everyone **KEEPS THEIR WEBCAM OFF** during the meditation.

4. Check your speakers by using the ‘Play’ button and turn up volume if necessary.

5. Check your microphone settings and turn it up if necessary.

**PLEASE BE SURE THAT YOUR CAMERA AND MICROPHONE ARE OFF PRIOR TO THE START OF MEDITATION.**
PARTICIPATING IN SATSANG (DISCUSSION)

1. During Satsang, following meditation, if you have a question or comment, please turn your camera on so that Leonard can see you. (Step 2 & 3 from above)

2. Leonard will verbally prompt you to open your microphone so that you can speak. Click on the microphone to turn it on and off. Volume adjustment is the slider to the left of the microphone.

3. Once you are finished, turn your microphone and camera off again.

If you have any questions, please contact us by phone — (518) 674-8714 or e-mail ami@americanmeditation.org.