

**ON-LINE FUZE.COM VIRTUAL CLASSROOM INSTRUCTIONS:**

Fuze.com must be downloaded on your computer, Smart Phone or IPad. You can do this by going to <https://www.fuze.com/download>. This will give you both audio + video. This download is FREE

Their will be a Fuze.com Online Meeting Number given to you for the Internship and for the Seminars

Go to Fuze.com and hit Join Meeting

Put in Meeting Number—**(The meeting number for the 9/11/14 6PM Orientation is 25872886)**

Hit Join Meeting----Hit Connect

Another way to get in the meeting is to use <http://fuze.me/25872886> and then hit connect

Eliminate or at least reduce distractions as much as possible. Find a quiet location, do not multi-task, and focus on the online session.

    Headsets with a microphone are recommended for optimum sound quality during the online session. If you have to dial in, please use a phone with a good connection. Static and dropped calls are a disruption for everyone.

    Please sign into the Fuze meeting 2 minutes before the scheduled start time.

    Please put your microphone on mute when you are not talking.  When it is your turn to speak, remember to unmute your microphone! Then begin with your name and proceed with your conversation. When you are finished speaking, mute your microphone.

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To have computer audio + video in your meeting, please download Fuze.

<https://www.fuze.com/download>

Need help? Contact Support at <https://www.fuze.com/support>

You will get an evaluation at the end of course. Please send us your thoughts!

Let me know if you have any other questions! Joel A. Oliver-----revoliver1@aol.com-----314-6108734