

### **Virtual Class Equipment requirements:**

- Computer with Windows 10 or Mac OSX 10.10 or higher, with all current security patches applied.
- HD web camera 720p or higher  
(Microsoft Teams can be used on Smartphone for Camera and Audio while simultaneously being signed in to Microsoft Teams on a computer for lecture and materials)
  - ❖ Your camera must be on and streaming the entire time that training is in session
  - ❖ This is a required element to attend a live virtual video conference training offered by USF OTIEC.
  - ❖ The only time you are permitted to turn off your camera is during breaks, lunch, and at the end of the session.
  - ❖ Being able to see each other enables a more personal interaction and allows you to react to eye and body language cues.
  - ❖ USF OTIEC understands that some employers have very strict guidelines rules surrounding the use of webcams in the workplace. Please work with your IT department to be able to meet this requirement.
- Microphone and speakers or comfortable headset
- Broadband internet connection (minimum 512 kbps).
- Telephone access in case of a technical emergency

### **Virtual Class Software requirements:**

**The software listed below is required to attend a live interactive video conference training offered by USF OTIEC.**

**Please install the following software on the computer, or the electronic device, you will be using to attend the live interactive video conference class for which you are registered**

- [Google Chrome web browser](#)
- [Microsoft Teams](#)
- PDF Fill and Sign App ([Adobe Acrobat Reader DC extension](#))