#### If you've previously attended one of our Zoom CE classes, follow these

#### instructions to register for the next class:

Step 1: Click on the link provided in the confirmation email.



Step 2: You will be prompted to "Join Meeting as an Attendee." Click this link.



Step 3: Enter your information in the Meeting Registration page and click "Register"

	This meeting is for use	f y in w	
Topic Descripti Time	AC Essentials 06/10 7:00 PM A one-hour streaming CE class about ins Jun 10, 2020 07:00 PM in Central Time	pecting ACs! US and Canada)	AMERICAN INSPECTION ACADEMY
First Na	me" I	Last Name*	
Email A	idress*	Confirm Email Address*	
LSBHI II	cense number*		



**Step 4:** A "Meeting Registration Approved" page will open. If you like, you can click the "Add to calendar" link to add the class to your calendar (but it's not necessary). If it is time for the class, you can click the "Please click this URL to join" link to open the class meeting. Otherwise, you will receive an email notification regarding this meeting.





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**Step 5:** Open your email to verify that you've received the confirmation email.

Step 6: Click to open the email. Click the "Click Here to Join" link to open the CE class meeting

page.				
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	Joseph Cook <no-reply@zoom.us> to me +</no-reply@zoom.us>	☆	*	÷
	AMERICAN INSPECTION ACADEMY			
	Hi Joe Cool,			
	Thank you for registering for "AC Essentials 06/10 7:00 PM".	2	ENOTE DE LA COMPACTION	CAN CTRON NET
	I look forward to seeing you in the class.			
	If you've never used Zoom before, please don't wait to the last minute to log in. Give yourself some time before the meeting to get comfortable with the app. We will be online 15 minutes before the official start of the meeting.			
	Please submit any questions to: jcook@housecallusa.net			
	Date Time: Jun 10, 2020 07:00 PM Central Time (US and Canada)			
	Join from PC, Mac, Linux, iOS or Androi : <u>Click Here to Join</u> Reseward: 290973			
	Note: This link should not be shared with others; it is unique to you.			
	Add to Calendar Add to Google Calendar Add to Yanoo Calendar			
	Or iPhone one-tap US: +19292056099,84424791541# or +13017158592,84424791541#			
	Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248			
	7799 Meeting ID: 844 2479 1541			
	Password: 280873 International numbers available: <u>https://us02web.zoom.us/u/kKqgccYZv</u>			

**Step 7:** A new page will open, and a pop up will prompt you to "Open Zoom Meetings." Click on this button to launch the meeting software.

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F If nothing	Please click <b>Open Zoom Meetings</b> if you see the system dialog. g prompts from browser, click here to launch the meeting, or download & ru	In Zoom.

**Step 8:** If it's time for the meeting, you will be taken to the class page. If you are trying this out before the meeting (which is HIGHLY recommended), you will see a notification letting you know when the meeting will take place.

PLEASE BE SURE THAT YOU COMPLETE THESE STEPS IN ADVANCE OF THE SCHEDULED MEETING. Once the meeting has started (15 minutes prior to the announced start time), I will not be able to offer any help to you with registering for the class. Please be sure to confirm that your account is set up and working before the class!



If you have any problems with the process, visit <u>https://support.zoom.us/hc/en-us</u> for more information.



See the next page for some tips on how to get the best experience possible when using Zoom meetings.



These are some tips to help make sure you have the best possible experience. Follow these recommendations to ensure a good quality CE class experience.

- 1. **Obtain a high-quality web camera if you're using a desktop**. For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
- Obtain a computer headset. This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. <u>Headsets that connect</u> <u>via USB</u> are the best choice.
- 3. When possible, connect to the Internet with a physical cable connection, **not just Wi-Fi**. This will give you much greater speed and service.
- 4. A laptop or desktop is preferred over a smartphone or tablet, but smartphones and tablets can still be used.
- 5. **Don't attend the classes while outside**. Wind and background noise may make your device's microphone automatically adjust to compensate for the noise, and your voice may sound muffled when you speak.
- 6. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
- 7. Don't have several additional items using Wi-Fi while using Zoom. Shut off unnecessary equipment during your call so all your internet connection speed can be used to maximize the quality of your Zoom session.
- Pay attention to your background. Too much light behind you will cause you to appear as a dark figure. Also, don't have anything behind you that may be distracting to those who are also watching the class.
- 9. To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you're using with your computer.
- 10. Pay attention to your attire. Don't wear stripes or anything too bright. Solid colors are best to reduce glare.
- 11. Avoid moving your head too much or "talking with your hands." Video over the internet is different than television, and too much movement can cause the video to look bad.