

**UNTIL FURTHER NOTICE, ALL CLASSES ARE
BEING HELD ONLINE ONLY via ZOOM**

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

OUT OF AN ABUNDANCE OF CAUTION

The health and well-being of our AMI community is of the utmost importance. Out of an abundance of caution, AMI is taking a proactive approach regarding COVID-19 (Coronavirus) and **will be streaming all classes 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, all classes will take place online only. No one will be permitted to attend in person.**

INSTRUCTIONS FOR ATTENDING ONLINE

Please note that while it is not necessary to download and install Zoom because most computers, laptops, tablets and phones are compatible, to avoid browser limitations, we strongly recommend that you do install Zoom on your device and perform a test to make sure that the device you will be using to attend will function properly. Below are some helpful links. If you experience any problems, please contact us so we can troubleshoot the problem in advance of the meditation.

[Download the Zoom software for free here](#)

[Test your audio and camera on Zoom here](#)

[System requirements for Windows, macOS, and Linux](#)

[System requirements for iOS, iPadOS, and Android](#)

To join the meeting, you can either click on the link provided in the email you received following registration, or go to the Zoom web site at <http://zoom.us/> and click on “Join a Meeting” where you will be prompted to enter the 11-digit Meeting ID number and password, also provided in the course registration email. The Zoom web browser client will download automatically when you start or join your first meeting if it has not already been downloaded on your device.

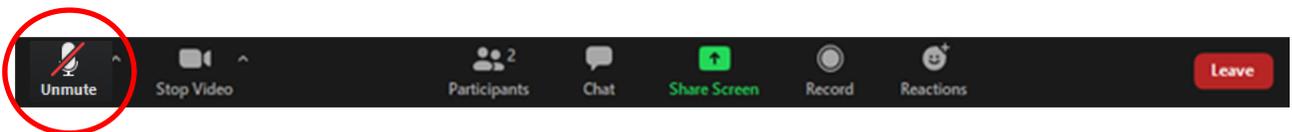
How to Participate

On the day of the class, **at least ten minutes before the class is scheduled to begin**, please join the meeting as referenced above.

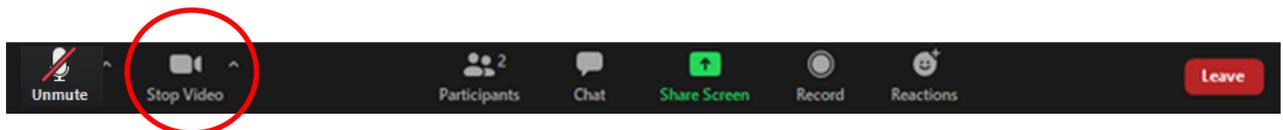
If you enter the meeting before AMI, you will be placed in a virtual waiting room and remain there until AMI joins. Once AMI joins, you will see a Video Preview. **Click on Join With Video** (You have the option to enable/disable your video camera once in the meeting.) AMI will then admit everyone into the meeting and you will see everyone on the screen.

Below are descriptions for some of the controls that are available to you during the meeting. This menu usually appears at the bottom of your screen. If it disappears at any time, just move your cursor and it will re-appear. Please note that the location of the menu items and buttons may appear differently on a phone or tablet.

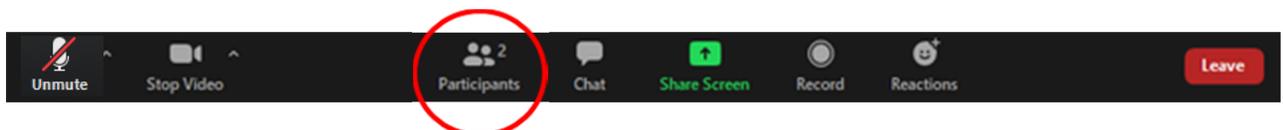
1. **MICROPHONE:** Upon entering the meeting, your microphone will automatically be muted as shown below. Please leave it muted to minimize distractions during meditation. We ask that you only ‘unmute’ the microphone when speaking and then return it to mute once you have finished. (If you click the arrow to the right of the microphone, a menu will open providing you access to your microphone and speaker settings.)



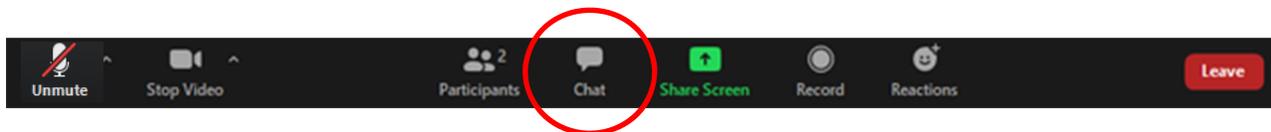
2. **VIDEO:** You can start and stop sharing your webcam by clicking on the camera. (If you click the arrow to the right of the camera, a menu will open providing you access to your camera and video settings.)



3. **PARTICIPANTS:** This control opens the Participant panel and reveals a list of everyone in that is currently in the meeting.

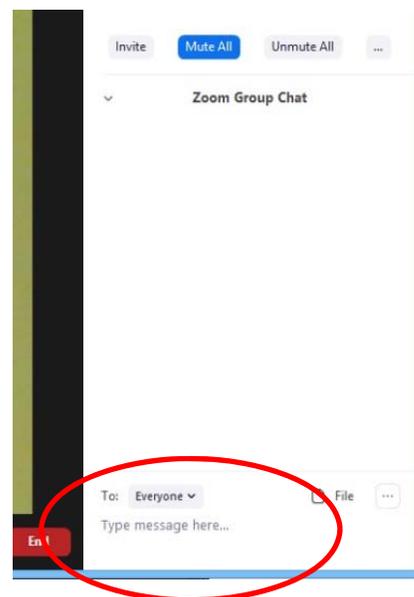
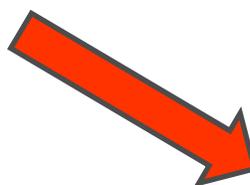


4. **CHAT BOX:** This control opens the Chat box and allows you to type a question or comment.



The Chat box can be used to communicate with everyone or with just one individual that is in the meeting by using the dropdown menu.

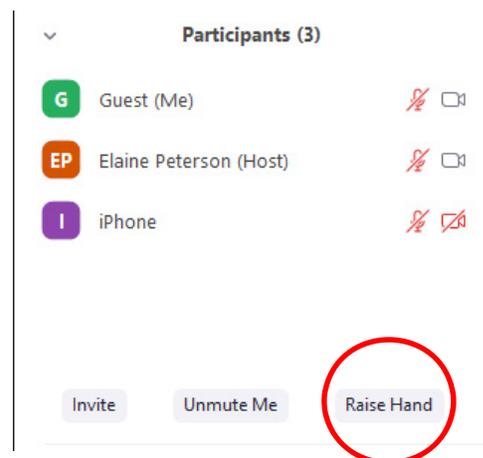
Use the box below to type your question or comment.



5. The **Share Screen** and **Record** options have both been disabled.

6. **Raise Hand:** If you would like to speak, please use the Raise Hand button located on the bottom of the Participant box. A blue hand will appear next to your name. You will also be given the option to lower your hand once it is raised.

Once you have been recognized, please unmute your microphone, speak and then return your microphone to mute once you have finished your dialogue.



If you have any questions or problems, please contact us —
Telephone: (518) 674-8714
E-mail: info@americanmeditation.org