

## Instructions for students to access Online class:

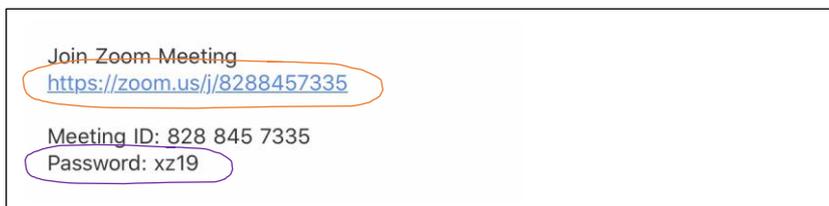
### **Prior to class (please do this well in advance of class start time):**

If you are on a mobile device, go to the app store and download 'Zoom Cloud Meetings' app. If you are on a computer, PC or Mac, the software will automatically download when you get to step 4.

1. Go to 'http://www.centralcoastmeditation.org' and click on the 'Online Classes' page which you can find on the home page.
2. Select the 'book now' button next to the class you wish to attend. You will be transferred to our booking system.
3. Fill out the booking form and pay for your class. You will receive a booking confirmation via email, which you will need to keep in order to access your class.

### **15 minutes prior to class start time:**

4. Open your booking confirmation email and note down the class link password (see example below in the purple circle).
5. Click on the class link. The class link looks like this example below (in orange circle):



6. When prompted, enter your first name and your email address.
7. When prompted, enter the four-digit password from your confirmation email (see step 4).
8. **Please note: the link will not show the class on your device until 15 minutes before the class begins. Once the online class starts, you should see an image of Buddha, our shrine and you should be able to hear some background noise of birds tweeting.**
9. If a message comes up saying 'unable to access microphone', press OK (do not allow microphone access).
10. Select 'Call Using Internet Audio'
11. If at any time the 'unable to access microphone' message comes up, press OK.
12. Do not select 'unmute' at any time during the class.
13. Wait for the pre-class announcement and adjust the volume as you need.
14. Enjoy your class!

**\*\*ANDROID USERS! If you cannot hear any sound, you will need to leave the meeting, then open up your Zoom app. Then go to settings, go to 'meetings' and then select 'auto-connect to audio'. Then, log back into the meeting using the steps above.**

*Additional note: we will be playing the Liberating Prayer in our classes as usual. This may sound unusual – this is due to the application used, there is nothing wrong with your device – there is no need to adjust, simply wait for the prayer to finish.*

