

## How This Class Works

A teleconference is different than sitting in the same room together and might take a little bit of getting used to if this is your first one. Short pauses might seem like an eternity and sometimes everyone starts talking at once!

But you'll be amazed at how quickly you become comfortable and how well we'll get to know each other. Please relax, make yourself comfortable and use this time to enjoy and renew yourself.

This class has been carefully designed to teach you new skills, provide resources for ongoing success, and create an opportunity to connect with others. Here's how it works:

### **Before Class:**

Each week, you will call in to a conference line\* as well as login online for screen sharing (this part is optional). The screen sharing option allows you to see the facilitator's computer screen including power points and video.

Have your power points, workbook, pen and paper ready. Some people like to print the power points out for note taking while others prefer to view them on their computer. Do whatever works best for you.

### **Instructions for calling in:**

#### **To join the meeting by telephone only:**

**Step 1.** Dial: (559) 546-1200 (standard telephone rates may apply).

**Step 2.** Enter the Meeting ID: 820-344-076 followed by the # key.

\*Reminder: This is not a toll-free call so you will pay the normal long distance charges from your own carrier or cell phone service.

#### **To join the meeting by computer (you will be able to see the presenter online):**

**Step 1:** Go to this link: <https://www.freescreensharing.com/meetings/820-344-076> (you might need to download some software.)

**Step 2:** To hear the conference, you must ALSO dial in from your telephone. Dial: (559)546-1200 and enter the Meeting ID: 820-344-076 followed by the # key.

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Helpful Hints:

**To mute and un-mute: Press \*6** “Mute” is when you can hear us but we can't hear you. Please use mute if you have a noisy background. Also, please don't use your hold button.

Note: Depending on the size of the class, the instructor might mute the whole group during teaching segments and then un-mute for Q&A opportunities.

**If you are having any problems dialing in, please call Lisa at: (425) 891-2842.**

### During Class:

Each week, your instructor will call in about 10 minutes early to answer questions. Then, we'll start the new material right on time. Please let your instructor know before class if you are unable to attend.

### After Class:

A day or two after class, your instructor will *email* you the next week's power points and workbook pages if applicable. Please let her know at least 24 hours before class if you have *not* received your materials (call or email).

### Other Details:

#### Private Facebook Group:

We encourage questions, conversations, and comments between class members so we have set up a secret (meaning no one can see or find the group) Facebook Group just for this class. Please “friend” **Lisa C. Greene (from Seattle)** on Facebook and she will invite you to the group. Here is Lisa's icon:



We are looking forward to a fun and productive class.

***Thanks for joining us!***