

# Video Conference Checklist

## for Remote Participants

Please read these guidelines carefully.

- You need a working webcam and speakers on your computer to participate.
- Access through a hard-wired Internet connection—Wi-Fi or smart phone networks are not recommended and may result in lost connections.
- Prior to the meeting, you will receive a meeting invitation via email.
- Test your connection before the meeting by clicking this link:  
<http://bluejeans.com/111>
- At meeting time, click the "Join Meeting" button in the email you received prior to the meeting.
- As you join the meeting, please enter your name where prompted and mute your audio.
- When connecting with a webcam, please do not dial the audio conference phone number (below).
- Audio conference—For audio only, dial (408) 740-7256 or (888) 240-2560. When prompted, enter the meeting number from the email you received. Please mute your microphone before the meeting.