For caregivers, family members, and friends of new Virtual Senior Center members.

This quick guide is meant to help setup the Virtual Senior Center on a home laptop or desktop computer so that members are more easily able to attend classes on their own. In our experience, these changes help members fully engage and enjoy classes by limiting frustrations from technology. These steps only need to be done once.

For the best experience, please make sure that:
- PC is fully updated.
- Zoom is Updated to the latest version
- Google Chrome is Updated to the latest version

Included in this guide:
- Download (or Update) Zoom and Chrome
- Setting up a Test Class and Zoom Settings
- Logging into the VSC on Chrome
- Creating a VSC Shortcut on the Home Screen

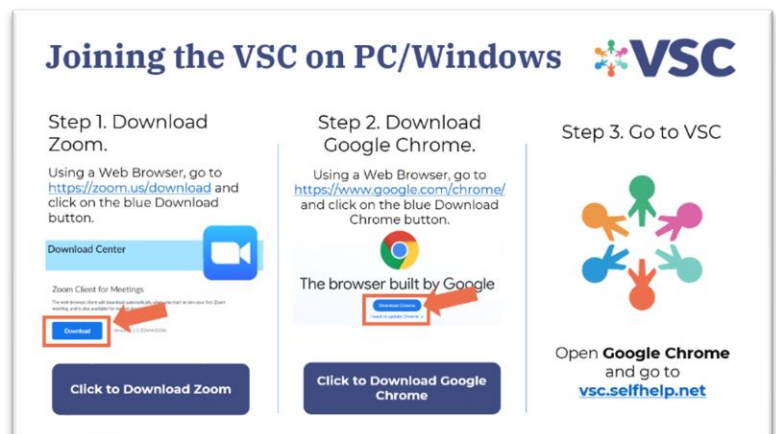## Download Zoom and Google Chrome

To Download Zoom:
zoom.us/download and download "Zoom Client for Meetings"

To Download Google Chrome (recommended browser):
https://www.google.com/chrome/
If you are assisting someone to setup their own device over the phone or want quick links and visuals for these downloads, please consider using our quick guide.

Joining VSC PC/Windows Quick Guide

Logging into the Virtual Senior Center

Please go to vsc.selfhelp.net to login. The following steps should be taken to setup a member. Please refer to our User Manual for photos and more details.
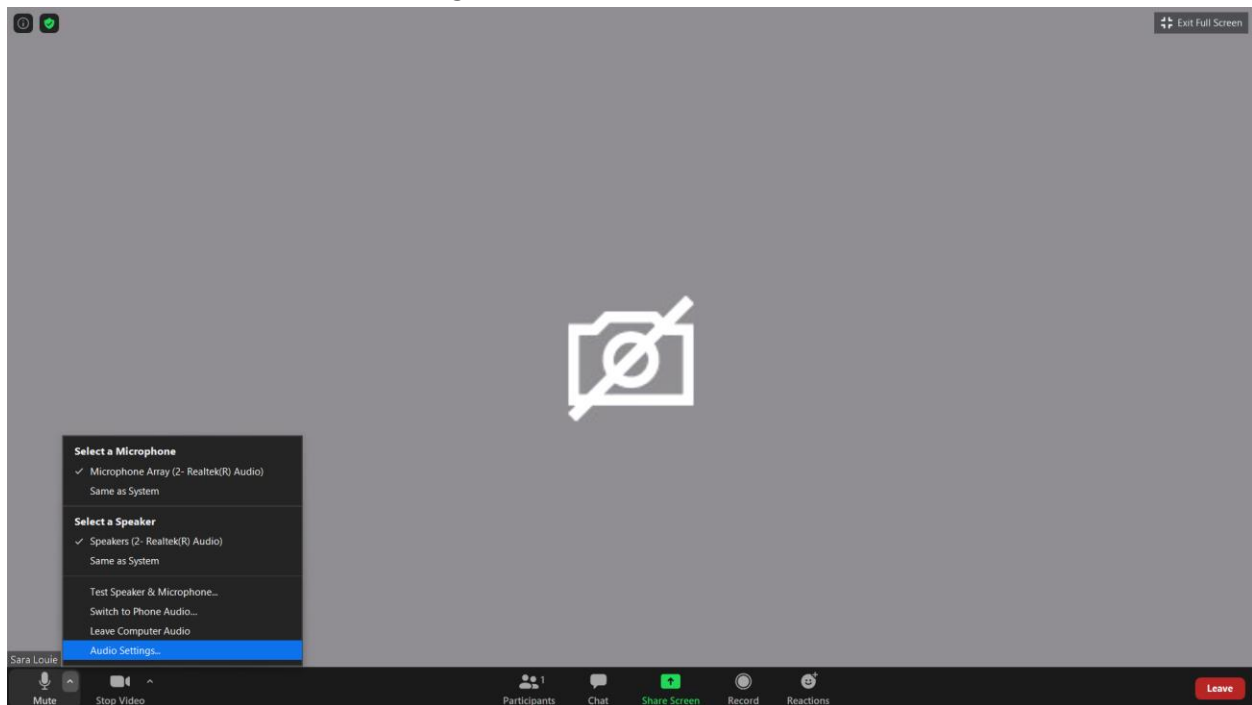
1. Open Chrome and go to vsc.selfhelp.net
2. Enter login information and click on "Remember My Login" so that the member does not need to sign in again the next time they use the VSC.
3. Click "allow location" when prompted.
4. Join a class to test out Zoom from the VSC. When prompted, click "Always allow Zoom to open."
5. Continue with Zoom Settings below.

Setting up Zoom Settings

These next series of steps show how to configure Zoom settings so that joining and participating in classes can be easily done.
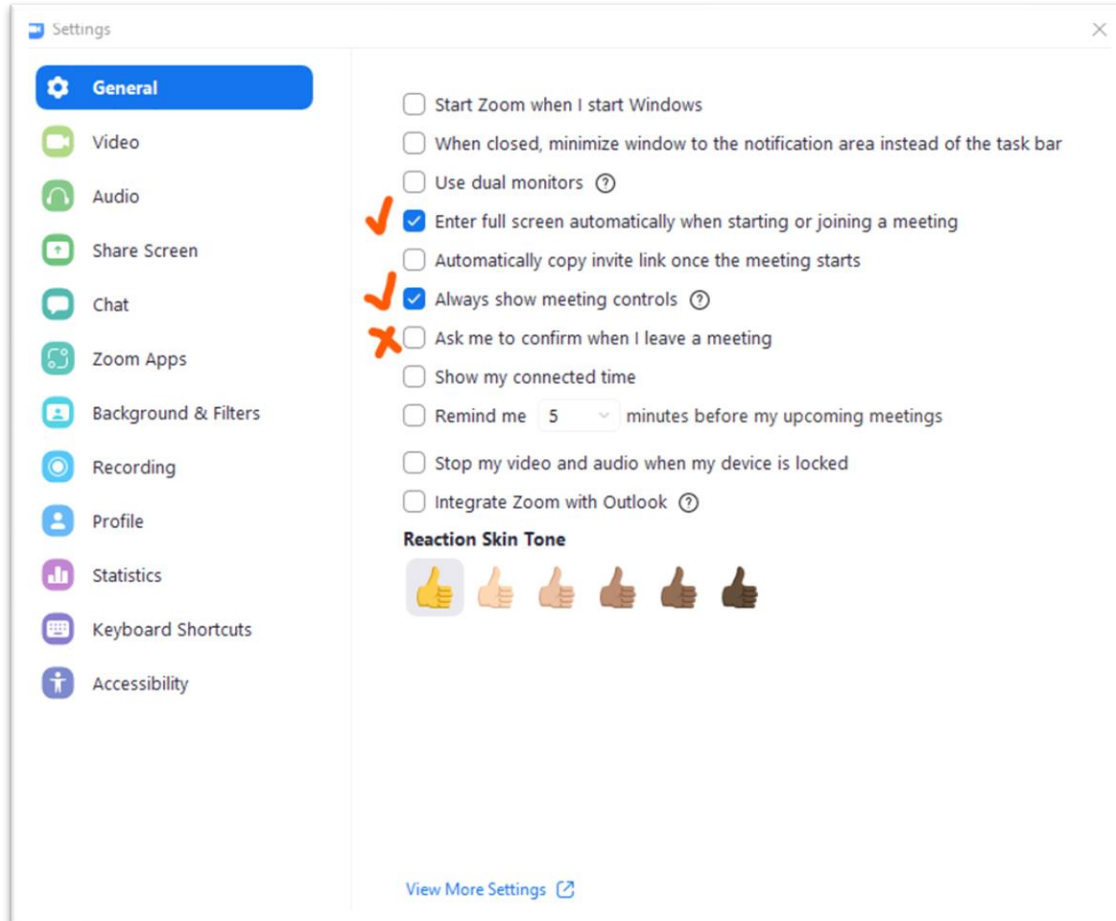To Download Zoom, please go to zoom.us/download.

To open up Zoom settings, join a test class by clicking here and click on the Audio settings by clicking on the arrow and then Audio Settings as highlighted below. Members do not need to be signed in or have an account on Zoom to access classes.
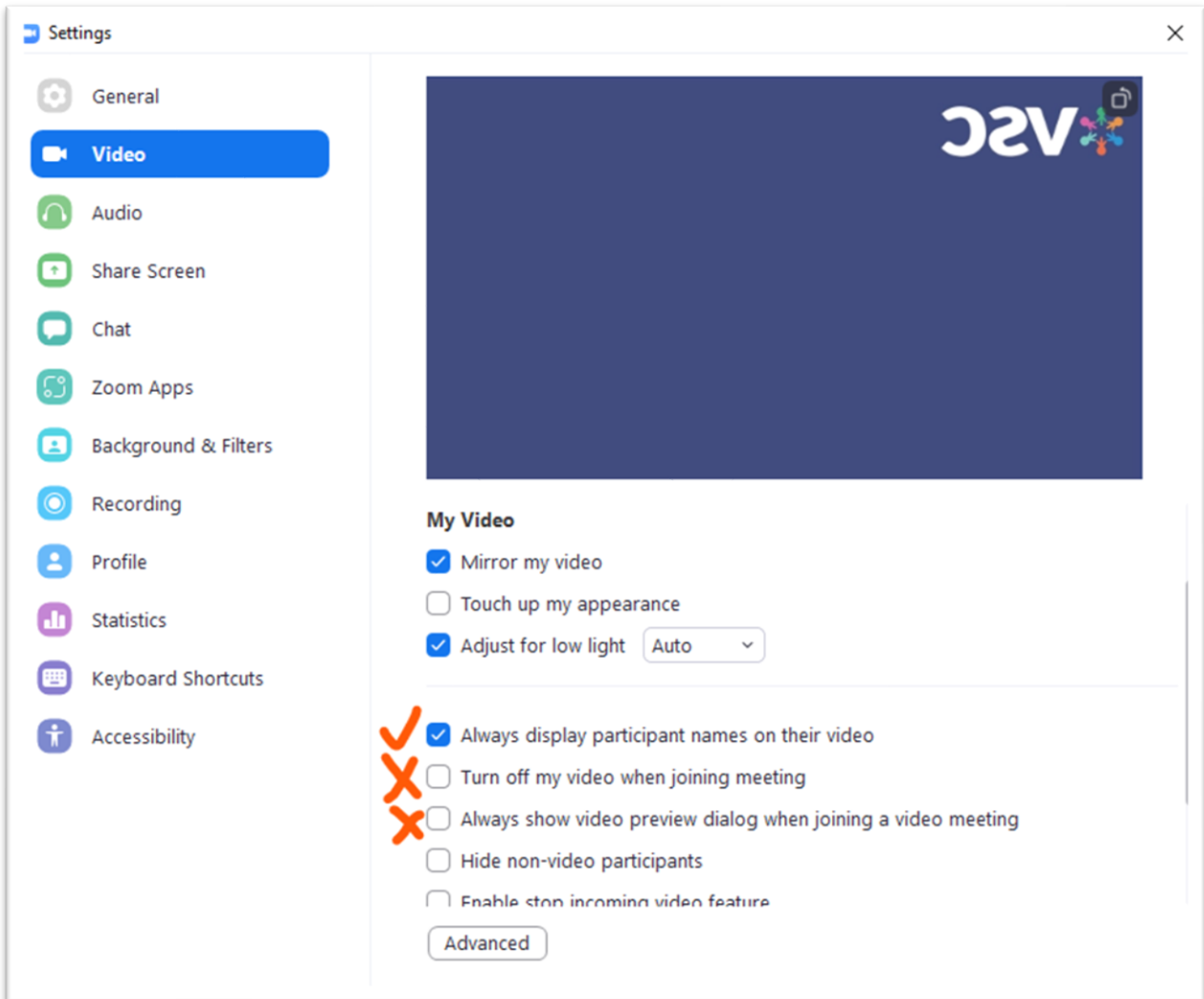
Step 1: General Settings.

- Check "Enter full screen automatically when starting or joining a meeting."
- Check "Always show meeting controls."
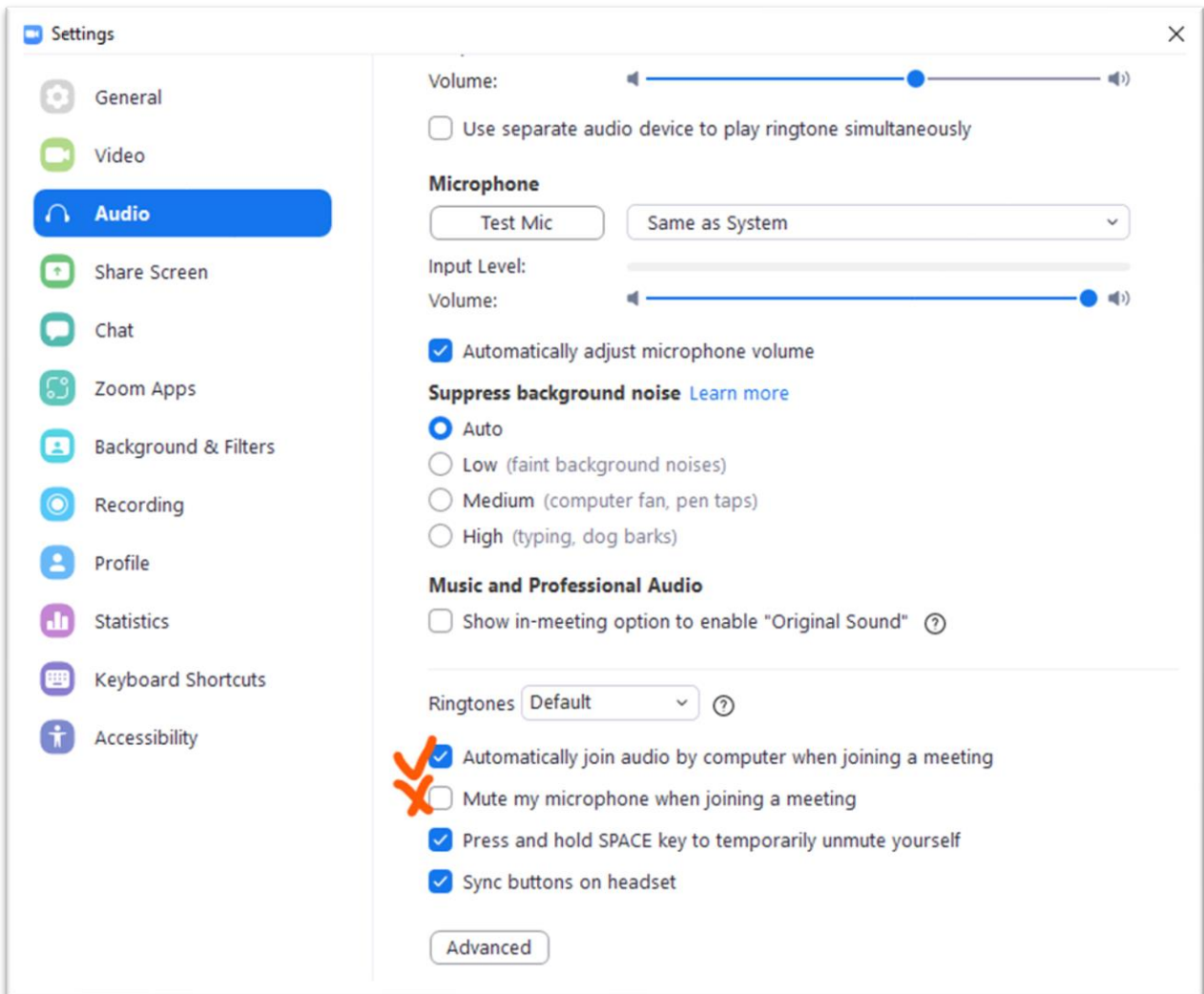- Uncheck "Ask me to confirm when I leave a meeting."

Setting up the VSC on PC/Windows

Step 2: Video Settings.

- Check "Always display member names on their video"
- Uncheck "Turn off my video when joining a meeting"
- Uncheck "Always show video preview dialog when joining a video meeting"

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Step 3: Audio Settings.

- Check "automatically join audio by computer when joining a meeting"
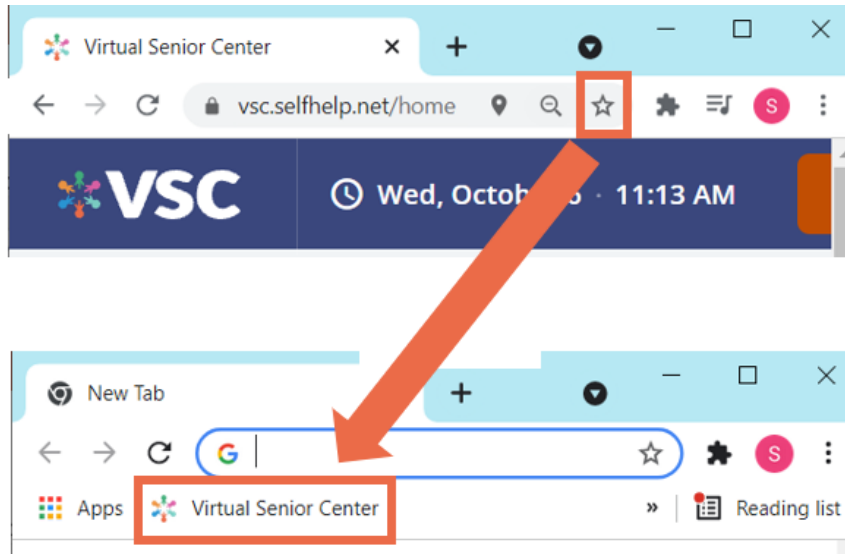- Uncheck "mute my microphone when joining a meeting"

Adding Shortcut to Desktop for Easy Access

Open Browser and go to vsc.selfhelp.net

Create a Google Chrome Bookmark:
- Click on the Star.
- Next time you open Google Chrome you will see this bookmark.
- You can also go to Bookmarks by clicking on the 3 dots in the upper right hand corner.

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Create a Desktop Icon for PC

1) Click on the minimize button so you can see Google Chrome and your desktop.
2) Go to Virtual Senior Center and double click on the URL bar so that https://vsc.selfhelp.net/home is highlighted.
3) Click and drag to your Desktop.

Click to See the Video Tutorial