

WWCC Counseling Services - Preparing for Your Online Session

Technical Setup Checklist: Please go over this checklist before EVERY session to make sure our technical connection and quality of time together runs smoothly!

- ✓ A laptop or desktop computer are ideal — preferably the biggest screen size that you have available to you (that you can also have in a comfortable, confidential space.)
- ✓ If you're using a tablet or phone, please prop up the device so that it is stable.
- ✓ Whatever device you're using, please make sure that the camera is about level with your eyes. It may require propping up your device or monitor on other items, such as books.
- ✓ Headphones or earbuds can help reduce or eliminate echo (in addition to ensuring that your counselor's voice is only audible to you.)
- ✓ Please make sure that you're well-lit and don't have a bright light source directly behind you.

Your Internet

- ✓ Be sure to move your computer as close as you can to your WiFi router (the box that makes the WiFi.) Or better yet — plug your computer into the router with a cable!
- ✓ After that, you'll want to close out of — quit, don't just minimize — any programs you don't need which use your Internet connection. Examples: file synchronization services (Google Drive, Dropbox, etc.), cloud backup services, and Skype.
- ✓ Close any browser windows or tabs not needed

Creating Confidential Space

Before the first session, here are some things to consider:

- Is the space private?
- Can you lock the door?
- If not, will others who have access to the space respect your request for privacy and not enter the room? Can you/have you had a conversation with them? Were they receptive?
- Can others outside the room hear you talking? If so, can you create white noise with a fan or other form of background noise? (Preferably placed outside the doorway of the room you're in.)
- Consider using headphones or earbuds so that your counselor's voice is kept private and is only hearable by you.

If you have a hard time finding confidential space, here are some examples that others have used. These are not ideal, so they should be considered secondary choices if an ideal setup is not available. If you use any of these, please make sure that the space is comfortable to you. Being comfortable is also highly important.

- Laundry Room
- Walk-In-Closet
- Basement
- Attic
- Actual last resort: your car parked in safe, private spot. (We want to emphasize that private does **not** mean secluded. Please make sure you are in a safe location.)

Resist Distraction!

Lastly, we know it is easy to become distracted by your environment. Unless it is absolutely necessary, please do not take other phone calls or reply to texts, emails, etc. Make sure tv's, radios, etc. are off. If you do not have sufficient privacy or know you will be significantly disrupted during the session, please contact your counselor to reschedule.

Please treat the session with the attention and care that you deserve!