

Anima Café Instructions

Before Joining

- Close unneeded applications on your computer to keep the video optimally functioning.
- You might want to use a headset with an external mic for best hearing and speaking capabilities.

During the Meeting

Identifying yourself

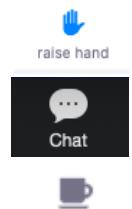
- Fill out your name in Zoom to make it easier to be identified and interacted with.
 - Click on participants at the bottom of the screen. It will open a list of all active people in the meeting.
 - Click on **rename** next to yours to do so.
- When speaking, (re)introduce yourself and let others know that you are finished by saying something like, “that’s all” or “I’m done” or “thank you” so that everyone knows you have finished your comments.

Joining a meeting

- Choose a space where there is nothing too visually distracting (e.g., cars or people going by) in the background.
- Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are not speaking. *This avoids background noise and distractions for others.*
- You might wish to mute your video (on the lower-left of the screen) if you are eating, scratching, talking with someone else in the room or anything else that might be distracting to others.

Communicating

- If you want to speak, physically raise your hand or use the “raise hand” feature that is available at the bottom center of your screen.
- Ask questions and make comments silently if desired using the “Chat” feature (also on the bottom and centre of your screen).
- If you are taking a break or stepping away from the computer please press the coffee cup icon.



Breakout Rooms

- At points in the meeting, you may be invited to join a smaller group to continue your conversation.
- You may need to wait 1-2 minutes for others to join you so please be patient as others figure out the technical issues to get to the breakout room.
- You are always able to come back to the main “room” if you are done in the small group or have questions. There should always be a host/facilitator waiting to welcome you back or answer questions.
- Each group should assign a facilitator to ensure everyone gets a chance to speak.

Leaving a meeting

- If you need to leave a meeting early, please leave a comment in the chatbox about something that you are taking away/found helpful from the meeting.
- Remember to sign out or “leave the meeting” when the session is finished.

Participating by Phone

Canadian numbers:

- +1 647 558 0588

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- +1 778 907 2071
- +1 438 809 7799
- +1 587 328 1099
- +1 647 374 4685

Joining a Breakout Room

- When joining a breakout room by telephone, you do not need to do anything to join. Once the host starts the breakout rooms, you will be notified that you have been added to a breakout room.

Participating in the Breakout Room

- You will be able to mute and unmute like you can in the main session. Use *6 to mute or unmute.

Returning to the Main Room

- You will be notified when the host has ended the breakout rooms and that you will be returning to the main room in 60 seconds. Press # to join the main room immediately.

Troubleshooting

Contacting the team

- If you need to message, email either James@AnimaLeadership.com or Mahlon@AnimaLeadership.com if you have trouble logging in.