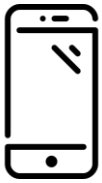
Guide: Connect to video call via Zoom

Welcome to your Zoom meeting with Trygghetsfonden TSL! Ideally, we would meet in person – but video meetings are the best option during the coronavirus pandemic. We are looking forward to inform you about the support available for you as you and how we can help you find a new job, start studying or establish your own business.

This guide will show you how to connect to Zoom video calls either by telephone or online using your computer.



Connect to video call by using telephone: page 2.

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Before your video call

There are a few things you can do while you are waiting for your video call to begin. Here are a few tips on how to make the most of your video call.

- ✓ Find somewhere you can talk without interruption.
- ✓ Make sure you have an internet connection.
- ✓ Ideally, use headphones with a built-in microphone if you can.
- ✓ It is a good idea to place your phone or computer on a table in front of you.

Connect to the video call by using mobile phone

You will need:

- ✓ an iPhone or Android phone
- ✓ internet connection or mobile connection

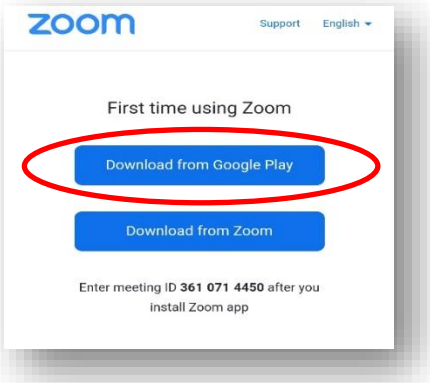
How to connect to your video call using your phone

1. **You will be sent a text message or an email containing a link. Click the link.**

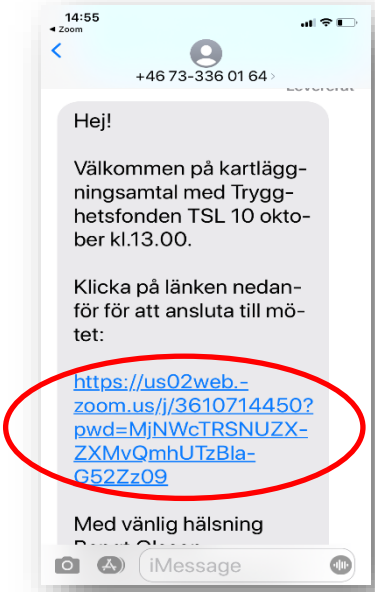
2. **Select *Download* and the app will be installed free of charge.** (You can also download the Zoom app directly from the App Store (iPhone) or Google Play (Android).

<u>iPhone</u>

<u>Android</u>

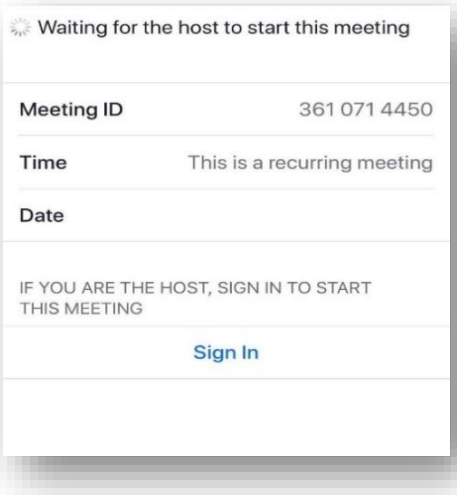


3. Re-open your text message and click the link again.

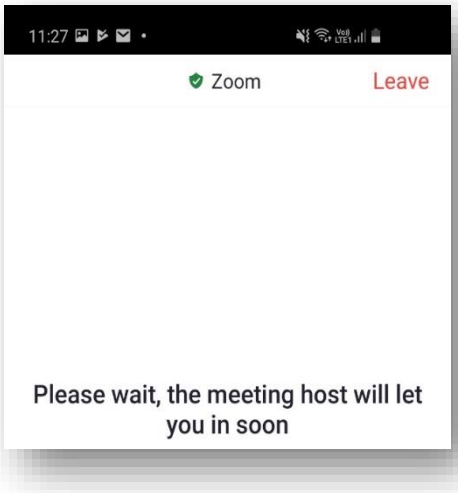


4. **You will be directed to a waiting room.**
When you see this image, it means you are in a digital waiting room and the Trygghetsfonden TSL advisor will let you in once the meeting starts.

<u>iPhone</u>



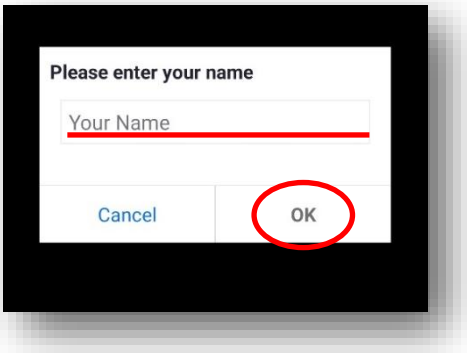
<u>Android</u>



5. Once you have entered the meeting, you will need to fill in your name and click *Continue* if you are using an *iPhone*, or OK if you are using Android

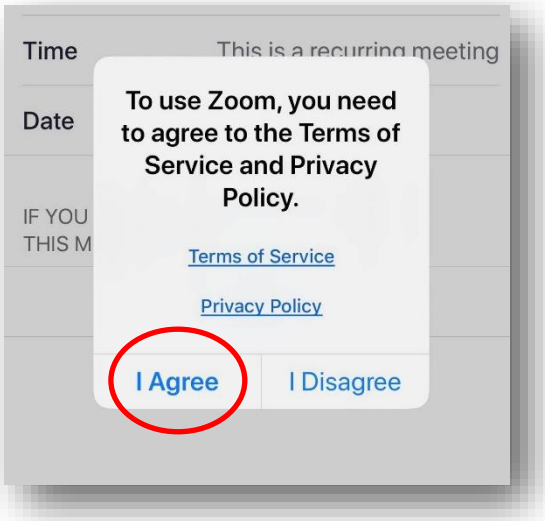
iPhone

Android

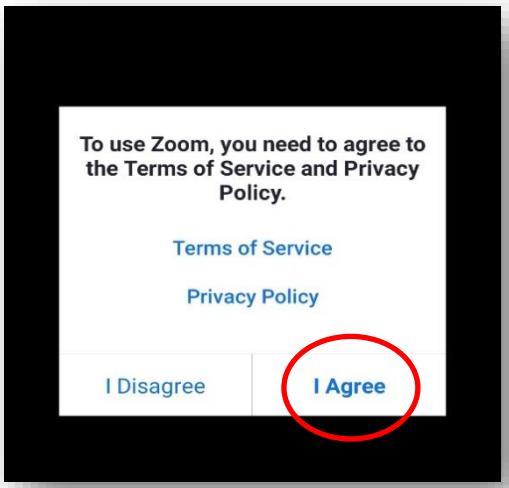


6. Select *I Agree*

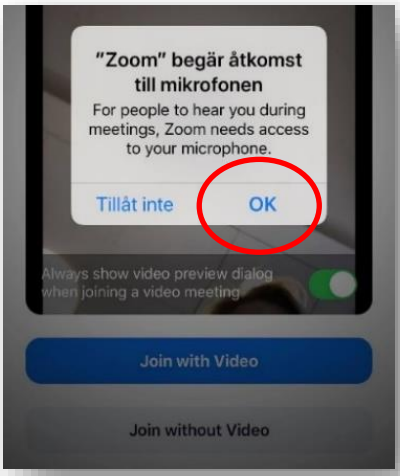
iPhone



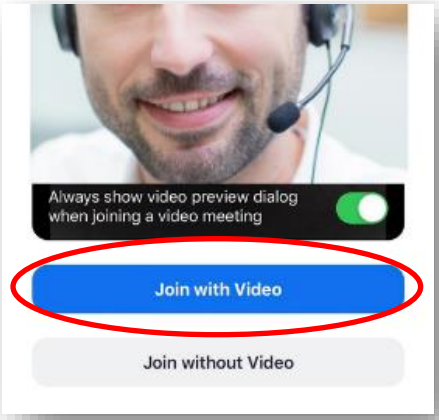
Android



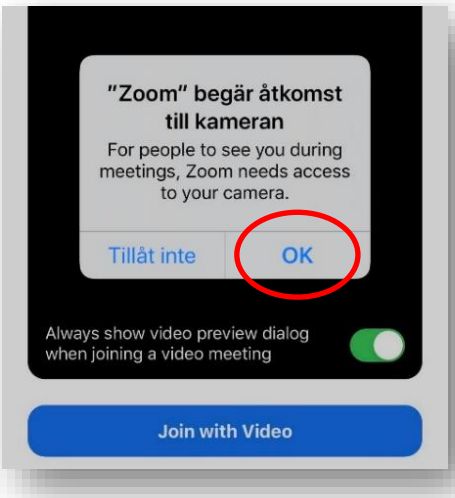
7. **Select *OK* to connect your camera** (only on iPhone. If you are using Android, you can skip to step 11).



8. **Choose *Join with video*** (only on iPhone)



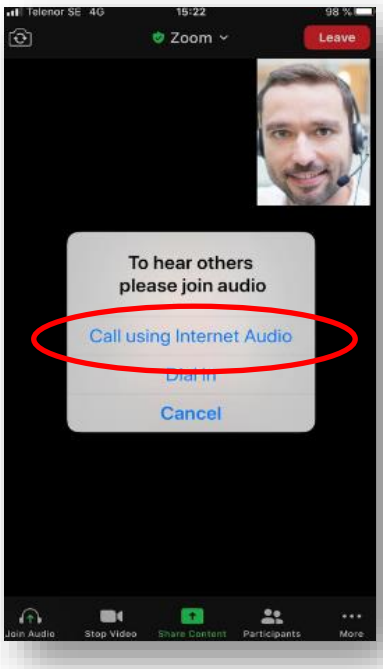
9. **Select *OK* to connect your microphone** (only on iPhone)



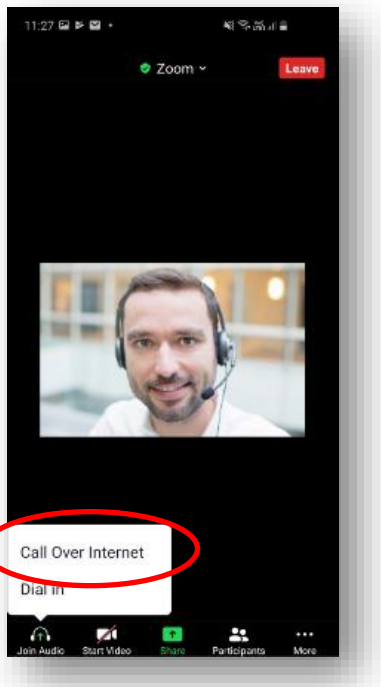
10. **Zoom will ask if you want notifications. Select Reject if you do not want notifications.** (Only on iPhone)

11. Select *Call using Internet Audio* for iPhone, or *Call over internet* for Android.

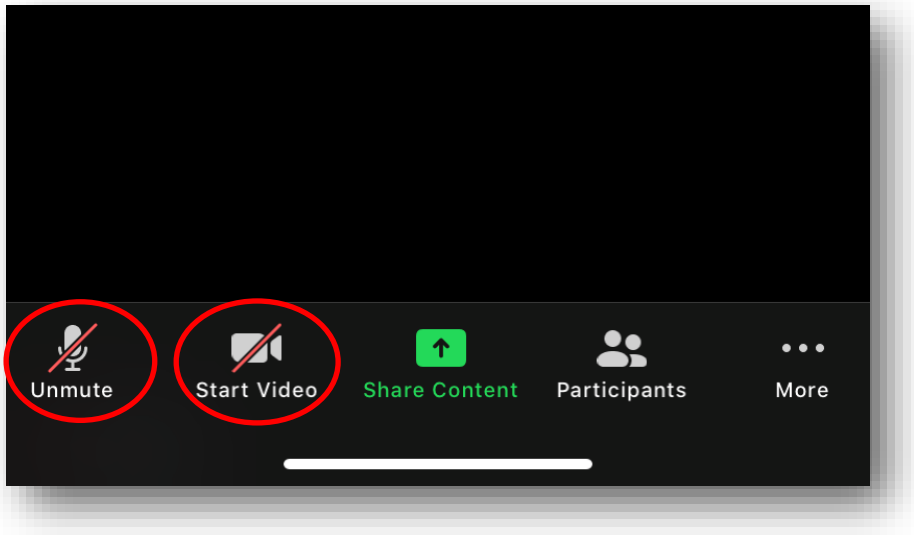
iPhone



Android



If your sound and video do not start automatically, click *Start video* and *Unmute*.



- Now you're all set up!

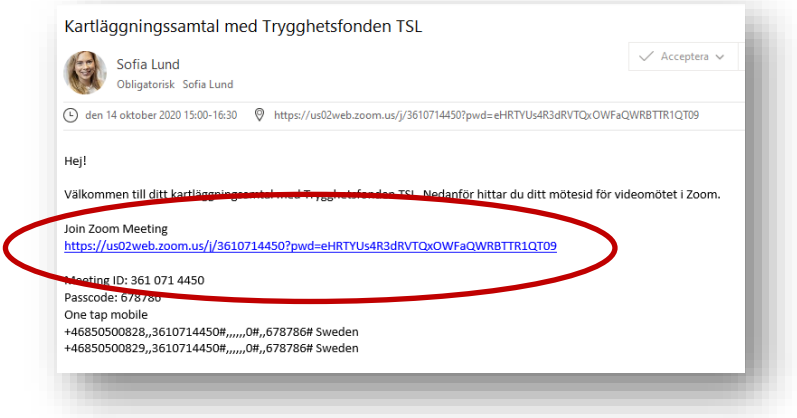
Connect to Zoom call by using your computer

You will need:

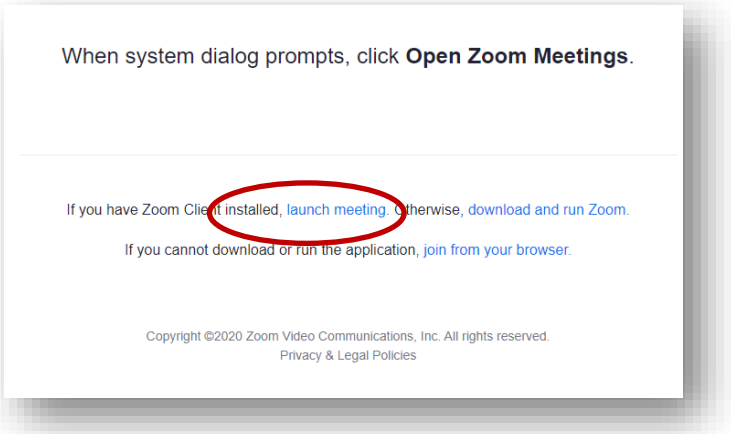
- ✓ computer with webcam
- ✓ internet connection or mobile connection

How to connect to your video call using your computer

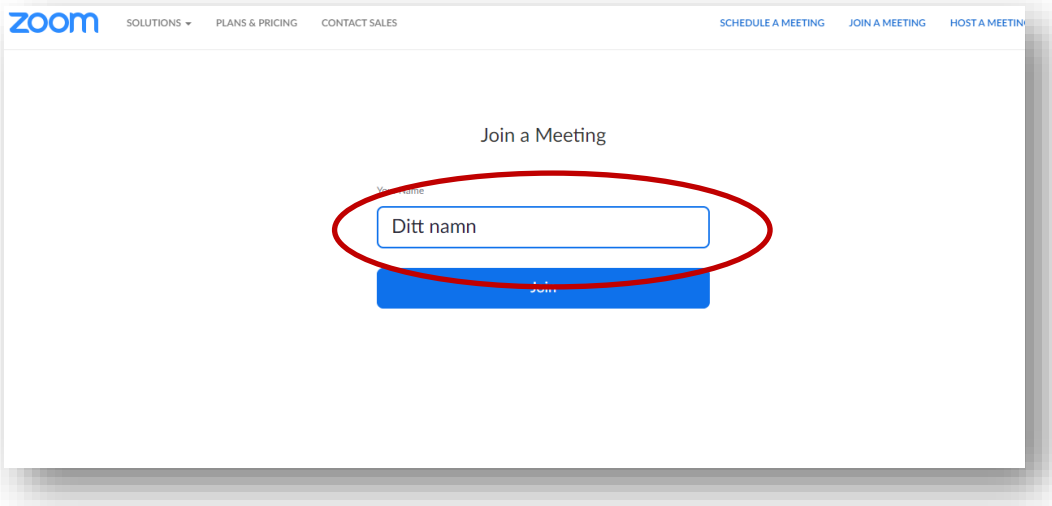
1. Open the email containing the link to the video meeting. Click the link.



2. A white dialog box will open when you click the link. Click *Join from your browser* (if you are using Chrome, Firefox or Safari).



3. Enter your name and click *Join*



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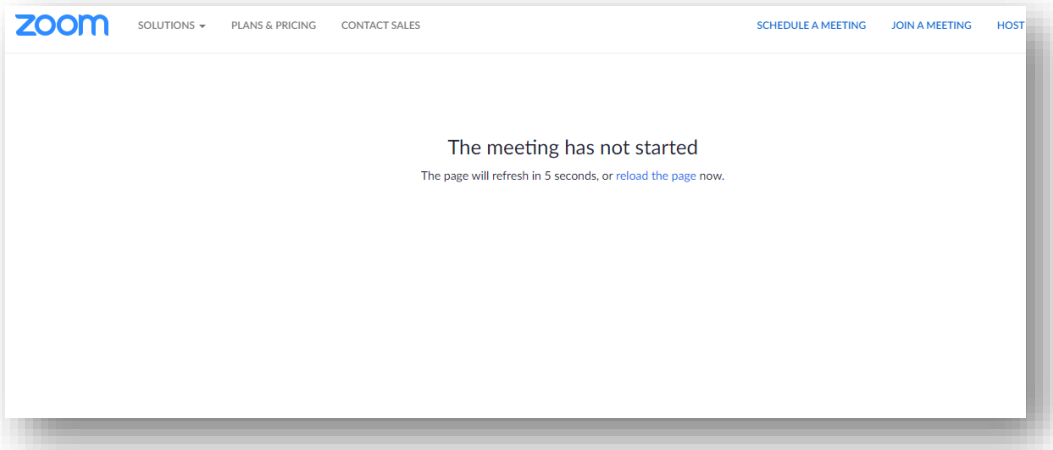
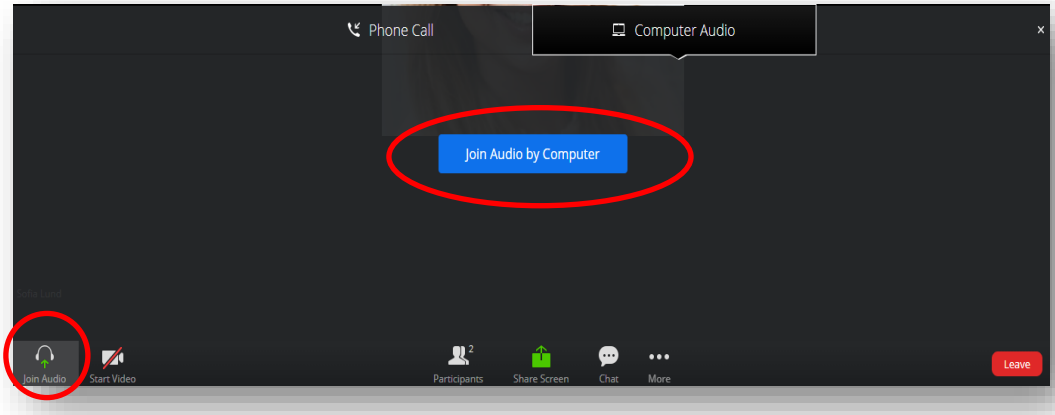
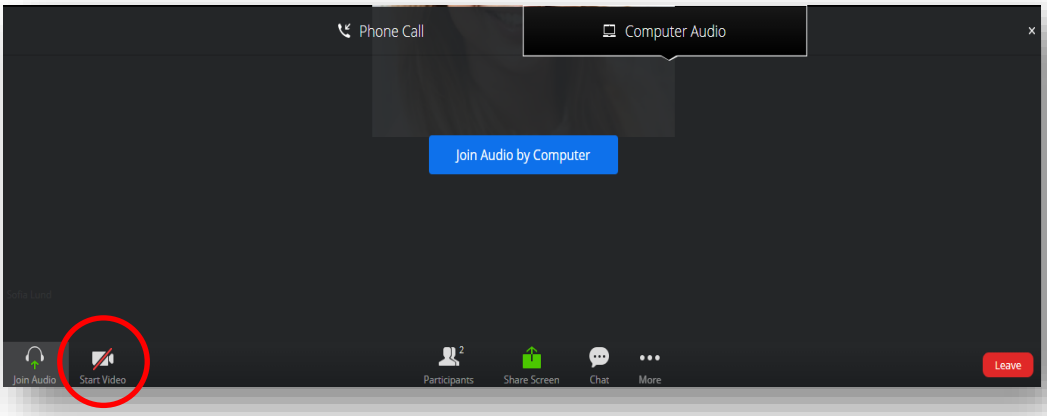


5. Click *Join Audio* by computer, then *Join Audio*



6. If the video doesn't automatically start, click *Start video.*



Now you're all set up!