

Instructions for Joining the Goldsmith Global Online Tape Group by Computer As of April 2023

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 assume you have a broadband Internet service connected to your computer either with a cable or via Wi-Fi. If you are using a Wi-Fi connection, 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, [click/tap here.](#))

- Go to www.goldsmithglobal.org.
- In the navigation menu at the top of the page, in the dropdown menu under the "Meetings" tab, click "Join A Scheduled Meeting."
- Click the green-shaded bar (shown below) at the top of the page that says, "Click here to accept the terms of use and join the meeting."

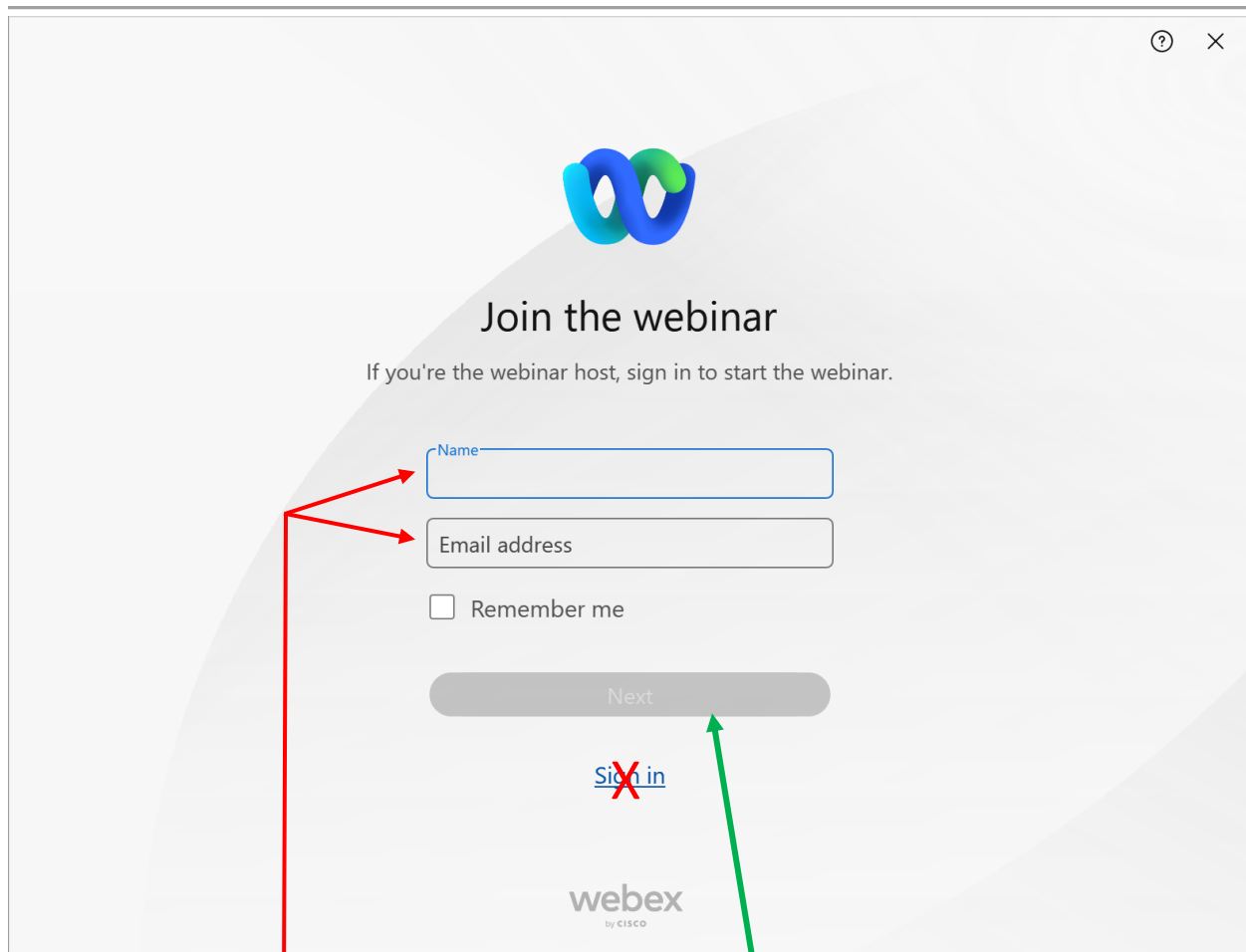
[Click here to accept the terms of use and join the meeting.](#)

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 Webex webinar 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 Webex webinar 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.*

- On the next page, you will see an image of the Webex Join the Webinar page.



Join the webinar

If you're the webinar host, sign in to start the webinar.

Name

Email address

☐ Remember me

Next

[Sign in](#)

webex
by CISCO

Enter your **name and email address**. If you prefer not to enter your name, just type “guest” or “student” as a name. The Webex webinar 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.

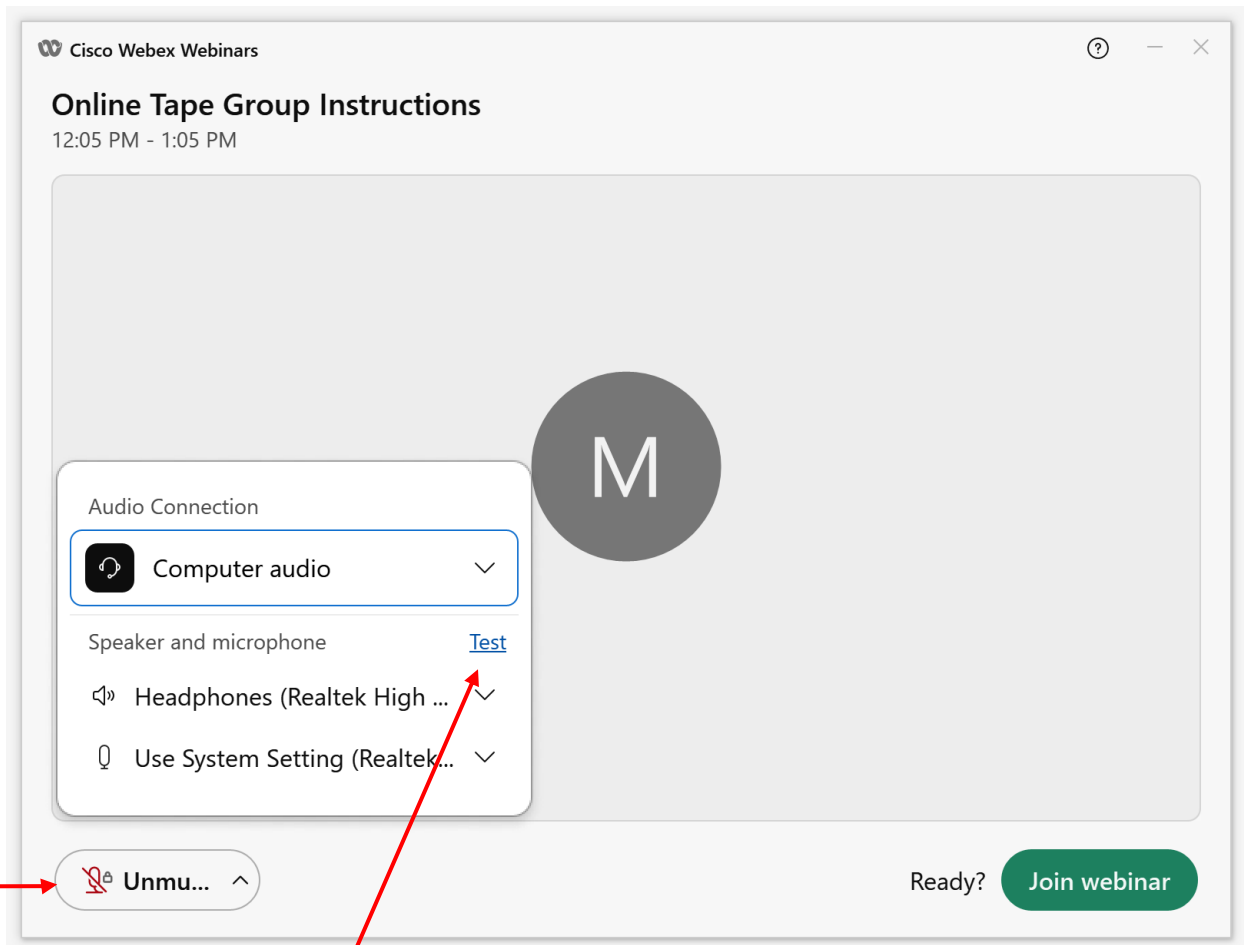
After you have filled in your name and email address, the **Next** button will turn black, and you can click that button to proceed.

Please DO NOT click on the [Sign in](#) link. That is only for the host, and you will not be able to join the online tape group session using that link.

You will then see the Webex webinar page, as shown on the next page.

- You can join the meeting up to fifteen 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 by going to the “Meetings” tab on the menu bar at the top of any website page and clicking on “Schedule” in the dropdown menu. 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 a message that says, "The Webinar has not started."



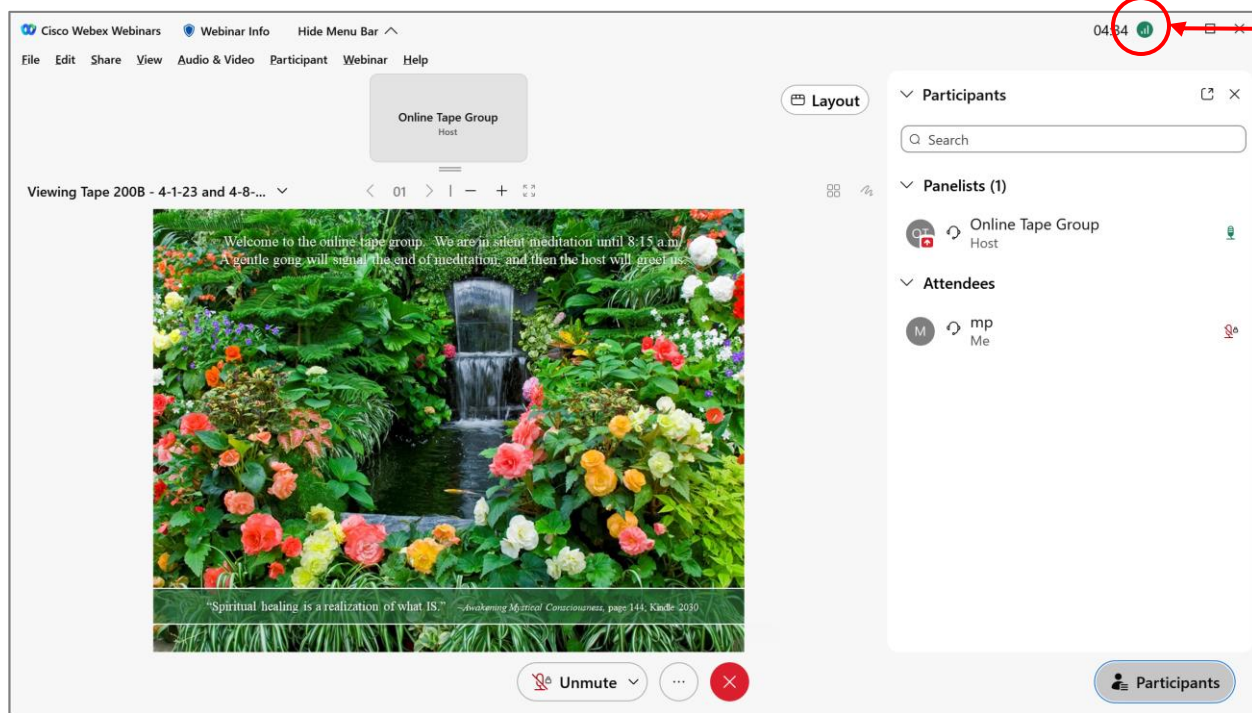
Picture of Webex Webinar Page

The audio connection box shows the devices that the Webex webinar software will use for the audio connection. You can change a device by clicking the down arrow to the right of the device name and selecting another option. A microphone device is shown even though the microphone will be muted throughout the online tape group session, so there is no need to adjust that setting.

You can use the "[Test](#)" link to check your speaker or headset. This will confirm that your speakers or your headset is NOT muted.

If the Audio Connection box closes, you can open it again by clicking the small arrow to the right of the microphone symbol at the bottom left of the page.

When you are ready, click the green Join Webinar button. You will then see the image shown on the next page.

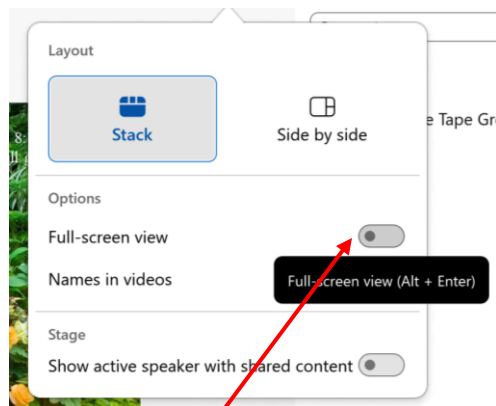


You can tell your computer is connected to the online tape group session by noticing the green circle at the top right of the page. The strength of the network connection is shown by the bars inside the circle.

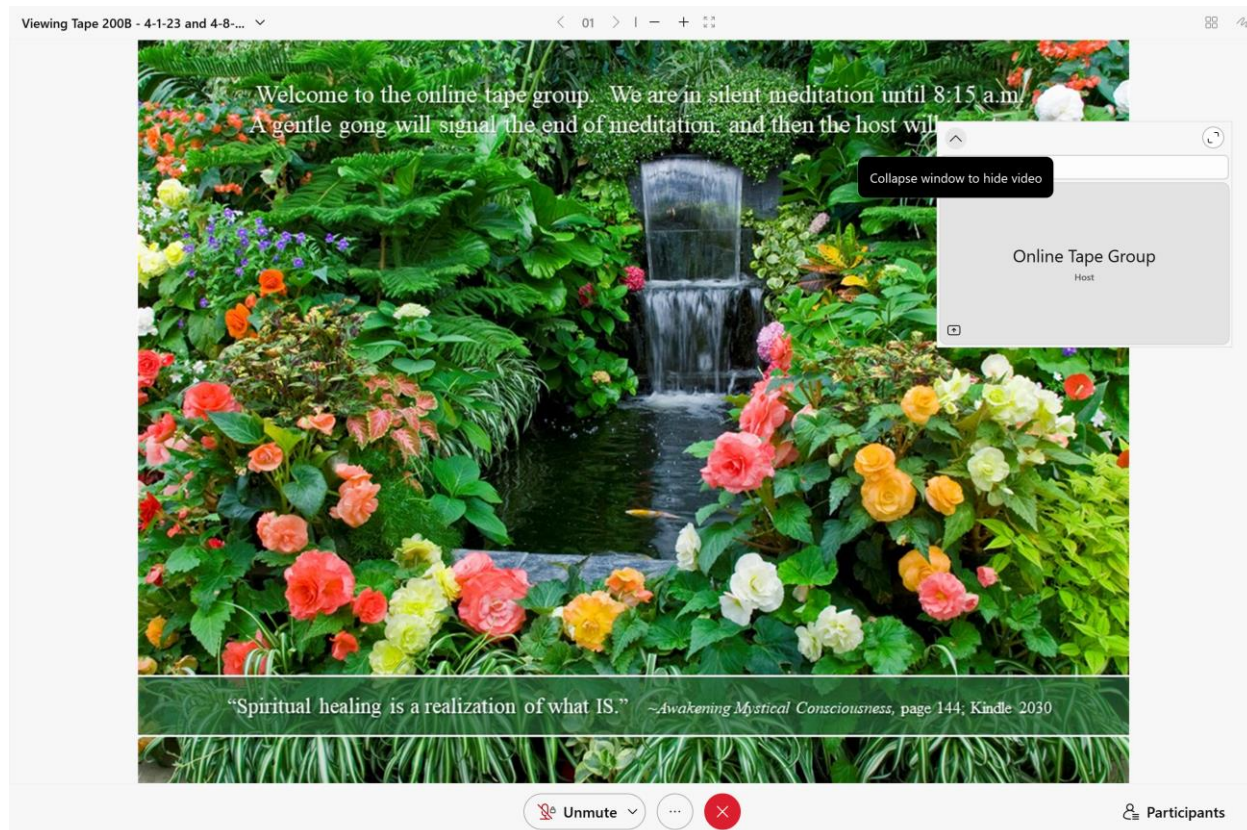
In the center of the page, you will see the image for the webinar, with the message at the top of the page saying, "Welcome to the online tape group..." Near the bottom of the image you will see the contemplative quotation offered for this contemplation and meditation period.

On the right side you see the Participants panel. For privacy reasons, we do not display the list of all participants, so you will only see the name you entered and the host name. However, this does not mean that you are the only person participating in the online tape group session.

To establish a more serene view, you can click on the Layout button at the top center of the page, which will show this dialog box:



If you move the Full-screen view slider to the right, it will hide other information, but will create a larger image on the page, as shown below.



You can minimize the box that says “Online Tape Group” by clicking the small up arrow at the top left of the box. Then you can drag the compressed box to the lower right of the screen.

Also, by pointing just below the image, a small down arrow will appear. Click that arrow to hide the three control bubbles below the image. Ahhh! Serenity!

You are now connected to the Webex webinar and participating in the online tape group session.

How to Get 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 the compatible device. 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 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 telephone 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.

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, please do not hesitate to call the WebEx help service. For the U.S. and Canada, the toll-free number is **1-866-229-3239 (then menu choice 2; then next menu choice 1)**. You can find international toll-free numbers [here](#).

This help service is free to all participants, and we have found the WebEx staff to be very capable and courteous. If the WebEx representative asks you for the WebEx site name, it is:

- parkerbiz-events.webex.com.
- The host name is Marty Parker.
- The webinar number is 2553 147 1414 and the webinar participant password is Joel.

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” 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” button on the navigation bar.