

Getting Ready for Your Remote Appointment

I am looking forward to our time together. Please get ready for our meeting by setting up your device* and working space using the checklist below.

Use a table or desk.

Sit in a comfortable, upright chair.

Remove other objects from the desk/table (e.g., food, drinks, books).

Fully charge your laptop, desktop, or tablet.

Plug in your laptop, desktop, or tablet.

Set your laptop, desktop, or tablet display to full brightness.

Remove computer glares and/or excess light in the room to ensure a clear view of your work materials.

Use headphones with an integrated microphone (recommended).

Adjust your laptop, desktop, or tablet volume to a comfortable level.

Ensure you have a stable internet connection.

Ask others in the home to minimize use of/refrain from using broadband connections during your session.

Turn off all other devices (e.g., TVs, phones, clocks, others making music or sound).

Tell others and pets to leave the room.

Have pencils/pens and paper readily available.

Now you're ready. I will "see" you soon!

*Recommended devices are a laptop, tablet, or desktop computer.
Do NOT use a smartphone.

