

SEARCHING THE PODBEAN WEBSITE

1. Dharma recordings from the Daily Online Sangha are available as podcasts through podbean.com, and can be accessed by entering **satisangha.podbean.com** into a web browser window, as shown in Figure 1.

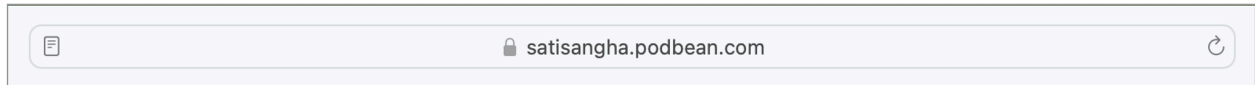


FIGURE 1: Podbean URL

This will bring up the Reflective Meditation home page on the Podbean website, as shown in Figure 2.

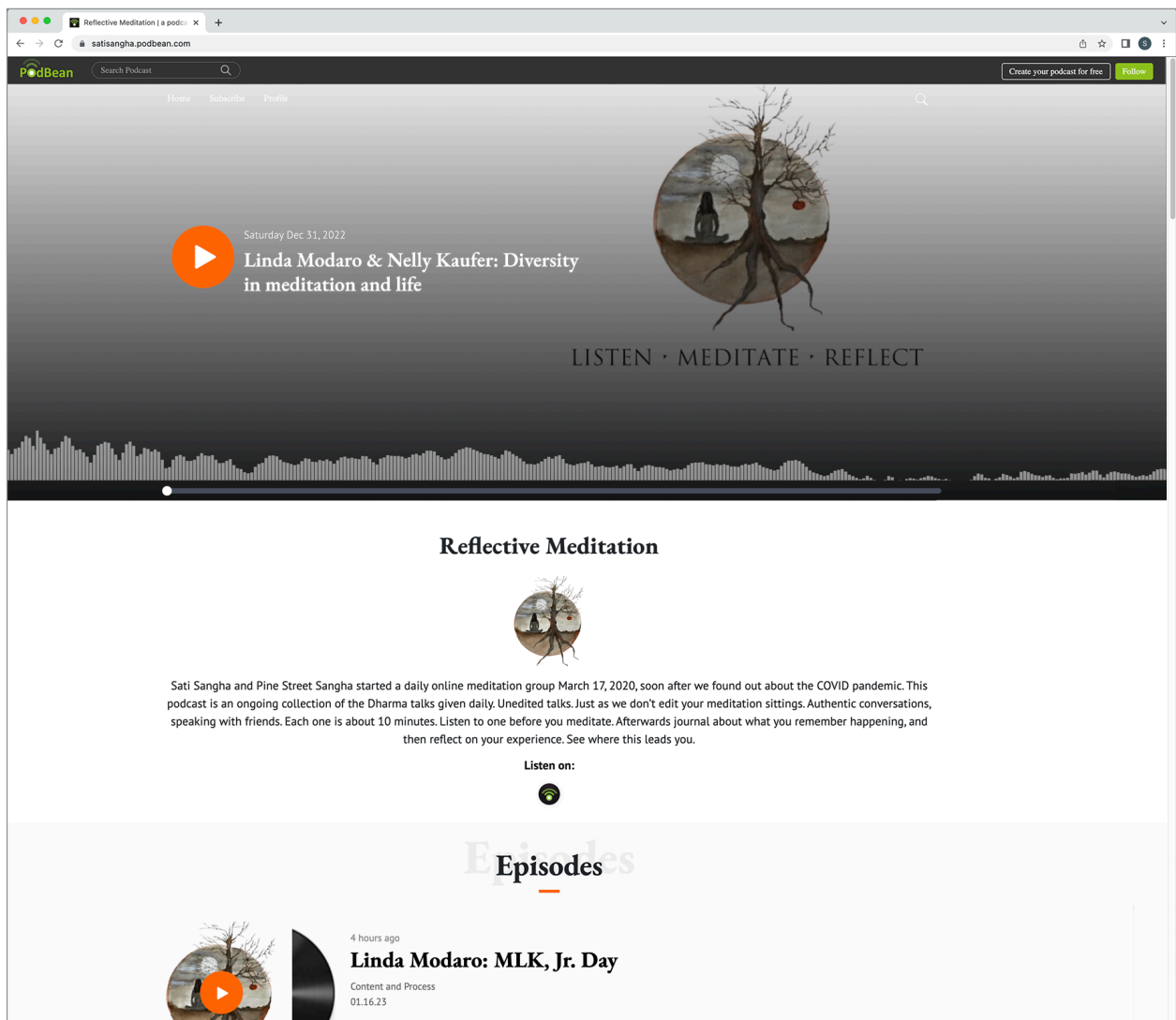


FIGURE 2: Reflective Meditation home page on Podbean

2. To search the **satisangha.podbean.com** website, you can either:
 - **Scroll** through the episodes, using the **Load more** button at the bottom of the page, or
 - **Search** the recordings by teacher's name, title of dharma talk and/or subject matter.

Recordings are listed in the order in which they were uploaded to Podbean, with the most recently uploaded recordings at the top of the listing. To search for Reflective Meditation dharma talks on the **satisangha.podbean.com** website, use the search field accessed by clicking on the **magnifying glass** on the upper right side of the page, indicated by the white arrow in Figure 3.

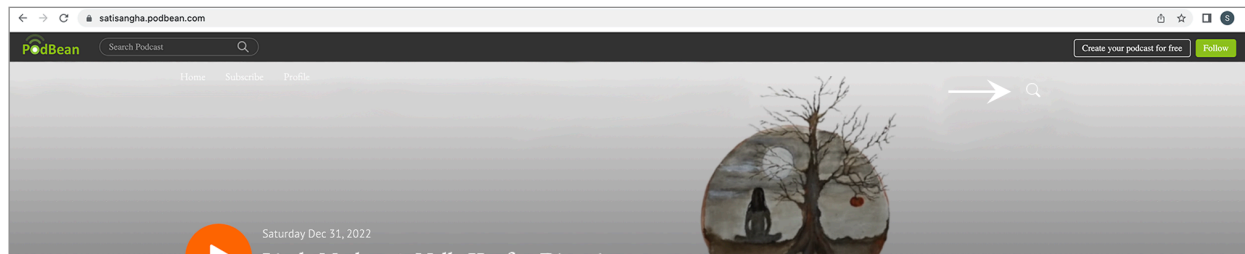


FIGURE 3: Reflective Meditation home page with white arrow indicating the magnifying glass icon to be used to search the site

When searching on the **satisangha.podbean.com** website, **DO NOT** use the search field in the upper left side of the page, which is indicated by a white arrow and red “no” symbol in Figure 4.

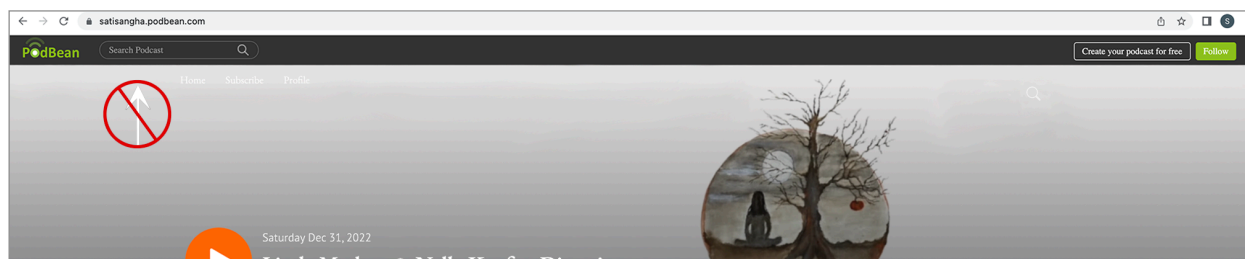


FIGURE 4: DO NOT USE this search field on the Reflective Meditation home page of the Podbean website

If you become lost within a search on the Podbean site, and cannot see the magnifying glass in the upper right of the page, or the **Home** button in the upper left side of the page, enter **satisangha.podbean.com** in the URL field, as shown in Figure 1, to return to the Reflective Meditation home page.

3. To start a search, **click on the magnifying glass** icon, enter a teacher’s name, dharma talk title and/or subject into the search box.

Press the **Return / Enter** key on your computer.

4. The search results may include a list of recordings or a specific dharma recording, depending on the criteria that you enter in the search box.

Figure 5 shows a partial list of results from a search for **Janet Keyes**. The complete list, accessed using the **Load more** button at the bottom of the screen, includes all recordings attributed to Janet Keyes.

The category designated for each dharma talk, and the month of the original recording, are displayed **below** the title for each talk, e.g. June: Teacher’s Choice. The actual date of the original recording is displayed below the month and category, e.g. 06.25.21.

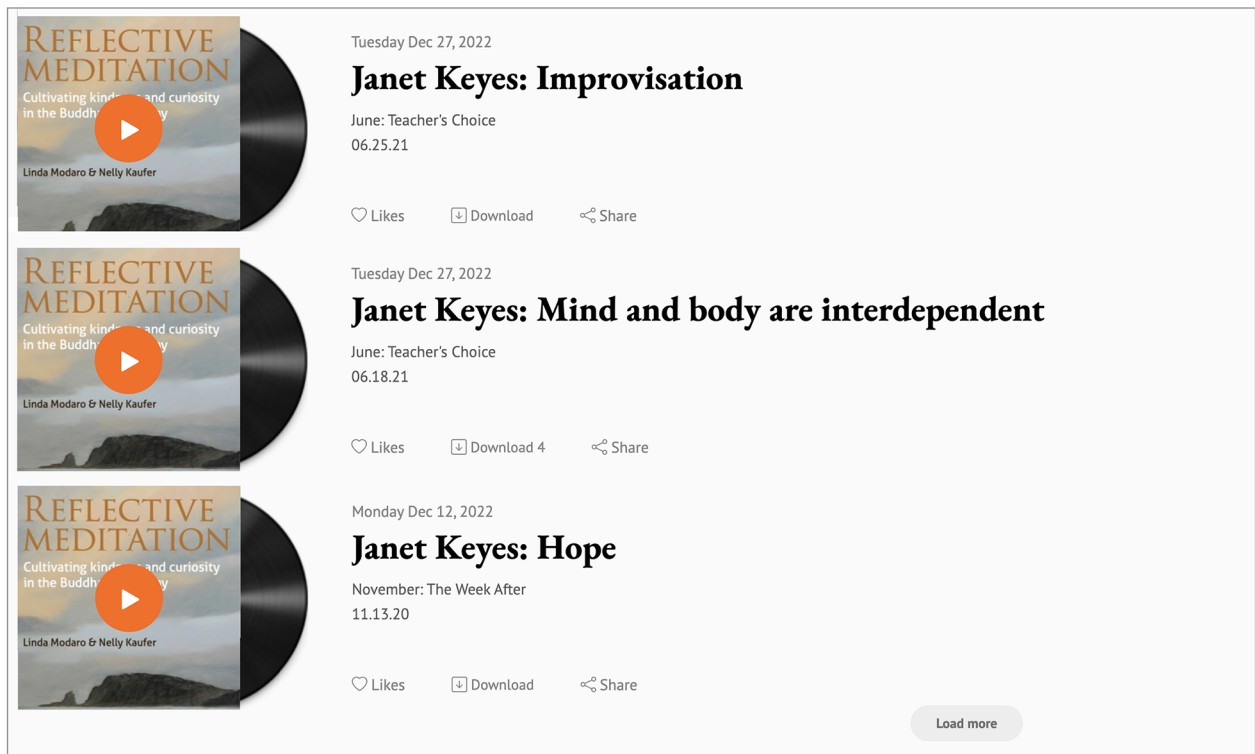


FIGURE 5: Partial list of dharma talks resulting from a search for Janet Keyes

The date shown **above** the title is simply the date the file was uploaded to Podbean.

Figure 6 shows a search box using specific criteria that limit the search to one or more recordings that include the teacher, **Janet Keyes**, and the word **interdependent**.

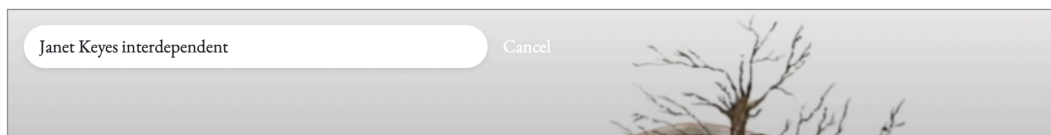


FIGURE 6: Search criteria entered into search box, prior to pressing Return / Enter

Figure 7 shows the result of the specific search criteria entered in Figure 6.

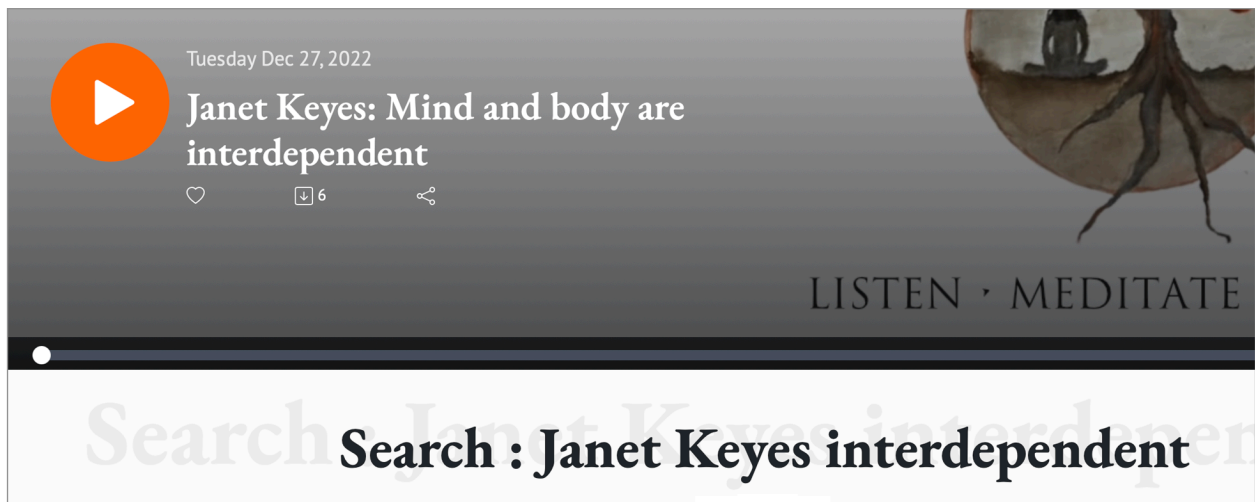





FIGURE 7: Search results from entering the specific criteria shown in Figure 6

LISTENING TO RECORDINGS ON PODBEAN.COM OR ON THE PODBEAN APP

1. When you have located a Reflective Meditation dharma talk you want to hear, you can simply click on the **Play**  button or the title of the recording on either of the search result pages.
2. If you want to download the recording to your computer, e.g. to listen to at a later time, click the **Download** command  Download or icon  on the search results page.

In addition to listening on the **podbean.com** website, you can also listen on your mobile phone, using the free Podbean iOS or Android app. The app can be downloaded from the App Store or Google Play, as shown in Figure 7, or the **podbean.com** website.

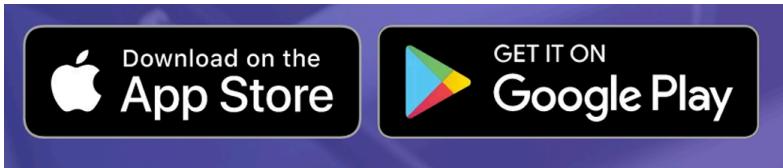


FIGURE 7: The Podbean app is available for both iPhones and Android phones.