

# Please read all of the instructions before doing anything!

Below is a tutorial regarding installing and using the video conferencing program on your desktop or laptop, as well as your iPhone or iPad.

**PC or Laptop:**

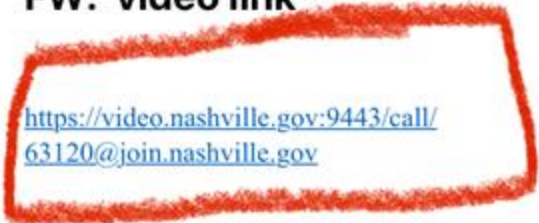
## Internet Explorer

1. Click on the link provided in your email. **The link is different for 3<sup>rd</sup> Circuit and 4<sup>th</sup> Circuit, so make sure you are using the correct one:**

**3<sup>rd</sup> Circuit Link:** <https://video.nashville.gov:9443/call/63120@join.nashville.gov>

**4<sup>th</sup> Circuit Link:** <https://video.nashville.gov:9443/call/63138@join.nashville.gov>

### FW: video link



<https://video.nashville.gov:9443/call/63120@join.nashville.gov>

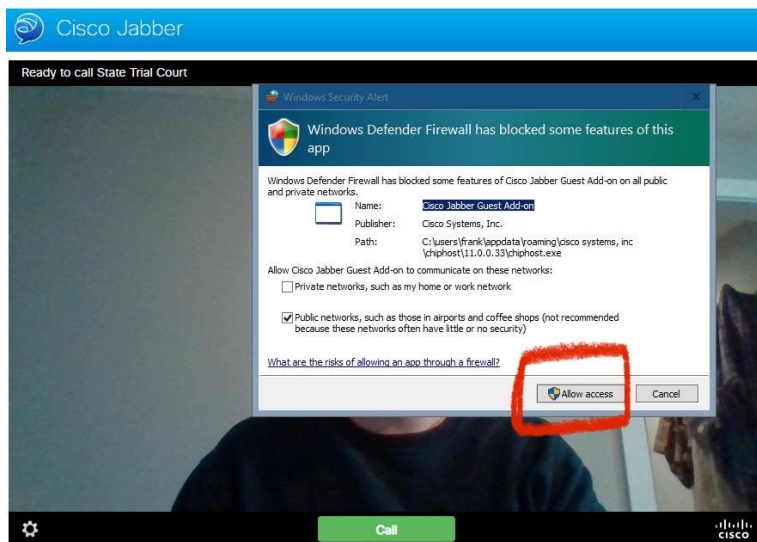
2. Click the Download button:



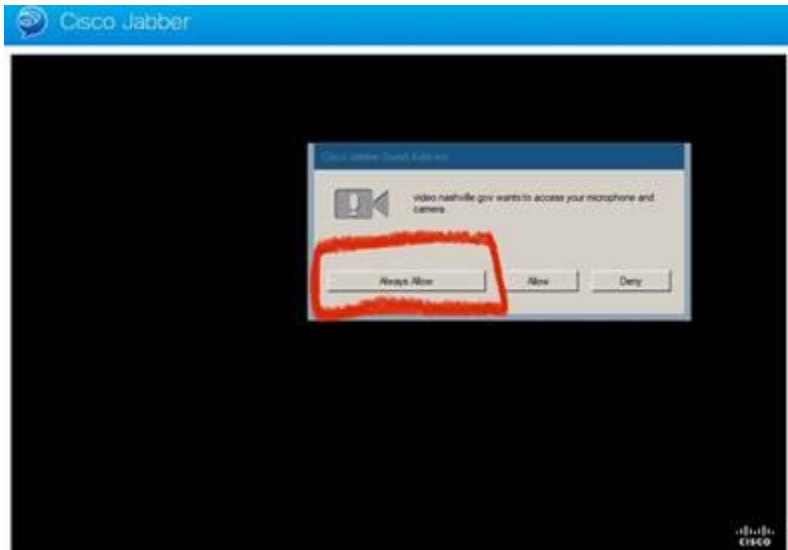
3. Click Run at the bottom of the page and allow the program to install:



4. If your machine asks, click allow access, if it does not ask, skip to the next step:

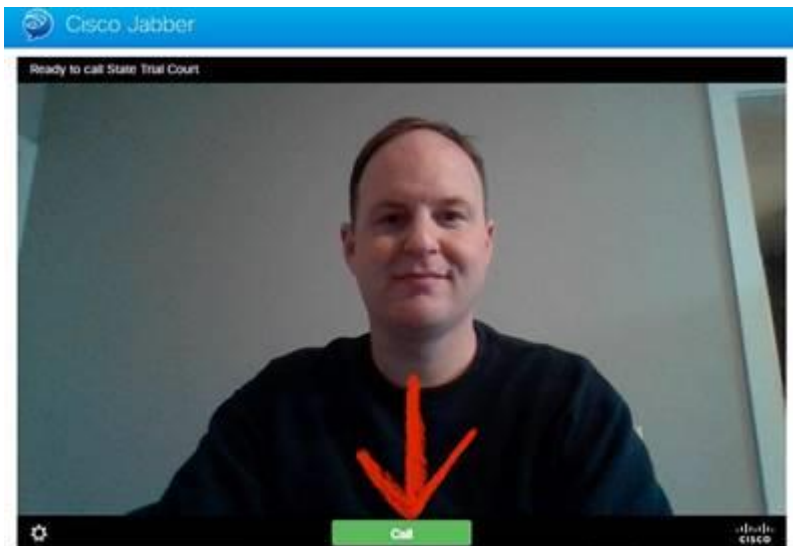


5. If your machine asks to access your microphone and camera, click Always Allow (if you plan to use the program more than once), or Allow (if you only intend to use the program once). If it does not ask, skip to the next step:



**Note: depending on your machine, it may ask for access to your machine or to access your microphone and camera in a different order, or it may not ask at all. If it does not ask, proceed to the next step.**

6. When the program has loaded and you can see your image on the screen, click call:



7. Once you click the call button, you will be entered into the video conference.

8. If the program does not automatically advance to the screen with your image and call button, it may be necessary to close or X out of the program and re-click the link from your email. In this case, the program should automatically advance to the screen shown in step 6, and you will then click the call button.

## Google Chrome

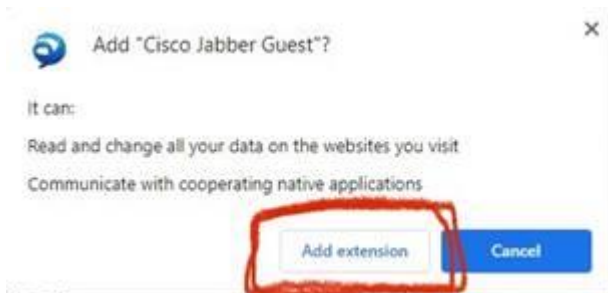
1. Click on the link provided in your email:



2. Click Add to Chrome:



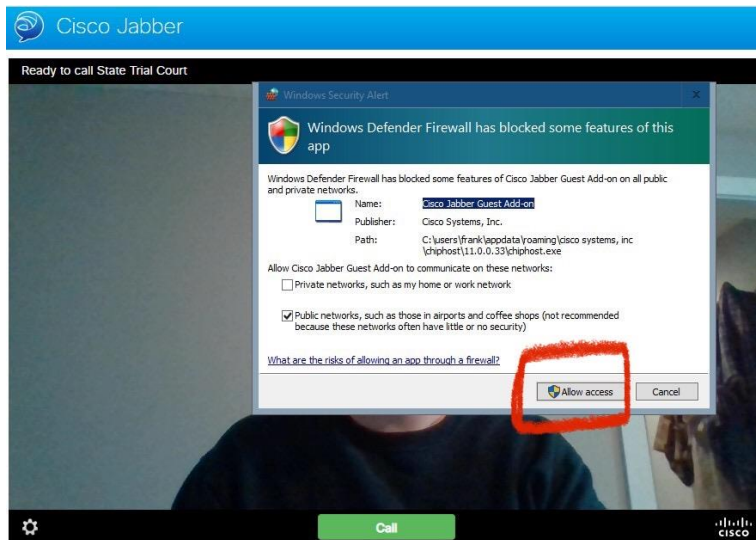
3. Next click Add extension:



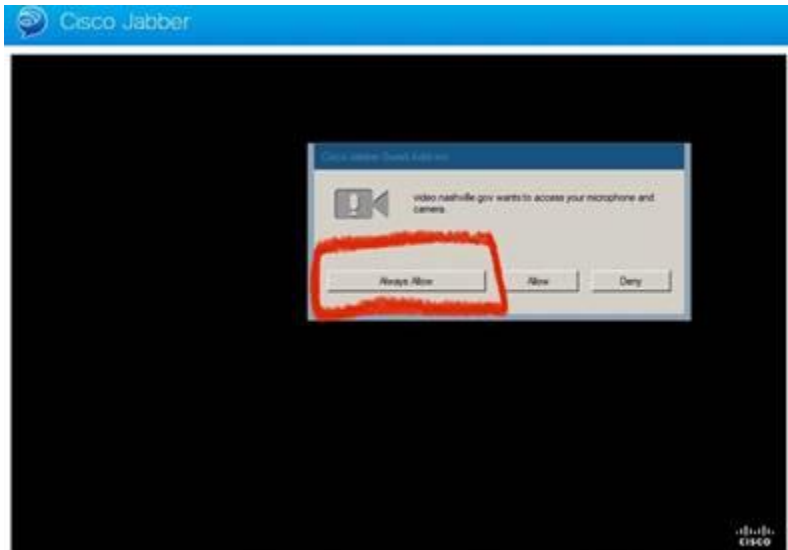
4. Next click Download:



5. If your machine asks, click allow access, if it does not ask, skip to the next step:

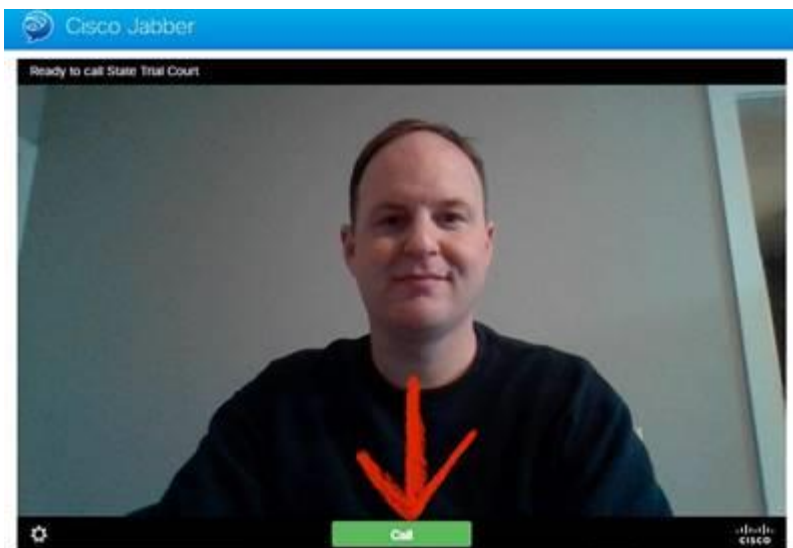


6. If your machine asks to access your microphone and camera, click Always Allow (if you plan to use the program more than once), or Allow (if you only intend to use the program once). if it does not ask, skip to the next step:



**Note: depending on your machine, it may ask for access or to access your microphone and camera in a different order, or it may not ask at all.**

7. When the program has loaded and you can see your image on the screen, click call:



8. Once you click the call button, you will be entered into the video conference.

9. If the program does not automatically advance to the screen with your image and call button, it may be necessary to close or X out of the program and re-click the link from your email. In this case, the program should automatically advance to the screen shown in step 6, and you will then click the call button.

## **iPhone or iPad**

1. Open email and hold down on the link that was emailed to you:

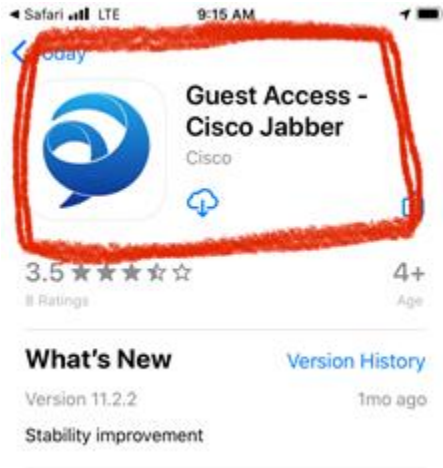
**FW: video link**

<https://video.nashville.gov:9443/call/63120@join.nashville.gov>

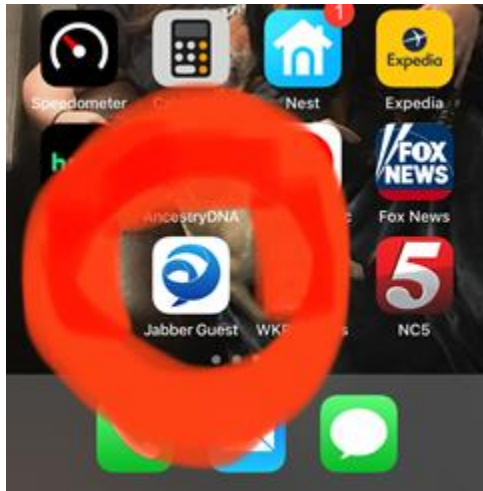
2. Hold down and copy the link:



3. Go back to the email and click the link which will bring you to the page that allows you to download the app. Download the app:



4. The app looks like this. Click it:





5. When the app opens, click on the symbol that looks like this [-]:



6. At the bottom of the next screen click on Enter your calling URL:



7. Past the link that you copied earlier into the address bar:



8. Click Go:



9. Click call at the bottom of the page:



10. Once you click the call button, you will be entered into the video conference.