Section 1 | Getting Started on Zoom
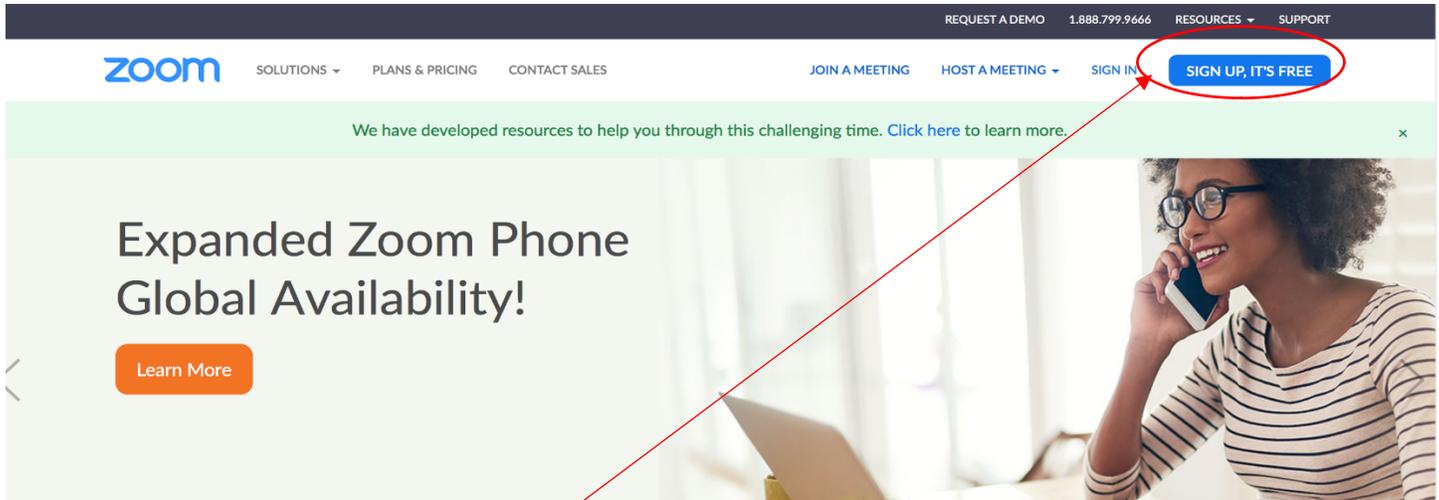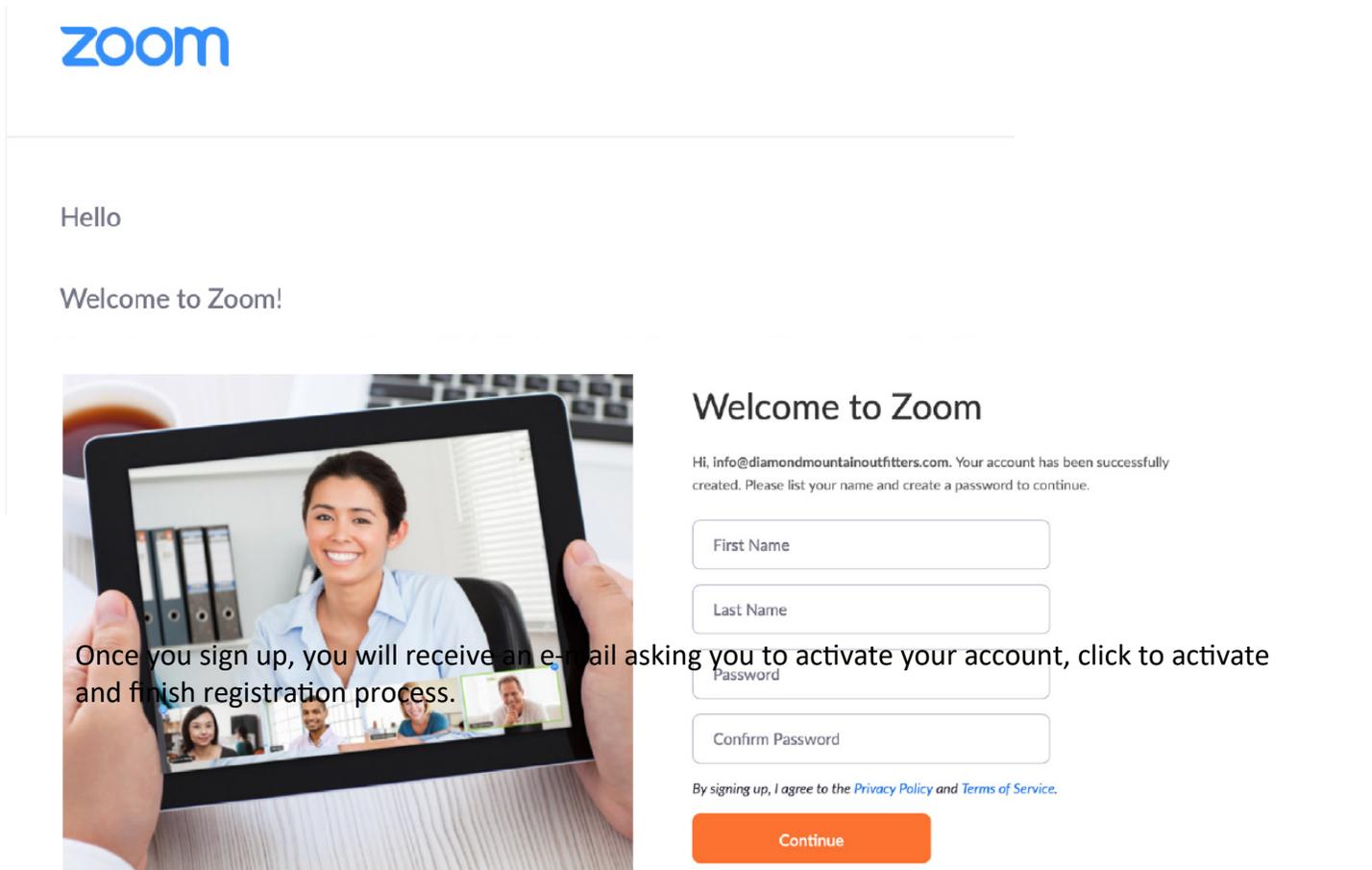
- **Sign up**
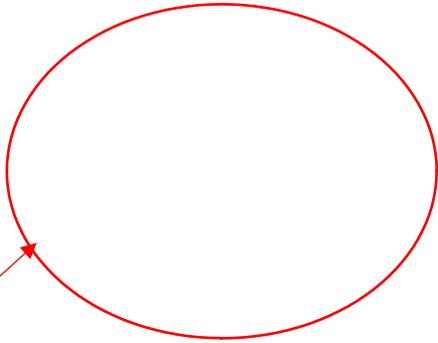

Click the **Sign up, It's Free button** to create a free zoom account.

***Although, you don't need to have a zoom account to join a zoom class it is helpful to have in order to track multiple classes you take*

- **Activate your account**

Once you sign up, you will receive an e-mail asking you to activate your account, click to activate and finish registration process.

Fill in your information
- First Name
- Last Name
- Password

Section 2 | Joining a Meeting

- **Before you join a meeting, please be sure you join from:**
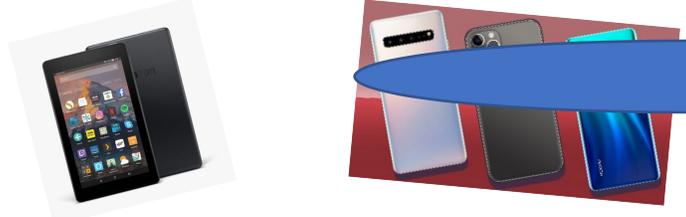
- Computer - Laptop ***Please note, you will need a webcam and headphones (or mic) to be seen and heard during the zoom class be sure to have a webcam and headphones *Please have updated software to ensure proper connectivity*

- Tablet - Smartphone ***Please note, you will need to download the zoom app on your device before the class

- • Joining the Meeting
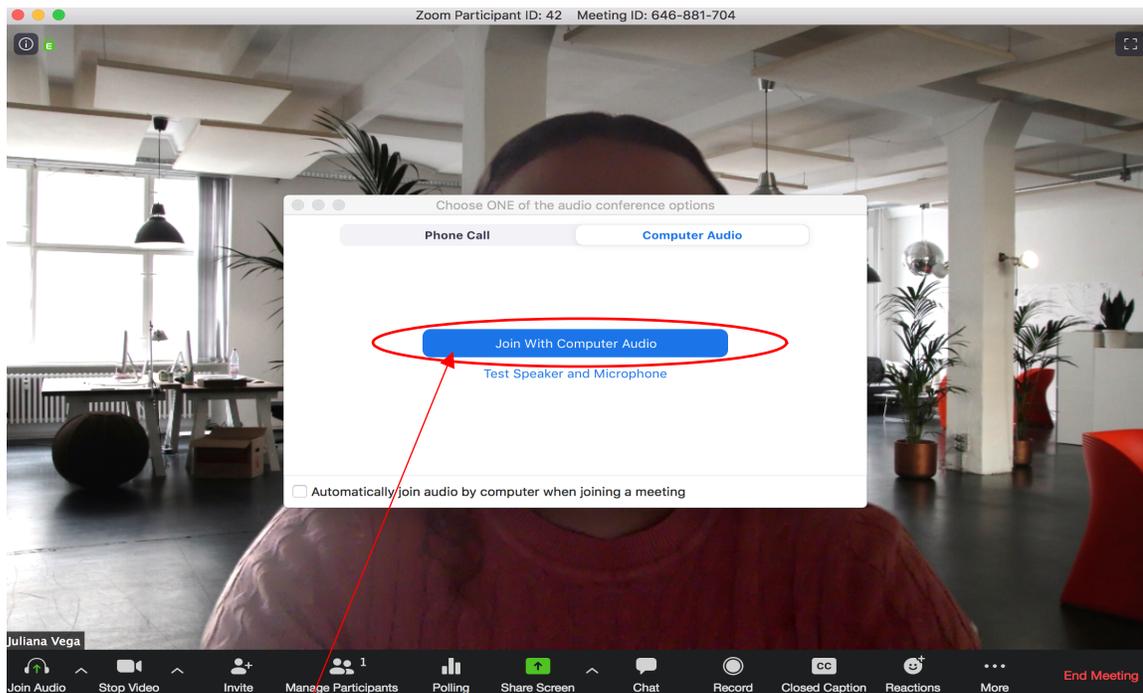
You are invited to a Zoom meeting.
When: Mar 23, 2020 10:00 AM Pacific Time (US and Canada)

Click to join this meeting:
https://cccconfer.zoom.us/j/595171495

You will receive an email providing you with a link to the zoom meeting, please click on this link at the scheduled class time

- **Connecting to the class**

Once you click the link to join the meeting you will be taken to this screen, please join with computer audio so everyone in the meeting can hear you.

Section 3 | In Class Best Practices
- Turn your camera on and have your camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well-lit and quiet place.
- Be mindful of what's going on behind you. Think about having solid wall behind you or turning on the virtual background.

Section 4 | In Class Participation
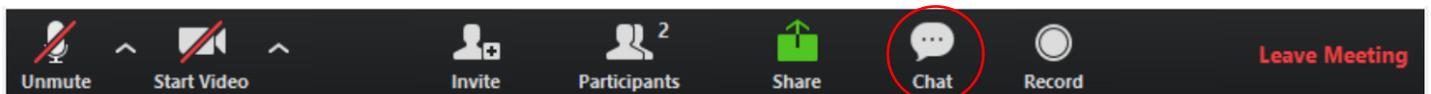
You can use the chat button to send comments or questions to the trainer that all participants can see.