



ZOOM for contemplatives

You may already know this, but it's truly *amazing* that we can share *contemplative, compassionate and evocative* space together over video conferencing! Below are some tips for making the most of this unique environment:



1. ZOOM BASICS:

- a. If you're **new** to Zoom, view these videos:
 - i. [How to Join a Zoom Meeting](#)
 - ii. [Joining and Configuring Audio and Video](#)
- b. Upload a **picture** of yourself to your Zoom account
 - i. ...so that will let others know you are still there if you need to stop streaming your video during a Zoom meeting
- c. Consider downloading a **Zoom app** to your computer for a more seamless experience
 - i. And if you decide not to, try using Chrome or Firefox to access (= Zoom's preferred browsers)

2. screen sharing

- a. For **screen sharing** (of visual images, documents, or websites), check out this video: [Sharing your Screen](#) and make sure:
 - i. The document you want to share is already open on your computer, and that
 - ii. Your calendar and any private documents you have are closed so they won't be inadvertently shared



3. TIPS

- a. For the best zooming, experiment with **shutting down** your computer daily (and remember to restart it in plenty of time for any automatic updates that might need to be installed)
- b. Have your **host's** contact info on hand in case you need to contact them before or during the meeting
- c. Put all electronic devices on **Do Not Disturb**
- d. Note: to **"look" one another "in the eyes"** on Zoom, you'll need to look directly into the camera (when you look at them in their "Zoom" box, it reads as if you are looking away from them). Try occasionally glancing into your camera to facilitate this experience.
- e. **Mute your audio** when you're not speaking, and especially if you have any background noise



4. TROUBLESHOOTING

- a. Watch these in advance, in case they happen to you!
 - i. [My Video Isn't Working](#)
 - ii. [My Audio Isn't Working](#)
- b. If your video freezes during a meeting, try turning off your video
- c. If you get dropped from the meeting, try signing in again

5. UNSTABLE CONNECTIONS PLAN

- a. In the event of **internet instability** or power outage:
 - i. For instability:
 1. If one of us experiences internet instability, trying **pausing the video** in order to preserve bandwidth
 - ii. For outage:
 1. If one of us experiences an outage, we will **proceed** with the meeting as long as the person isn't the group supervisee (otherwise we will reschedule)
 2. If I (the group facilitator) experience an outage, we will **reschedule** the meeting



6. SETTING UP YOUR SACRED (ZOOM) SPACE

- a. **WHO:** You and a computer with Zoom and some good lighting
 - i. ...being near a window can help, or having another lamp to the side of you
- b. **WHAT:** A quiet space that will enable you, and other participants, to enter into a compassionate and evocative shared experience. To do so, consider:
 - i. Turning your **phone** to Do Not Disturb Mode
 - ii. Setting your **computer** to Do Not Disturb to avoid pinging from email, texts, and calendars
 1. For Apple computers:
 - a. At the upper right corner of the screen click on the three lines to the right of the Siri icon
 - i. When the menu drops down, move the cursors to “Today” and scroll UP to reveal the Do Not Disturb Button
 - ii. Click on it and all notifications will be quieted for 24 hours
 2. For Windows Computers
 - a. Click on the menu or toolbar found on the bottom of the screen
 - b. Find the moon icon for Focus Assist on the lower right
 - c. Click twice until it says Alarms only
 - d. For further information on quieting windows, [check here](#)
 - iii. Having something **sensory** nearby that you might enjoy tasting, smelling, touching, holding, or gazing at (like tea, a diffuser with essential oil, or a flower or a plant on the table, or a rock or rosary to hold, a pet to cuddle)
 - c. **WHERE:** Find a comfortable, quiet space with a good connection (you can [test your internet speed easily here](#)), and see if you can locate your camera at **eye-level** (by propping up your laptop on a stack of books for example). Also:
 - i. Take a look at your **background** and see if it can communicate a visual sense of quiet (consider a calming virtual background if not)
 - ii. Consider the temperature of your room/season, and prepare for the meeting with hot/cold beverages, a blanket/fan, etc.
 - d. **WHEN:** Consider what will precede and follow your scheduled Zoom meeting, and see if you can insert some margins around it for:
 - i. Coming to the meeting in a grounded way (perhaps by going outside and placing your bare hands and feet on the ground and/or engaging in your regular contemplative practices that day), and
 - ii. Having space after the meeting in order to give all the energy from the meeting back to God and opening yourself to God’s nourishing and sustaining love in your body.

Attributions Below²

² This guide draws from Maria Tattu Bowen’s *Creating a Contemplative Atmosphere on Zoom and Participating in a Zoom Meeting* documents