GUIDE SHEET: ONLINE PARTICIPANT

Helpful tips before joining your online group to ensure the best possible experience

CHECK YOUR TECH
Getting on top of the technology really helps

- **Get Zoom:** Install Zoom on your device (it's free) https://zoom.us/support/download
- **Test Call:** Before joining the call, make sure you've checked that your connection, audio and video all work http://zoom.us/test (note: using headphones can help).
- **Use Link:** Your group organiser will send you a unique link to join your group.
- **Join Audio:** When you join the call, you may need to activate audio to hear and be heard. You can find this option in the bottom left next to the microphone symbol.
- **Mute Audio:** We recommend you mute audio when not speaking. If you want to speak and your microphone has been switched off by the host, use the "raise hand" option.
- **Gallery View:** To switch between Gallery View (seeing everyone) and just the speaker or presentation, click the option in the top right corner (Speaker/Gallery view).
- **Your Space:** Pick somewhere to join the call that is comfortable, has good internet connection and has minimal distractions. Sit by a wall for a less busy background too.

KEEP CALM · STAY WISE · BE KIND

Remember we are coming together to support one another as members of the Action for Happiness community. Whatever we do, let it be to promote calm, wisdom and kindness.

- **We listen to what everyone has to offer**

  Everyone in the room has something valuable to offer which we honour with our full attention and non-judgment, giving them the space and time they need to speak.

- **We speak from the heart, not just the head**

  When we share our lived experiences and feelings, rather than just ideas and theories, we offer something really valuable to the group and ourselves.

- **We take care of ourselves and each other**

  It's up to us to decide how much or how little to participate, while being mindful of the needs of others. We only benefit when we are willing to put good ideas into action.