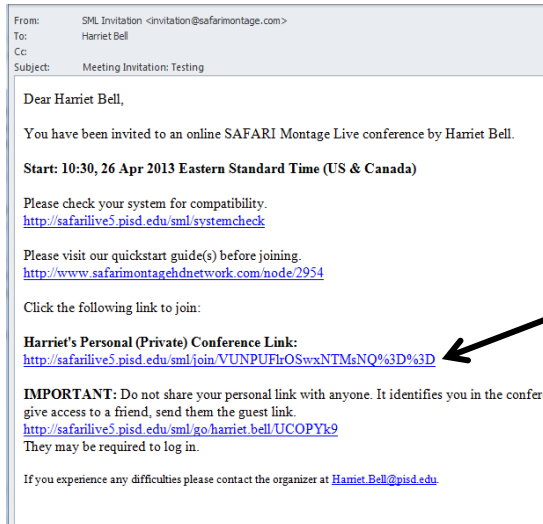


## Opening the Video Conference from an Email

When you have been invited to participate in a video conference, you will receive an email from the moderator.

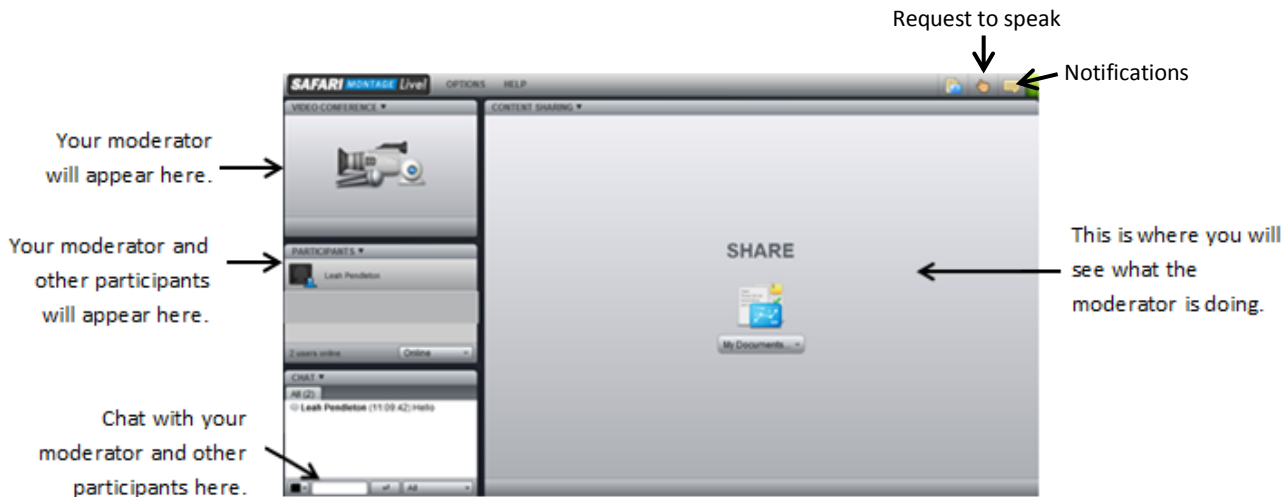
1. Open the email from “SML Invitation”. Click on the conference link. (See below)

You will open an email that looks similar to this:




Click on this link to enter the video conference. Open in **Internet Explorer**.

2. The video conference will appear on your screen. (See image below)
3. The moderator’s video will appear in the “Video Conference” section on the top left.
4. The moderator’s name will appear in the “Participants” section on the left.
5. You will see what your moderator is doing in the “Share” area of your screen.



## Notifications

1. Click on the notifications button in the top right corner. 
2. This tool lets you know if a participant has joined the meeting, if you have a new chat message from your moderator/participants, and any information related to your video conference.

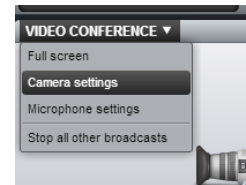
## Video and Audio

1. Your moderator must “invite” you to participate in the audio and video conference, so you will see a message about Safari needing to access the camera and microphone that is connected to your computer. Click “**Allow**” to accept the message.



Now, your video image will appear in the top left corner and you will be able to talk to each other.

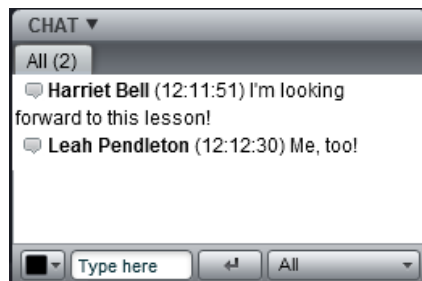
2. **Possible problems with Video** – check your camera settings and be sure it recognizes your video camera.
3. **Possible problems with Audio** – check your microphone settings to be sure it is not muted. Also, check that the volume on your computer and speakers/headphones.



Be sure that your mic is on and not muted.

## Chat

1. To chat with each other, click in the white text box below the chat window. You can type what you want to say and press the Enter key.
2. To **clear** the Chat, click on the CHAT dropdown arrow and select Clear Chat.



## Exiting the Video Conference

1. When your conference is over, just **close the window** or click on **Options** on the top menu bar and then choose **Leave session**. You will be logged out of the Safari program.

