

# How to Koi Zen

## Invite 5 Friends to your Block(ed) Party

- Send the Block(ed) Party invention by email to your friends. Let them know the day and time of the event.
- You can send the invitation in it's own email to get RSVPs or just email with the Zoom call details (see below).
- On the email, also let your friends know when you'll be safely delivering their wine.

## Safely deliver Koi Zen wine to your friends

- Keeping the tissue wrapped around the bottle, write each friend's name on the wine tag attached to the neck of the bottle.
- Following local requirements for social distancing such as wearing a mask and gloves, deliver the Koi Zen bottle to your friend's doorstep.
- After knocking or ringing the bell, step back at least 6 feet and wait for an adult to answer the door. Please ensure someone over 21 years old receives the wine in person.

## Schedule your Block(ed) Party Zoom call

Zoom is a platform application that allows you to connect several people over the internet with live video conferencing - both audio and video (video is optional but helpful to replace the absence during social distancing). It's free to use if you are hosting less than 100 people for a call up to 40 minutes at a time. More advanced options are available for purchase through the Zoom website.

These tips to using Zoom are being provided by Koi Zen Cellars. Koi Zen Cellars is not compensated in any way by Zoom. If you have specific questions about using Zoom, please contact their technical support - you'll get faster and better answers than contacting Koi Zen!

***If you don't already have a Zoom account, you'll want to set up a free account to host a call - here's how:***

- Go to [www.zoom.us](http://www.zoom.us) and click the "sign up it's free" button to create your free account. Note that calls will be limited to 40 minutes.

- **To schedule a call**, click on the menu bar “Host a meeting”, select “with video on” and sign into your account.
- Click on “Schedule a Meeting” to set up a call in advance.
  - Topic - name your call. You can use “Block(ed) Party,” “Wine and Chat,” “Let’s Koi Zen Together” or whatever feels good to you.
  - Under description, you might want to add “Get ready to Koi Zen - grab a glass and open your wine!”
  - Select the date and time of your call. Be sure it matches the date and time you entered into the invitation template.
  - Your call will automatically be limited to 40 minutes unless you upgrade your account.
  - Scroll down to the Video section. To be able to be seen and for your friends to be seen on the call, click the “on” button next to “Host” and “Participant.”
  - Ensure “Audio” has the “Both” button selected so that your friends can choose to connect to the call from either their phone or their computer.
  - For security purposes (to prevent unwanted guests), select “Enable waiting room” (which is the default) under meeting options.
  - Click the “Save” button.

***Send the Zoom call details with the invitation you selected and saved.***

- After you save the scheduled call (above), the Zoom call details are populated. You can add to your calendar by clicking the calendar option.
- Click “Copy this invitation”
- A pop up screen will show just the call information. Click “Copy meeting invitation.”
- Go to your email application and start a new email. In the “Subject” line, enter “Join our Block(ed) Party.
- In the content section of the email, start your email with “Let’s practice social distancing together. Please read the attached invitation for details (wine is involved!)”
- Paste your invitation from Zoom (Control-V on a PC; command-C on a Mac) below your message.

- Attach the Invitation PDF you saved - be sure the date and time of the call is entered on the PDF.
- Send to 5 friends and to yourself - you'll need the meeting details if you didn't save to your calendar. Deliver the wine.

### **Host your Block(ed) Party call**

- Before starting, uncork your Koi Zen and pour into a glass!
  - Swirl the wine in the glass to help the wine "open up" for best flavor.
  - Sip back, enjoy your wine and start the call!
- Click on the Zoom call link from either your calendar (if you saved the meeting to your calendar in the above step) or from the email you sent to your friends.
- A screen will pop up using the camera from your computer, however, the video is not yet on as you'll notice from the camera icon on the bottom with the diagonal line. Position the computer so that you are clearly visible in the screen. If you'd rather have a background of something other than your space, select "virtual background" and choose one of the Zoom templates or add your own photograph.
- Click "Start Video" when you're ready with your wine glass! Be sure your microphone is not muted.
- On the next screen, click the "Start" button.
- As your friends join the call (which they will do simply by clicking the Zoom call link from the email you sent), you will receive a message on your screen telling you who is in the "waiting room." Assuming it's one of your invited friends, click "Admit."
- If your screen is in "Speaker" view (as noted on the top of the screen), whomever is talking will be shown on screen. To see everyone at the same time, click the grid to get the full panel (just like the Brady Brunch opener!).
- After you've caught up and enjoyed the wine, but before you end the meeting, ask who will host the next Koi Zen "Block(ed) Party" and which wine will be next!
- To end the meeting, click "Leave Meeting" and have another glass.