

## More about GoToMeeting and Schoology:

1) [Schoology.com](https://www.schoology.com) is our retreat notice board.

Here is where we post the retreat announcements such as access codes for the live retreat sessions, the recording of the sessions, and sharings from Jaya. And... here is also where you can share text, links, audio or video and any communicate among participants. You can visit the group space and **share** your experiences, texts, poems, photos, links, questions, riddles, doubts, and whatever bubbles up from the retreat exploration in mind and heart.

1) **Create a user account** on Schoology.com

2) **Sign in**

3) **Use the given code** to JOIN the course page. After you join the course page, you can visit [schoology.com](https://www.schoology.com) and click on "Courses" in the menu on the top bar, and click on the course name from the drop-down menu.

Schoology also has an app so you are welcome to download it and easily use it on any device.

2) [Gotomeeting.com](https://www.gotomeeting.com) is how we meet for live meditations and teachings.

You can connect via internet for audio, video and text. If your internet connection is not great, you can call in for audio by phone to a number possibly in your own country.

*2 notes:* Please bear in mind that you will be paying for the internet and/or phone call according to your own internet/phone package.

We will record the audio portion of the meeting. If you ever feel the wish or need to ask something that you would not like to be recorded, please let Jaya know, and she can pause the recording for that time.

**You can join an event on GoToMeeting in several ways:**

1. **Go to** [www.gotomeeting.com](https://www.gotomeeting.com)- click 'join a session' in the upper right corner, and put in the posted access code for that specific meeting.



2. **Copy and paste the link** into a new browser (or click on the link), and follow the process to join.
3. **Call in** to the session from your phone to one of many land-line numbers in different countries—these numbers will be posted with the meeting code.
4. **Download GoToMeeting** software to your computer and join a meeting from your desktop.
5. **Download the GoToMeeting app** to your phone or tablet, and join on the go. Many phones have a webcam option to join with some video connectivity.

*It is essential to make sure your connection is good* and your microphone and speakers work. Please use a headset to prevent echo and unwanted background noises.

Some people will need to go to a fair amount of trouble to ensure a good connection. Thank you in advance! It makes a difference for everyone in the meeting, including yourself.

### **Audio**

Once you join the meeting your microphone will be muted by default. In a guided meditation and especially when there are more than 5 participants, we prefer that everyone besides Jaya will be muted. You are always welcome to unmute yourself if you have a question or something to share and just remember to mute yourself again afterwards. You can do so by clicking on the microphone icon: green mic mean unmuted and red means muted.

### **Video**

GoToMeeting allows us to share many webcams in a meeting. You are more than welcome to share your video when you are asking a question or sharing, that way we also get to see and know each other. Same as above regard webcam sharing- just click on the icon of the camera to share your video and to stop sharing it.

### **Text**

When you join the session, you can find a space for the text “chat.” You can use the chat to ask questions, let us know if you have technical problem, etc.



## Recordings

We will record the opening talk and post it on Schoology for those of you who could not attend or if you just like to listen again. Just to let you know- the recording only includes the audio and not the video.

In case you are having trouble joining a meeting, you can contact Shahar via e-mail at

[shahar@opendharma.org](mailto:shahar@opendharma.org)

