

How to use Zoom to participate in an online retreat?

Zoom is a video conferencing application that allows you to organize and participate in online meetings. **Its use does not require any account creation and is free for participants.** You can use your computer, tablet, or phone to connect to it. A "correct" connection (minimum 3G or traditional internet network) is necessary to have a smooth picture and sound. Headphones can be a plus for better listening.

When you register for the online retreat, an email will be sent to you by Drukpa Plouray with a link to log in to each teaching session. By clicking on this link, a web page will open and, if the Zoom application is already downloaded on your computer, tablet or phone, you will be asked "Would you like to allow this page to open zoom?". Answer yes. If not, you will be asked "Would you like to download the zoom app". You can choose to download it, which will allow you to participate in the retreat online on it, or not to download it and participate in the retreat online from the Zoom website. This involves logging in a few minutes before the start of teaching in order to perform these operations, the duration of which depends on the quality of your connection.

Once connected, you will be asked if you want to join the video conference with audio from your computer. Click yes otherwise you will not get sound. You will also be asked if you want to join the video conference with video from your computer. You can choose to answer yes and you will then be visible to other participants, or not and you will then be invisible to other participants while participating in the video conference via audio.

Your microphone is muted when you join the videoconference so that noises from your surroundings do not interfere with the teachings and their translation. Please do not turn it on except for Q&A sessions. To do this, simply click on the icon representing a microphone at the bottom left of the Zoom window to switch the microphone from "closed" (the icon is red and crossed out) to "open" (the icon is gray and not crossed out).

To quit the video conference at any time, click on the red icon at the bottom right "Quit". You can return to the video conference at any time using the link sent by email.