

Hi all,

There are a few messages that should be coming through tonight, my apologies if they come through in a weird order. Yahoo is not playing well with others this evening. The first messages cover the content of the class and a few other useful things.

This message is the procedures of exactly how this will work tomorrow.

About half an hour prior to 4pm PACIFIC STANDARD TIME I will post a link here on this loop.

You don't need any special equipment, accounts, or anything like that to participate.

You do need a PC/laptop or phone that has a microphone and preferably a webcam or camera.

Once the link is posted you will need to click on it. It will have the word zoom and a bunch of random numbers and letters in it because Zoom is the third party contractor my company pays to handle webinars for me, the rest is the session number. Zoom is a secure paid service that does not data-mine, track keystrokes, or put full loads of software on your computer. The only thing you will be asked to do is allow a plug in, which you can remove after the webinar.

So open the link, click on it, and say yes to download the plug in. Once it downloads, it will open the webinar window and put you into the session. Depending on the machine you have, you may need to click on the original link in the loop message after the plug in is downloaded. Most, but not all, software will put you right into the session.

When you enter the session **YOU WILL BE MUTED**. This is so that you don't disturb the session going on if you click in late. All you need do is look to the lower left of the webinar window. You will see a microphone icon, click it, and you will no longer be muted.

Once we are rolling, you can click that mute button if you have noise in the background and the rest of us won't be able to hear anything from your machine.

Once we are all online, I will give you all a thirty second tour of the interface and how it works. You won't need to do anything but sit back, watch, and listen. Once you are on, I can control most things from my computer. The first time you click on/open the window, it may take up to thirty seconds for the audio function to work 100% so if your audio is a little off the first few seconds just give it a few more seconds and it should work fine.

The software is very straight forward. I will be able to share my screen with you and show you various examples of what I am talking about with me still being visible in the upper right of the screen.

Please don't go to the Zoom website and open an account or download anything from there unless you use Zoom already. On the website, you open accounts to run and moderate sessions, not attend them. It will only confuse your machine ☺ All you will need is the plug in the software prompts you to download when you click on the link I provide.

You can leave the session anytime by clicking the “leave meeting” button in the lower right hand corner of the webinar window. Once we are finished, I will close the session and it will log anyone still in the session out.

I look forward to seeing you all tomorrow.

Warm Regards,

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