

YOUR GUIDE TO VIDEO MEETINGS



MEETING YOUR ADVISER ONLINE USING SKYPE



At AFH, our priority is offering you the same great service you are used to via remote means as safely and conveniently as possible. That is why we are introducing video meetings: a secure and confidential way to conduct face-to-face meetings even when you can't physically meet up.

PREPARING FOR YOUR VIDEO MEETING

- ✓ **Check:** your broadband connection to make sure you are accessing the Internet
- ✓ **Check:** that your laptop, tablet, or smartphone is set up for video conferencing, having a camera and microphone ready for use
- ✓ **Check:** that you can find a place in your home where you can have a private conversation

NB: If you don't already use Skype you will need to install the software, which can differ across mobile devices and browsers. If you have any problems please visit:

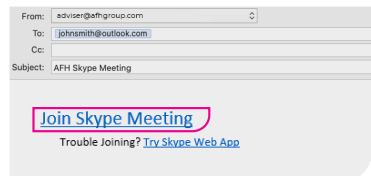
<https://www.skype.com>

If you use a mobile device, download Skype from your app store.

HOW DO I JOIN A SKYPE MEETING?



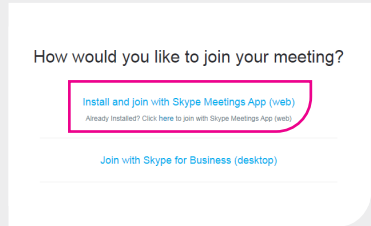
Step One: You will receive your invitation via email from your adviser, please click the link on the agreed date and time. You can also save the invite with the link in your calendar.



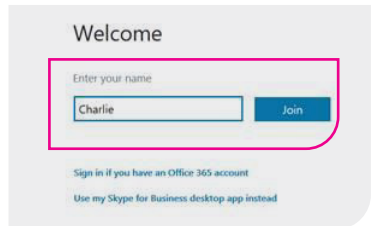


Step Two: If you haven't installed Skype on your device, please click **'Install and join with Skype Meetings App (web)'**.

If you have installed Skype you will automatically be directed to **step three**.



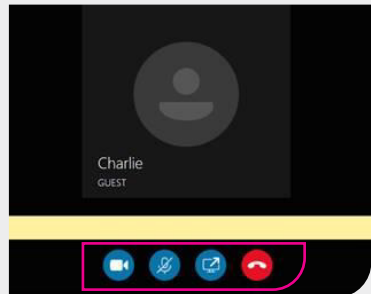
Step Three: Next, enter your name and click **'Join'**.



Step Four: You will now join the meeting and see the below screen with your adviser's video visible.

- ✓ **Click** on the mic symbol to mute/unmute your mic
- ✓ **Click** on the video camera icon to share/unshare your video

To leave the meeting click the red phone symbol.



Please contact your adviser should you require further assistance or information.