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.

ACTION FOR HAPPINESS