

Participant Instructions for the Goldsmith Global Online Tape Group As of May 2020

Please note that these illustrations are based on using the Google Chrome browser on a Windows computer. If you are using a different browser (Edge or Firefox), or using Safari on an Apple computer, there may be slight variations from these instructions and illustrations. However, the flow will be the same.

These instructions also assume you have a broadband Internet service connected to your computer either with a cable or via Wi-Fi. If Wi-Fi, please be sure you are close enough to the Wi-Fi antenna to have 3 or 4 bars of signal strength; less signal strength may result in poor audio quality.

How to Join the Meeting Using a Computer (For mobile device instructions, see website.)

- Go to www.goldsmithglobal.org.
- Select “Join A Meeting” from the navigation bar at the top of the Home page.
- Scroll down the page and click the green-shaded bar (shown below) that says, “Click here to accept the terms of use and join the meeting.”

Click here to accept the terms of use and join the meeting.

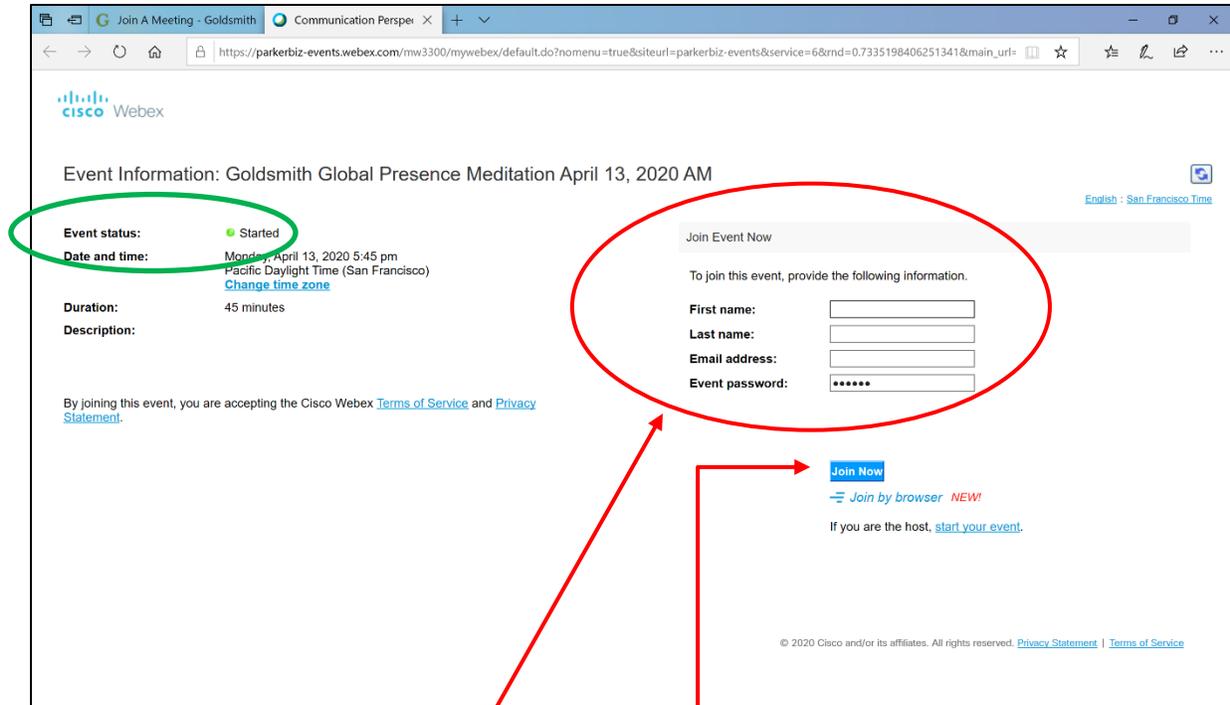
You will be connected to the meeting through the global Webex service.

- The **first time** you join a meeting on Webex, Webex will automatically download the Event Center software that enables you to participate in the meeting. If you have a broadband Internet connection, the download will take two minutes or less.

*Once you have participated in an online tape group session, the Event Center software has been installed on your computer. You **do not** have to install it every time you join a meeting. However, from time to time Webex may download updates to the Webex software. Depending on the speed of your Internet connection, updates typically take from a few seconds to just a minute or two to download and install.*

- If you are a first-time participant and have just downloaded the Event Center software, the next page you will see is the log-in page. **If you are a return participant, this is the first page you will see when you join the meeting.**

The “Event status” on the left side of the page will show a green dot and “Started” as shown in the illustration below.



Enter your name and email address. If you prefer not to enter your name, just type “guest” or “student” as a name. The Webex Event Center requires that you enter an e-mail address, but if you prefer not to enter your own e-mail address, you can just enter “guest@goldsmithglobal.org”. Webex does not validate the email address and does not use or permanently save it. We do not keep any information you enter, and it is not displayed to any of the other participants. The password should already be filled in as six dots, but if not, the password is always: Joel (case sensitive, so use capital J).

Next, **click the blue “Join Now” button.**

We recommend **against** using the “*Join by browser*” option shown below the “Join Now” button because the user interface will be different from these illustrations.

- You can join the meeting up to 15 minutes before the start time of the meeting, which is shown on the log-in page. You can use “Change time zone” on the log-in page to show the start time for your location. You can also check the online tape group times around the globe on the Schedule page of the website. Participants who join the meeting before the start time are in silent meditation.

If you log in **more than 15 minutes** before the start time for the meeting and the host has not opened the meeting, you will see the message shown in the picture below. It says: “Event status: Not started”. A message above the log-in area will say, “You cannot join the event now because it has not started” as shown below:

Join A Meeting - Goldsmith | Communication Persper

https://parkerbiz-events.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=parkerbiz-events&service=6&rnd=0.

Event Information: Goldsmith Global Presence Meditation April 15, 2020 PM

English: [San Francisco Time](#)

Event status: Not started

Date and time: Wednesday, April 15, 2020 5:45 pm
Pacific Daylight Time (San Francisco)
[Change time zone](#)

Duration: 45 minutes

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

Join Now

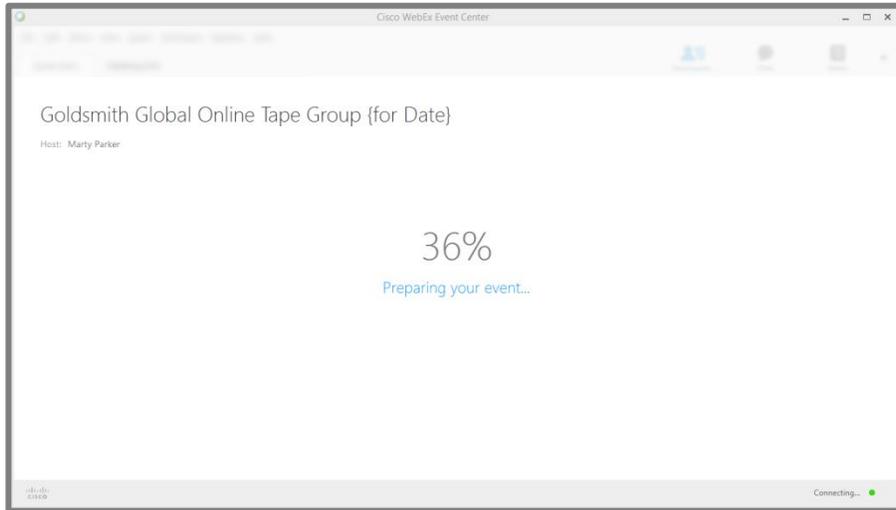
[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

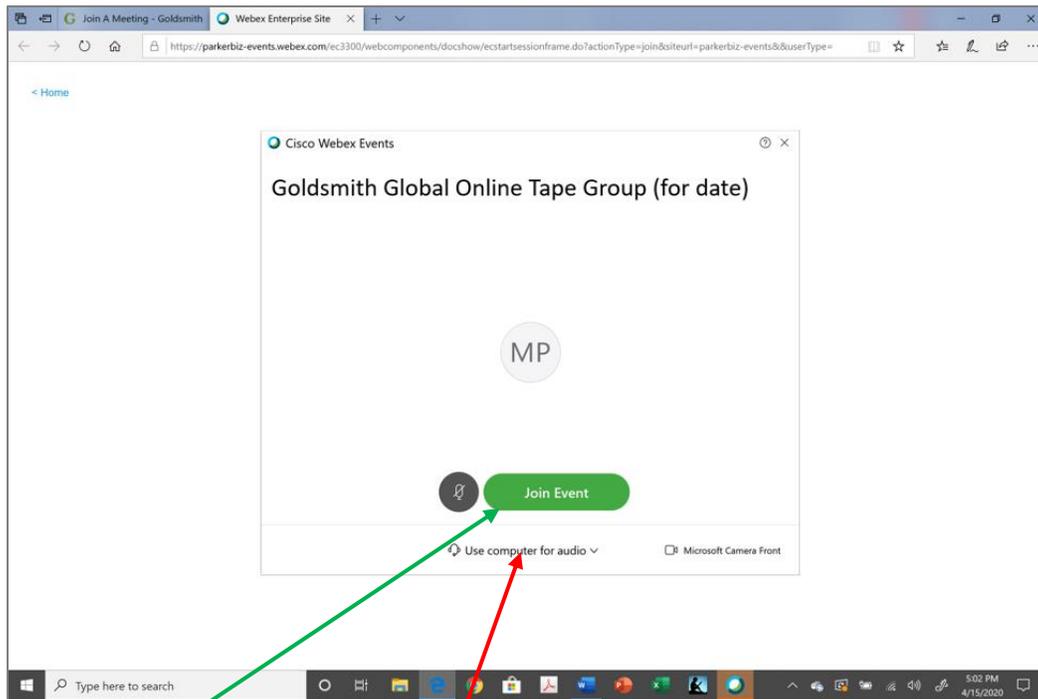
© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)

If you see this message, check to be sure that you have the correct meeting time for your time zone. If you are just a little early for the meeting and the host has not yet opened the meeting, simply close your browser page and join the meeting again at the scheduled time. This page will not automatically change when the host opens the meeting, so be sure to close the page and join the meeting again.

Next, you will see the page shown below. **No action is required on this page.** Just wait for the next page to appear. You should see a notice that says, "Preparing your event," together with a percentage indicator that increases quickly from 0% to 100%.

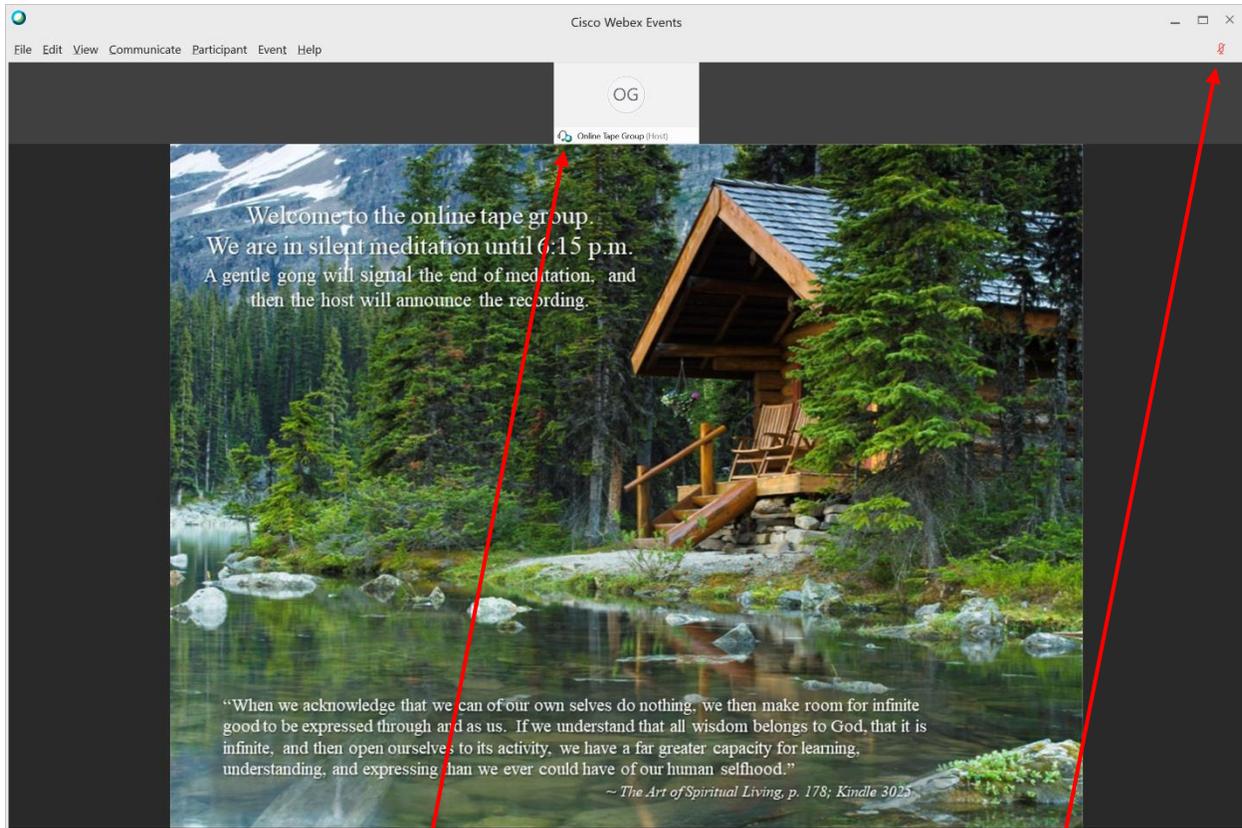


- When the counter reaches 100%, you will see a box that controls the audio settings for your computer, as shown below.



At the bottom it says, **“Use computer for audio.”** If something else is showing, click the small down arrow (v) to the right and select “Use computer for audio” from the choices. Then click the **green Join Event button.**

- It will then take a few seconds for the picture image to download to your computer. When you see a page with a picture and text that says “Welcome to the Online Tape Group...” you are now in the group meeting. The page will look similar the one below, but with a different picture every two weeks:

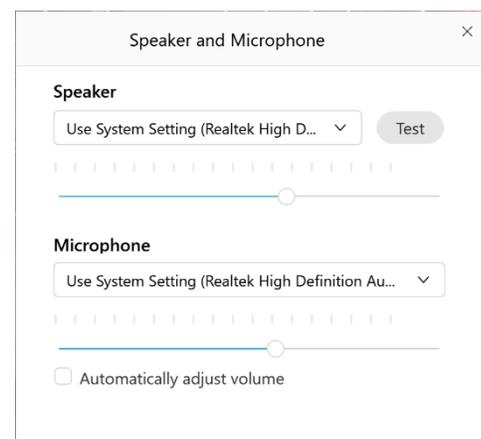


- You can confirm you are connected to the meeting in two ways:
 - The little **headset symbol** in the top box.
 - The red microphone symbol with a “mute” slash through it at the top right.
 If you do not see these symbols, the computer’s audio is not connected. Follow the instructions below to check and adjust the audio settings or close all of your browsers and re-join the meeting.

- You can check your audio device settings by selecting “Communicate” and then selecting “Speaker and Microphone.” (Note that you never need a microphone in the online tape group sessions.) A control box opens as shown at right. Select the device you wish to use for the audio speaker. This could be the computer speakers, external speakers, or a headset. Then click on “Test.” This will play a short Webex tune to confirm the setting and volume.

You can also adjust the speaker volume here, as well as by using your computer’s audio controls.

IMPORTANT: Be sure the audio control on your computer is **NOT muted.**



Getting the Best Audio Quality on Your Computer

- We have found that you will have the best listening experience by using a headset or amplified speakers. Often the speakers that are built into a laptop computer are not sufficient to provide the volume you need. Desktop computers typically have better speakers, but unless they are amplified using external power (i.e., they are connected to an electrical outlet or use batteries), you may not experience the best audio quality. Amplified speakers are available at an economical price from places like Amazon.com, Best Buy, Wal-Mart and other retailers that sell electronic components.
- Basic headsets or earbuds, such as those which come with a tablet, or most smartphones such as an Apple iPhone or an Android phone, will do a fine job when they are plugged into the headset jack on your computer. If you are listening to the online tape group session with other people, amplified speakers are still the best option.
- Audio quality will also depend on your connection to the Internet. Most high speed or broadband connections will provide satisfactory, consistent audio quality. Wireless (Wi-Fi) connections may provide variable audio quality, depending on the signal strength of your wireless connection during the online tape group session. Those who use cell phones are very familiar with the variable nature of a wireless telephone connection, and those same variations can occur with a wireless Internet connection.
- The Internet is a very busy information highway. During the tape group session, if any of the Internet links between your computer and your Internet provider's host computer are extremely busy, the transmission of Joel's voice may be slowed down, and you might hear some "clipped" words. Or, some of Joel's words might have a tonal quality like a harmonica. These minor sound distortions should stop as the network traffic gets back to normal range.
- If your computer is using a wireless connection, you can get the strongest signal by being close to the wireless antenna. Most computer systems have an indicator like the one shown below that indicates the strength of your wireless signal. A weak signal will register with just one or two bars shown in color or shaded. A strong signal will show four or five colored or shaded bars. If your signal strength is only one or two bars, you may hear a clipping or a harmonica-like effect more frequently.



- The audio quality on dial-up connections will not be satisfactory. If you do not have high speed Internet service, we recommend you use the call-in option for the online tape group sessions (See "Can I join the meeting by telephone?" on the Instructions page of www.GoldsmithGlobal.org.)
- At the end of each tape group session, we offer a short survey about the audio quality you experienced. Your feedback is extremely helpful, and will assist us in assuring the best possible sound quality.

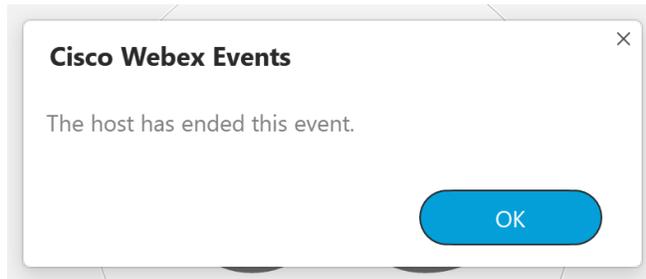
Participant List

- To protect the privacy of those participating in the tape group meeting, the names of attendees are not displayed. When you are connected to the meeting, if you click on the "Participants" tab, you will see the name of the host and the name you used when you signed

in. The list appears in this way because we do not display the names of participants. It does not mean that you are the only participant.

How to Conclude the Meeting

- Shortly after the concluding meditation and any announcements by the host, the Webex session will end. You will see this message:



- Click OK. Next you will see the short audio quality survey. After completing the survey or clicking “Cancel,” you will be reconnected to the Goldsmith Global web site.
- If you need to leave the online tape group meeting before it concludes, you can select the menu for File then Leave Event (for Windows – use similar menu for Apple Mac), or simply close your browser windows.

How to Get Help

When the Tape Group Is In Session

We trust that everything will go smoothly for you. If you have technical difficulty during the meeting, we will not be able to assist you because we will be in meditation or listening to the tape with the group. However, you can get help from Webex at any time:

1. Go to <http://parkerbiz-events.Webex.com/>
2. On the left navigation bar, click "Support"
3. Click “Contact Us.”
4. Call the toll-free Technical Support number shown on the Webex site. If you are not in North America, click the link for international toll-free numbers.
5. If the Webex technical representative asks which meeting or event you are in, tell them the event number is 663 214 611 and that it is an event at parkerbiz-events.Webex.com.

When the Tape Group Is Not In Session

When the tape group is not in session, you are welcome to send an email to the tape group host with any technical questions. Simply go to www.goldsmithglobal.org and click on “Contact Us” in the navigation bar. You can also call Marty Parker at +1-408-420-5539. We are more than happy to assist you in resolving any technical problems, and if we cannot resolve them, we will conference in a Webex technician. We have had excellent success with helping participants resolve audio or connection issues that were troublesome.

Feedback and Suggestions

We would appreciate any feedback or suggestions you have about these instructions or about any other aspect of the Online Tape Group. To send us a message, please go to www.goldsmithglobal.org and click the “Contact Us” button on the navigation bar.