

Instructions to Participate in a GREEA Livestream Class

If you have not already done so, you need to set up a Zoom account (<https://zoom.us/>) *before* your Livestream class. Zoom offers a free version that will allow you easy, quick access to our ZOOM Classroom account. Use your full name listed on your GA Real Estate License when creating your account.

To receive Georgia Continuing Education (CE) credit, you must adhere to the following four instructions:

1. Have a *camera, microphone, and speakers* on your device so that you can see and hear the instructor and so that the class facilitator can see you the entire class. ([click here](#) for instructions on how to test your device)
2. Be logged into the class *no later* than the class start time.
3. Remain visible and present the *entire class* by having your video enabled and focused on you – you need to be seen by the facilitator just as if you were sitting in a classroom (*not driving a car, cooking, exercising, etc., but attending the class*).
4. Complete the online affidavit and class evaluation that you receive via email after your class.

The class begins promptly at the published start time (*you must log in early*). The ZOOM class link will go live approximately 15 minutes before the class start time.

After you sign-in to the Zoom Class:

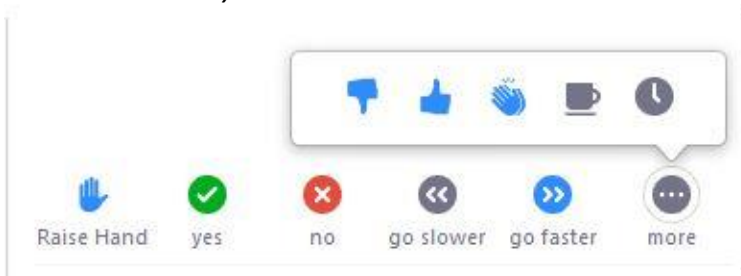
- Set your screen to:
 - “Enter Full Screen”
 - “Speaker View”
- Mute yourself once the class begins.

Questions or Providing Feedback During Your Class:

- Click the Participants button on your toolbar.



- Click on the icons to provide feedback to the instructor and facilitator. Click the icon again to remove it.
Note: You can only have one icon active at a time.



- If you have a question:
 - You can submit questions through the Zoom Chat function. The questions will be read aloud by the facilitator or instructor.

OR

- You can raise your virtual hand using the “raise hand” icon. The instructor (or facilitator) will acknowledge you. Once recognized, unmute yourself to ask your question.

Questions

If you have any questions or concerns about using Zoom, please contact us at greea@garealtor.com before the day of your class.

We hope you enjoy your virtual (*Livestream*) class!

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