To prepare for online sessions, please:

1) **Use a computer** or laptop instead of a phone if possible.

2) **Plug in** the laptop to the electrical outlet.

3) **Find a good, stable internet connection** even if you have to go somewhere for it.
You want an upload speed of about 1 Mbps or more and a download speed of at least 5-10 Mbps. You can test your internet connection speed at *www.speedtest.net*

4) **Plug your computer into the internet router with an ethernet cable** if possible, instead of using a wireless signal. If you get a really long cable, you can still sit where you want. The quality difference is like the difference between a landline and a mobile phone.

5) If you cannot plug into the internet router, set up **as close to the Wi-Fi router** as you can.

6) **Use a good headphone and microphone "headset" and not the built-in microphone of your laptop or webcam,** for a better sound quality for everyone, more privacy, and no echo/feedback. The microphone should comfortably stay close to your mouth. "If you can touch the microphone with your tongue, then it is close enough to your mouth." Well-known brands like Logitech, Microsoft and Plantronics have good hardware for headsets. Jaya likes earbuds (Skull Candy), since they fit in pockets.

7) *Download GoToMeeting to your computer* (*http://help.citrix.com/ meeting/get-ready?c_prod=csp& c_name=g2m_home_download*)
GoToMeeting requires Google Chrome as a browser, but you can also join directly through the app or the website with the meeting info we will post on schoology. You can also download the GoToMeeting application to your tablet or smartphone.

8) **Update GoToMeeting and Chrome** if there are new versions.

9)   **Test call quality** on your setup, beforehand, including the headset you will use.

10) **Practice using Gotomeeting before the meeting!** Here are some helpful links:

http://bcove.me/ot80dlkb

https://care.citrixonline.com/ gotomeeting/attendee-user- guide

The day of the event:

11) **Make sure you will be the only one using the internet** connection if at all possible. If others are using video programs, like Netflix, YouTube, video games, or any large bandwidth usage, then our group conversation will likely have connection problems.

12) **Update computer software**, if any updates are needed, long before the meeting.

13) **Turn your computer completely off and then back on** the day of the meeting—especially if it has been just in "hibernation" or "sleep" mode for many days when not in use.

14) **Open the computer and log into it at least some 10-15 minutes before the meeting** in case there are updates installing.

15) **Close other programs** on your computer, such as internet browsers and apps.

During the event:

16) Just like on a retreat, it is great and relaxing to come to the meditation or meeting space **10-15 minutes early** and tune in, be present, get settled, start meditating,…and that way you also have time to check that your connection and headphones are working, and to remember to go get yourself some water or go to the bathroom, etc.

17) **There are 2 ways to join:**

Open the Chrome browser, **go to gotomeeting.com, click "join a meeting,"** and put in the **Meeting ID number** or use the provided link. Or download the software to your computer and join the meeting directly from your desktop GoToMeeting app with the Meeting ID.

18) In general, it may be helpful to **mute one's microphone during a larger meeting** like a weekly meditation, so that background noise and static do not build up in the shared space. You can just unmute and turn on your webcam if you want to speak.

19) On the other hand, in questions and answers meetings for example, if everyone has good quality headsets, then it can be lovely to have all microphones on so that there can be spontaneous "Mmm," "Uhunh," and other responses from everyone. You will usually need to turn on your microphone and webcam—click on the icons.

20) If the video quality is low and audio also starts to break up, everyone can turn off video to use less bandwidth for the conversation.

21) **If your connection drops from the group call, or if you do not hear well, please let Shahar know and use the chat box to ask for help** if needed. If you cannot join via internet, please phone in—most phones will be able to join via video, but at least you will be part of the conversation. It could be that the group would need to go to "plan B" and meet via Skype instead of gotomeeting. We really want everyone to be able to hear and share as easily as possible, and it really makes a difference if you are feeling "out" or feeling fully immersed in the meeting.