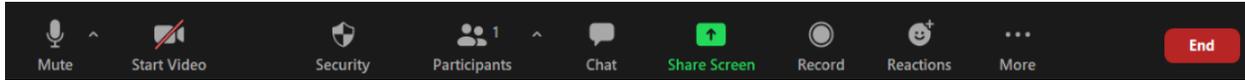


## Tips + Instructions for People New to Zoom:

### Basic Zoom Controls

Along the bottom of the screen is a taskbar with your essential Zoom functions:

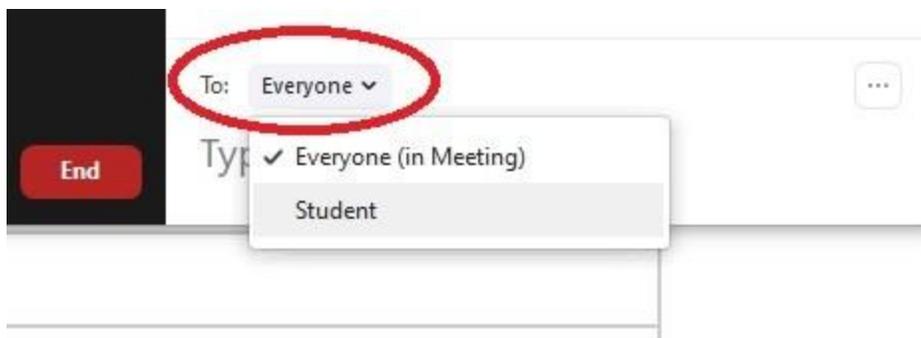


**Mute/Unmute-** To mute and unmute yourself, toggle the “mute” icon, *located in the bottom far left corner.* **We ask that you remain muted through most of the show, unless prompted to unmute during audience participation sections.**

**Stop/Start Video-** If you wish to hide your image from other guests, you can turn your video on or off by, toggling the “start/stop video” icon, *which is next to the mute icon in the bottom left of your screen.*

**Chat Function-** In order to send a message to the Zoom host or to another audience member before the show begins, you can use the chat function. To send a chat, click the “chat” icon *located in between the participants button and the share screen button.* A box will appear:

1. To send a chat to EVERYONE on the call, simply type your message in the box and click enter
2. To send a private message to a SPECIFIC PERSON on the call, click the box that says “everyone”. A drop down menu will appear with the names of all participants on the call. Select who you would like to send a chat to and press enter



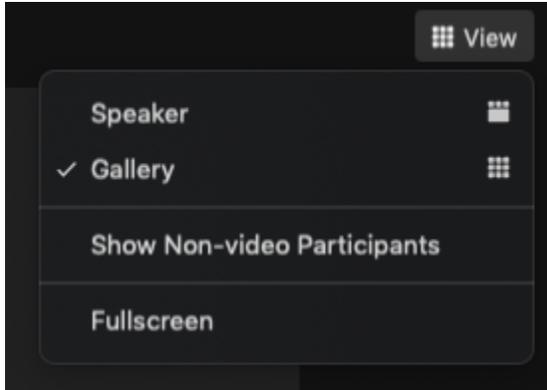
-If any technical questions do arise, before the show the chat box will be open to ask any questions. **Please note the chat will close once the show begins.**

### View Settings

For an optimal bardo experience, we ask that you view the show in Gallery View and Fullscreen.

To put yourself in gallery view and fullscreen:

1. In the top right hand corner of your screen, you should see a button that says “view”
2. Click this button, and a drop down menu will appear.
3. Click “ Fullscreen and Gallery View”



\*\*For more help on Zoom view and layout, click here:

<https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->

### **Break-Out Rooms**

During the show the audience will be sent into breakout rooms. When this happens, a pop-up will appear on your screen that says “the host is inviting you to join a Breakout Room”

1. To join the breakout room, simply click “join”

When it is time to come back to the main room, you will see a pop-up that gives a 10 second countdown with the option to return to the main session.

1. Please do not click the “return to Main Session” option, you will be returned to the main room automatically

### **Tips + Instructions for Zoom Regulars:**

-For an optimal bardo experience, have your view in full screen and in gallery view when the actors are not spotlighted.

**-We ask that you remain muted through most of the show, unless prompted to unmute during audience participation sections.**

-If any technical questions do arise, before the show the chat box will be open to ask any questions. **Please note the chat will close once the show begins.**

