

## Annexure – B

### Quick user Guide to participate in a Video meeting using meeting link

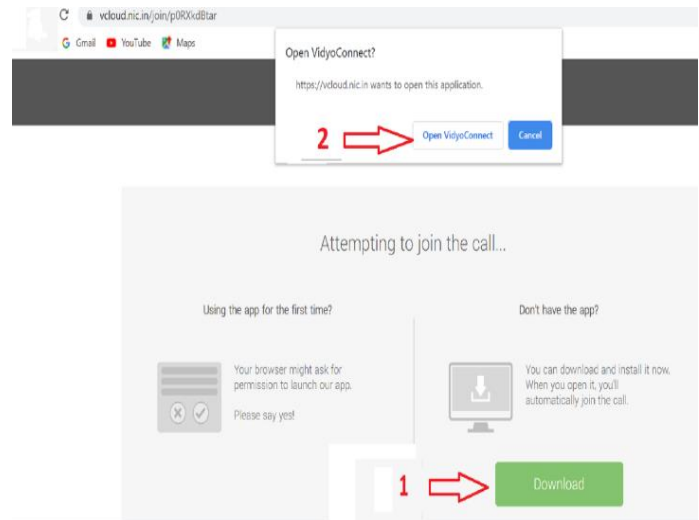
Ministry/Departments/States/UTs officials can use a Web-based Video conference facility for conducting group meetings by sharing **Web Room Link** through email/WhatsApp. Guest users need to join the meeting at the scheduled time by clicking on the **meeting link** received through the mail/WhatsApp.

#### The pre-requisite at each user location for desktop Videoconferencing:

- ✓ User should have minimum 2 Mbps Internet connectivity from any service provider (Broadband/FTTH etc.)
- ✓ A Desktop/Laptop with Windows/IOS (Recommended with i5/i7, 8 GB RAM).
- ✓ Wired Earphone/Headphones with Microphone or External USB camera & Speaker cum microphone with echo cancellation (Strongly Recommended)

#### Steps to join VC meeting

1. Click on the link received through the mail, it will ask to download the VidyoConnentc App (1) in your Laptop/PC (If the user is using it for the first time). Download and installed VidyoConnect. If App is already running in your PC, it will ask you to 'Open VidyConnect' (2)
2. Once it is ready, it will ask your name. Write your name, select Camera, Microphone & Speaker you are using, and click to join the meeting. It is recommended to mute your mic before joining a meeting by enabling "Mute my Microphone"
3. For joining from Mobile Devices, Install Mobile App (**VidyoConnect**) from Play store/App store and then click on the link received through e-mail/WhatsApp.



#### General Instructions:

- Please use Earphone / Headsets or External USB camera & Speaker cum microphone for good quality audio.
- Mute your Microphone from the software, while not speaking.
- Only one person should speak at any given point in time.
- Disconnect the call once the conference is over, which would make the resource available for others.
- ❖ Please do keep your Microphone muted while not speaking and unmute only when you want to Speak.
- ❖ The quality of Videoconferencing depends on the Network BW available at User end and Audio & Video Device used.

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