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THE FOUNDATION FOR SHAMANIC STUDIES
Instructions for Participating in a Zoom Video Meeting

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You have registered for an FSS online video meeting or workshop using Zoom videoconferencing.

FSS online offerings are full video, with participants and instructor/host able to see and hear each other. Offerings are experiential, including drumming and rattling, and shamanic journeying. In addition to participating in the larger circle, there will be opportunities for interaction in pairs and small groups using the Zoom Breakout Rooms feature.

For the best experience, you will need a good stable internet connection and a device with a video camera. Desktop or laptop computers are excellent; mobile devices such as tablets and smart phones can work too, though phone screens are usually too small for a good visual experience in a larger group. Headphones or ear buds can be helpful for clear audio, especially since there will be live or recorded shamanic drumming for journeys. (**Note:** You may join FSS Community Meetings by phone. **Online FSS workshop students must participate with audio and video.**)

Step-by-step instructions for access to the meeting and participant controls follow. **Please check instructions in advance of the meeting to ensure access.** If you need assistance before the meeting or workshop, email the host or instructor.

HOW TO JOIN A MEETING
After registering for an FSS video meeting, you will receive a meeting ID/link to join the meeting or workshop and (in some cases) a password. Please use the meeting ID/link to check out your system in advance. FOR SECURITY REASONS, please do not share the link or password with anyone, or publicize it in any way. Anyone who has the link and password can access the meeting. Regrettably, there have been instances of unauthorized participants maliciously disturbing Zoom meetings where the meeting link has been made public.*

Please follow the instructions in this link to verify your access:
https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

Make sure you **DOWNLOAD the latest version** of Zoom before the meeting:
https://zoom.us/download

TESTING AUDIO AND VIDEO
Before the meeting, it is **very important to test out your audio and video settings** so you can fully participate in the meeting.

Main audio/video settings: https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing
Audio settings: https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio
Video settings: https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-

NOTE: Many people find that using wired/wireless headphones or ear buds makes for a much better experience. If your headphones have a mic, Zoom allows you to select the device to use as a mic and the device to use for listening (speakers).

ATTENDEE/PARTICIPANT CONTROLS SETTINGS
Please review these Zoom instructions for settings available to you as a meeting participant:
https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

Some settings, such as chat or screen share, may not be available to you unless the host activates them.

BREAKOUT ROOMS
The FSS will use breakout rooms for small group discussion. This feature allows the host to divide participants into pairs and small groups to have private discussions regarding various topics and experiences. How to participate in breakout rooms:
https://support.zoom.us/hc/en-us/articles/115005769646

VIDEO MEETING CONSIDERATIONS
These meetings are full video. That means that not only can we hear you, we can see you and whatever is in the background in range of your camera. Consider in advance of the meeting:

a. Background noise and visuals. Use a private not a public space.
b. Choose a place where you are not likely to be disturbed by family, pets, and others.
c. Disconnect/silence phones, ringers, or other alarms.
d. Dress as you would for an in-person meeting.
e. Consider lighting and position of your computer/device, so that your face is visible for the meeting.

* SECURITY AND PRIVACY. The FSS is aware of recent concerns about Zoom security and privacy during meetings and has been following Zoom's response to these issues. At this point, Zoom has put all development projects on hold to concentrate exclusively on upgrading security and privacy. Meanwhile, the FSS has been advised of specific administrative settings to use to optimize security, which have been put in place for FSS Zoom meetings. The FSS will continue to update security and privacy settings as additional recommendations are made to help ensure a harmonious experience for meeting participants. (v. 4/5/20)