

## Getting Comfortable in the Virtual Office/Classroom at Inner Compass

### Best Practices and Other Good Ideas

Plan to use a room in which you will not be disturbed during the session. If you share your household with others, then find a **room in a quiet area with a door** you can shut to minimize interruptions. The session may include meditations and other exercises for which outside distractions can really distract.

You'll want a **comfortable chair** in which you can sit upright, with a desk or **table** nearby to hold ample **paper, pen**, a bottle or glass of **water**, and your **computer**.

Use a desktop computer or laptop if you have one. If you don't have access to a computer, then a wireless phone or other device can work if you set it on a hands-free stand. Position your device so that, when the video camera is on, that it shows your face while you are sitting in your chair. Have a charging cord handy, so you can quickly plug it in if the power supply gets low. A headset or earphones is not required, but some people prefer the sound quality.

If they have been provided prior to the session, please be sure to **review and/or print any handouts as instructed** so that you will be ready.

You will receive via email the **invitation to our Zoom meeting**; the email will also include a required password. Do not share the meeting link or password with anyone else.

When you access our Zoom meeting, you'll be in a waiting room. This is a good time to set/check your video (camera) and sound (microphone) – you will need these features turned on so I can both see and hear you during the session (for certain appointments and classes these are required, so check before scheduling). When I am ready to start the session, I will let you into the main meeting room.

If yours is a group session or class and you are unfamiliar with Zoom, you may be able to join a few minutes early so that I can suggest the best ways to access the features you may need: how to ask questions; what to do if you can't hear or see properly; how to let me know you need something; and – most importantly – how to mute and unmute yourself.

Our Zoom meeting room will be as secure as possible so that only the invited persons will have access. This is why certain Zoom features will be restricted unless required, such as the sharing of screens.

Due to the private nature of individual sessions and many group sessions at Inner Compass, the **recording of Zoom meetings by clients or participants is strictly prohibited**. If you are scheduling a private session, you may request that I record the session for you (and I will make the recording available to you for a limited time so that you may download it). For certain group events or classes, I may record portions of the Zoom session (such as a guided meditation or lecture); if this is the case, you will be notified ahead of time, and in certain cases you may be asked to sign a release form.