

Best Practices:

- Make sure you have a **Strong Internet Connection**.
- **Join ZOOM via the Email Link** in the “[Zoom Link & Manual](#)” email sent the day before class.
- A **Laptop/Computer** is easier and preferable to using a tablet.
- **Cell Phones** are permitted for **VIDEO Only** if you don't have a functioning camera on your computer.
- If you must use a **Tablet or Phone**, make sure you have the **ZOOM App downloaded PRIOR to class**.



IMPORTANT!

You must remain in the same location during the class – Not driving or otherwise distracted.

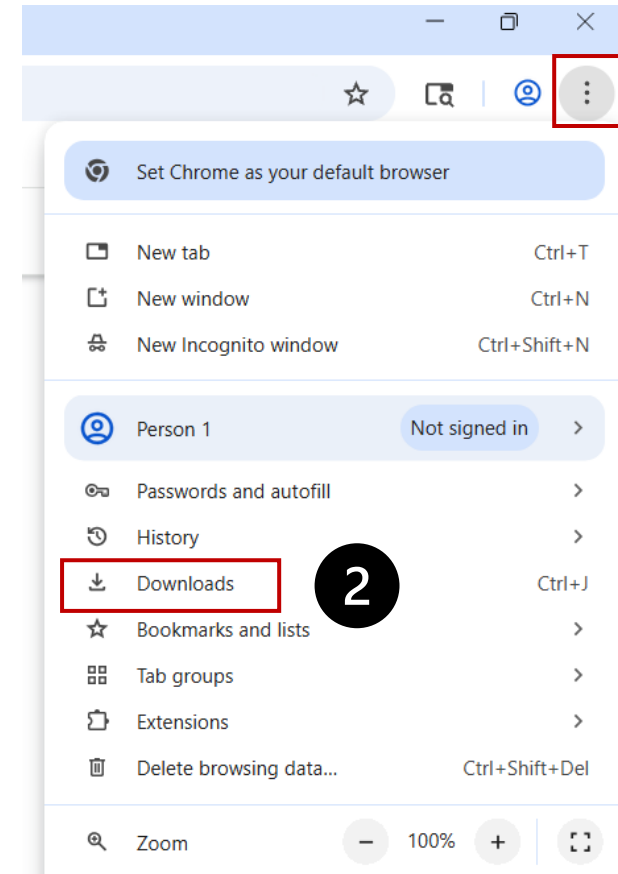
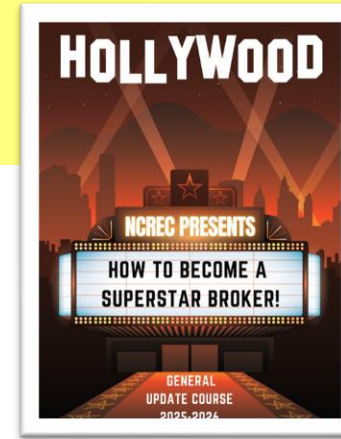
Student Manual

Open Student Manual prior to class starting.

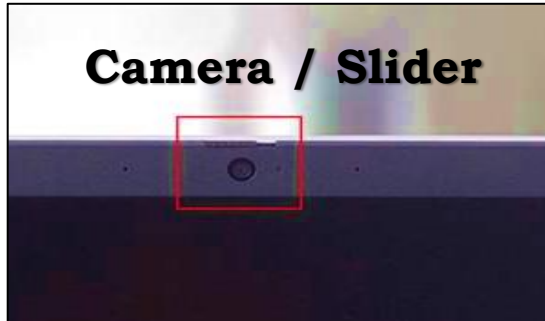
- Open the **Manual in a separate tab** on your computer or tablet. *(See Steps 1 and 2 below on how to download Manual. Need Zoom App downloaded on tablet.)*

1. **Download** the Manual from the “[Zoom Link & Manual](#)” email that you received the day before class.
2. **Locate the Downloaded Manual** (either in your downloads or where you saved it)
 - a. **To Find in Your Downloads** click the **3 dots (...)** at the top right of your screen next to your profile icon, then click **Downloads**. *(See image with Steps 1 and 2 to the right.)*

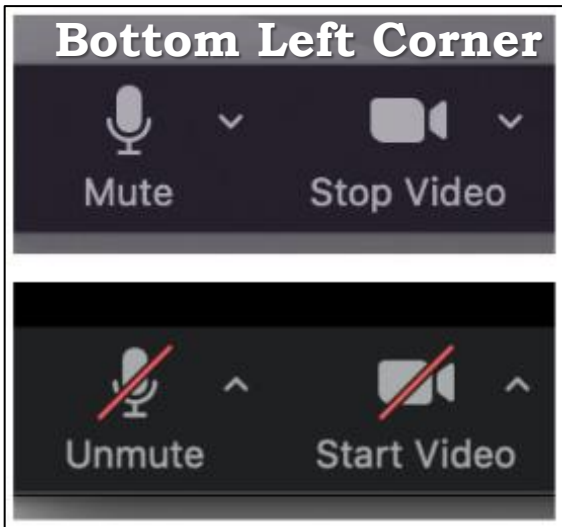
You can also print the Manual, but due to its size, we recommend accessing electronically.



Camera & Microphone:



Most Laptops have a **Camera** built into the top of the screen.
Make sure the cover (slider) is **Open**.



A **Red Line** through either the Microphone or Video Camera on your toolbar **means OFF**.

The **Video Camera** should be **ON** (no red line) at all times except for breaks.

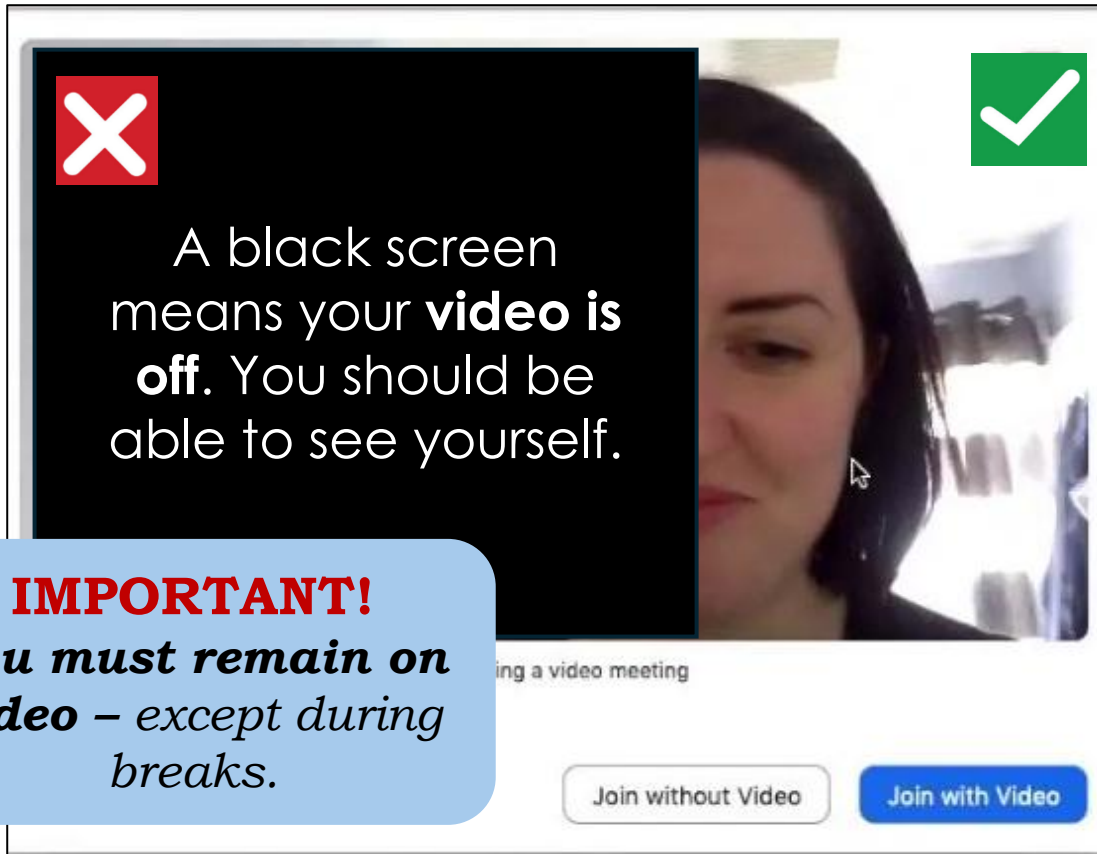
The **Microphone** should be **OFF** (red line) unless you are speaking.

If you don't see the Zoom Toolbar, HOVER your cursor over the bottom of your screen.

Camera & Microphone:

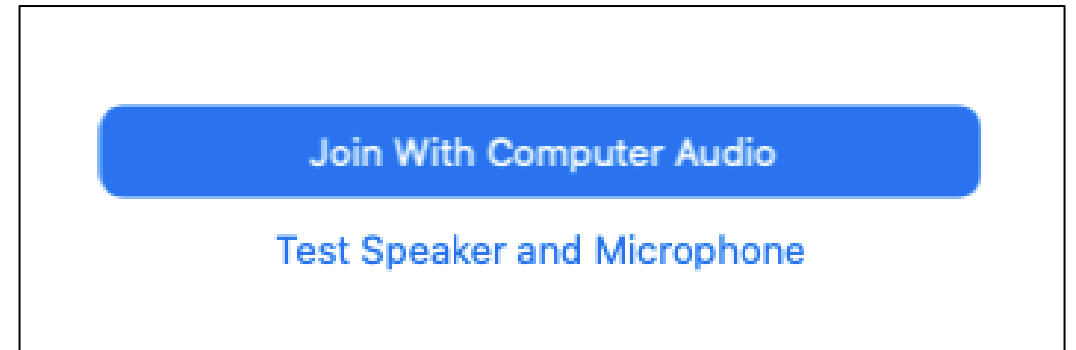
Click on the **Zoom Link** included in your “**Zoom Link & Manual**” email and follow the prompts to join with Video and Audio.

On ZOOM, click **Join with Video**



IMPORTANT!
You must remain on video – except during breaks.

Then, **Join with Computer Audio**



CAN'T HEAR?

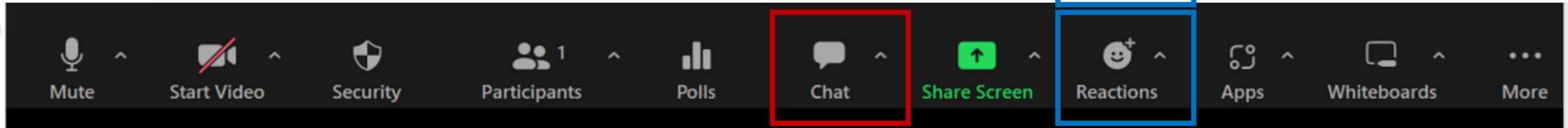
*Make sure you're **not muted** on your **keyboard**. Press **Vol ↑**.*



Chat & Reactions:

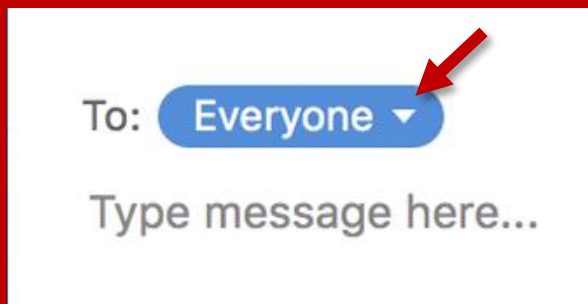
Access **Toolbar** by hovering cursor over bottom of screen.

May look like this.



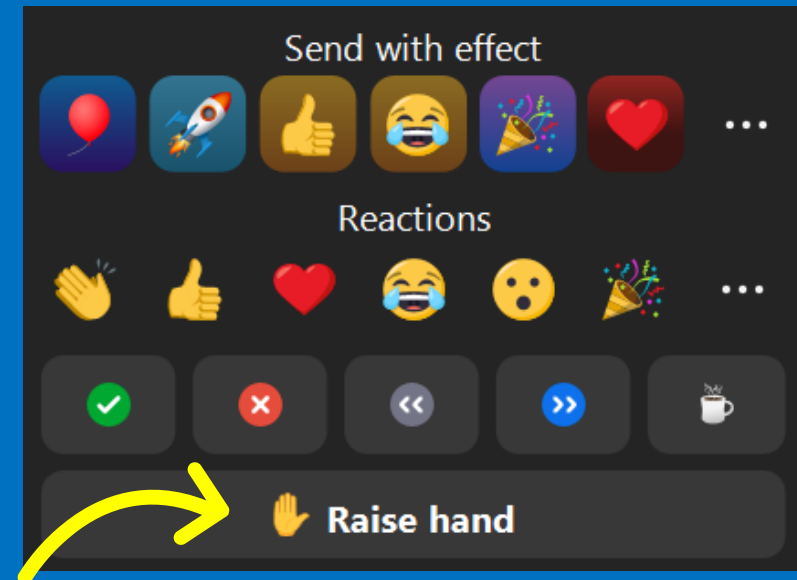
CHAT:

- Where you type in Your **Name & License #**
- Where you **Respond to Questions**
- Chat with **Everyone** or **Specific Person**
- Click **Dropdown Arrow** for other recipient options



REACTIONS:

- Where you **Respond to Questions by Raising Hand** (then lowering hand)



Still Need Help?



EMAIL:

Laura.Sposato@Pinn-Grp.com **OR**
Gina.Daniels@Pinn-Grp.com

CHAT:

Directly to Gina

CALL:

919-233-9700