

Tips to Help You Prepare for Your Online Experience



ZOOM EQUIPMENT NEEDS



A computer, tablet or phone with external or integrated webcam, and microphone.

Please note that for groups we do not recommend using phones or tablets due to the reduced experience.



High-speed internet connection. You can check your internet speed by conducting a google speed test.



Use the latest version of Google Chrome, Mozilla Firefox, Safari.

ZOOM STEPS

1. The Actors Fund provides services through a cloud-based encrypted platform called Zoom.
2. Upon logging in for the first time, the Zoom application will automatically download to your computer. You can also download the Zoom App on your phone or tablet.
3. Please [watch this quick 1-minute video on logging into Zoom](#) prior to your meeting, in order to familiarize yourself with the process.
4. Shut down all other background applications on your computer, tablet, or phone to ensure the best connection.
5. Check your audio and video connection before meeting.
6. If you have any issues with your audio or video settings, you can [watch this Zoom video for assistance](#).



ZOOM PREP



Privacy and Noise

Prior to logging into Zoom, please make sure that you're in a quiet environment, remove all distractions to both you and other group members. Turn off phone or computer alerts. Make sure no one else is within hearing range. Use headphones if possible.



Light

Choose a well-lit area where you will be seen. Try not to place a light source behind you. Place your webcam in a position that shows your whole face and allows you to maintain eye contact.



Attire

Please dress as you would in a public setting.

ZOOM SESSIONS

Confidentiality

All sessions will be password protected and limited to only those who have RSVP'd or have been accepted into the group. To protect confidentiality recording of zoom sessions is not allowed.

Interruptions

If an interruption due to internet connectivity were to occur during your group, please log out of the session and try to rejoin. If reconnection isn't possible, please follow the guidelines that were established with your group facilitator.

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