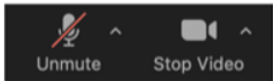


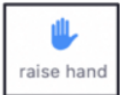
# When We Are Virtual....



Log in at **at least 5 minutes early** for our sessions to do a tech check and get in the mindset.



Please start your **video** and set your audio on **mute**. Generally, you want to be in **Gallery View**.



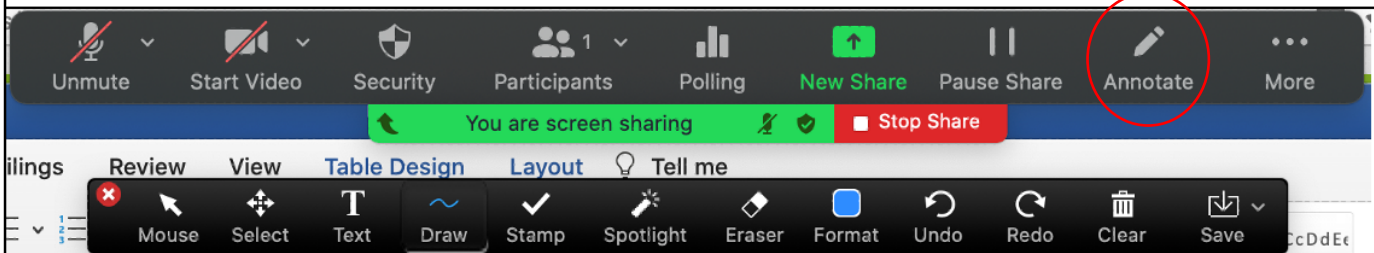
You can either physically raise your hand or use this button to make a comment or ask a question of general interest.



Use Chat **privately** (to Ilene) for tech support.  
Use Chat **publicly** for questions/comments **related** to the class.  
Please be mindful when using Chat: Would you make this comment in class to your neighbor?



You may be asked to respond to quick polls.



You may be asked to “annotate” on the screen (respond to a prompt, enter comments, etc.)



The **Academy team** may record sessions for use by the Fellows in the Academy, not for anyone else.