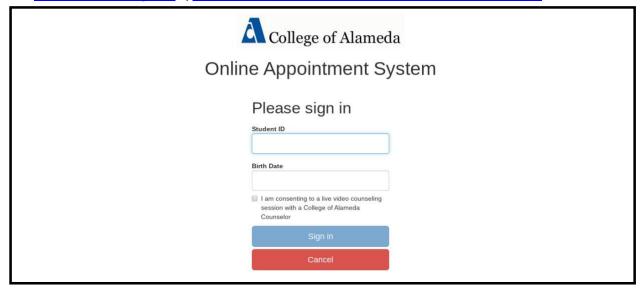
Student Guide: Zoom DSPS Counseling Appointment

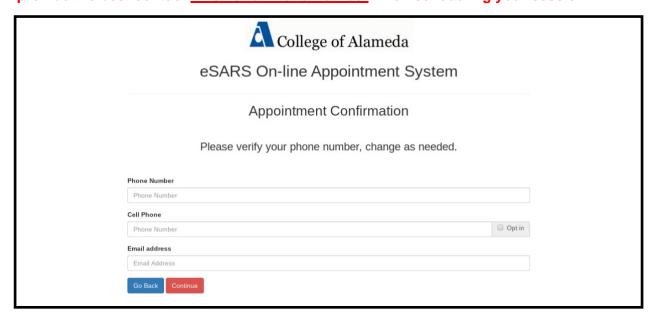


Beginning on the week of April 6, 2020 we will have online/remote counseling appointments through Zoom. DSPS Counseling appointments can be scheduled using our online scheduling tool (https://esars.peralta.edu/esars/coa/dsps/eSARS.asp)



Once you have signed in, please select the name of the counselor you usually work with at DSPS and choose an appointment time.

Once you book the appointment, you will receive an email confirming your Zoom Counseling Appointment details along with the Zoom meeting link. Please make sure to provide the best contact <u>Email and Phone Number</u> when scheduling your session.



How to get your computer and Zoom software ready for your Zoom DSPS Counseling Appointment.

Note: While you can participate in Zoom video counseling on a smartphone, this will make it very hard to see and communicate with your counselor. We highly recommend you use a PC or a laptop to attend the Zoom appointment.

If you can't afford a laptop College of Alameda has a <u>Chromebook Loan Program</u> for current students (<u>https://alameda.peralta.edu/chromebook-lending-program/</u>)

Free or low cost internet may be available

- https://foundationccc.org/What-We-Do/Student-Success/CaliforniaConnects
- Comcast's Internet Essentials for low income households https://www.internetessentials.com/covid19

Preparing your Computer for a Successful Zoom Appointment

1) Update your Browsers: To make sure Zoom runs smoothly, make sure that you are using the most recent version of the Foxfire, Chrome, or Safari browsers. If you are unsure how to update your browsers you may follow the links below:

Firefox: https://support.mozilla.org/en-US/kb/update-firefox-latest-release

Chrome: https://support.google.com/chrome/answer/95414?co=GENIE.Platform%3DDesktop%20&hl=en

Safari: https://www.whatismybrowser.com/guides/how-to-update-your-browser/safari

2) Download & Create a FREE Zoom Account: Download the Zoom software, and create a Zoom account. To do so, go to https://zoom.us/

You can watch the first 3 minutes of this video below to learn how to download the software and create your account: <u>How to download and make a Zoom account on a PC - Tutorial</u>

- 3) Test your microphone/webcam: To make sure your microphone and/or webcam settings are ready for you Zoom meetings please watch this video: Intro to Zoom Conferencing for Students (Univ. of Kansas)
- 4) General Guidelines for Zoom Usage:
- a) You will need a PC or laptop to have full functionality and the ability to participate in Zoom.
- b) If you don't have a webcam, you can participate just using audio.
- c) If you don't have PC speakers, you can log in using your "phone audio" instead.
- d) Here's a Zoom Overview: Zoom Overview for Students (Case Western Reserve)

Note: if you want a text guide on how to do the above things, and a list of all Zoom controls, you may consult this document: Peralta Student Resources - Using Zoom

College of Alameda Programs & Services for Students with Disabilities https://alameda.peralta.edu/student-service/dsps/ (510) 748-2328