apexorion

Preparing for the Class

Day before the Class

1. Remember to download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete.
2. Join a Zoom Test Meeting (click https://zoom.us/test) to ensure your device's compatibility and readiness.
3. Get familiar with Zoom using your test meeting and practice using the features.
4. Test the speed of your internet connection using any one of the Zoom recommended tools - nperf, Speedtest, or Comparitech
5. Here are some tips from Zoom on troubleshooting - https://support.zoom.us/hc/en-us
6. Contact info@apexorion.com to resolve any technical issues if your test meeting fails.

15-30 minutes before the Class (8:30 – 8:45 AM)

1. Open Zoom via the downloaded program/app
2. Test your audio/video to make sure you can communicate during the class:
   a. Test your audio, using information & instructions provided here - https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-
   b. Test your video using information & instructions provided at - https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-
   c. *You will need to give Zoom permission to access your camera and microphone. Usually, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.*
3. To provide optimal performance and best Live training experience, close any other windows or programs on your device that are unrelated to the training.

Additional thoughts

You will be sharing your video during the class with everyone else, to have a more Live experience and for enhanced team collaboration. Please sit in a place where you are comfortable with the background, and maintain business casuals dress code.