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.