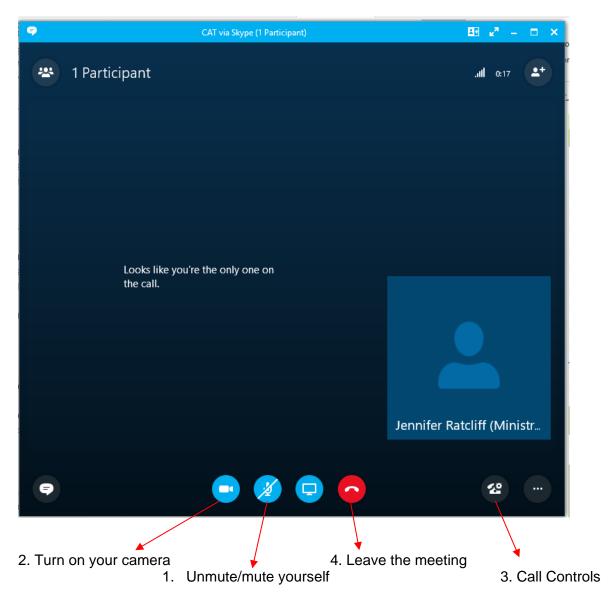
Connecting to Skype Meeting for s150's – using the "Join Skype Meeting Link"

When you use the *link* to connect to the Skype meeting as a guest you will get the following message:

"Hello. You're in our virtual lobby, so make yourself comfortable. The organizer will let you in soon."

Once you enter the meeting you will see the following screen and you will be muted



1. Unmute/mute yourself

When you connect you will be automatically muted, please click on this button so you can be heard.

2. Turn on camera

Use this to turn on your camera. Click this button and then you need to click on "show my camera"

3. Call Controls

If you can't be heard or seen you may need to go into the call controls to select a different device for your headphones/microphone

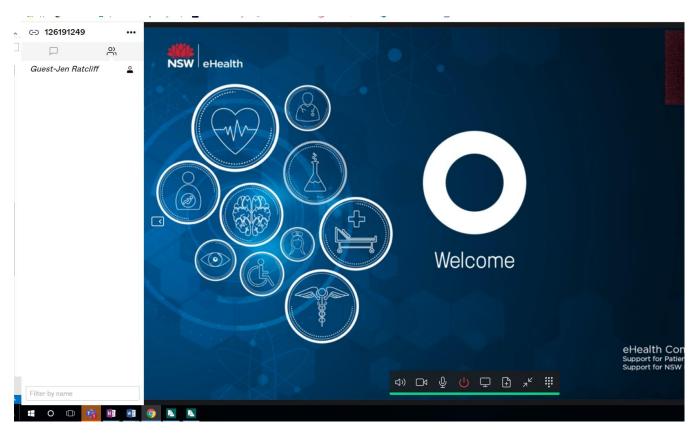
4. Leave the meeting

Use this to disconnect from the hearing

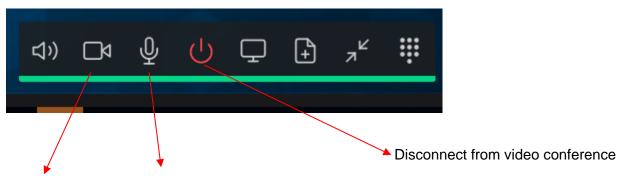
Connecting to Skype Meeting for s150's – using the alternative instructions

As per the instructions go to the website https://join.health.nsw.gov.au and enter your name and the conference ID.

You should enter the screen that looks like this with the message saying "Connecting" this means you are in the lobby and the program officer will connect you to the meeting.



The control panel of the bottom of the screen:

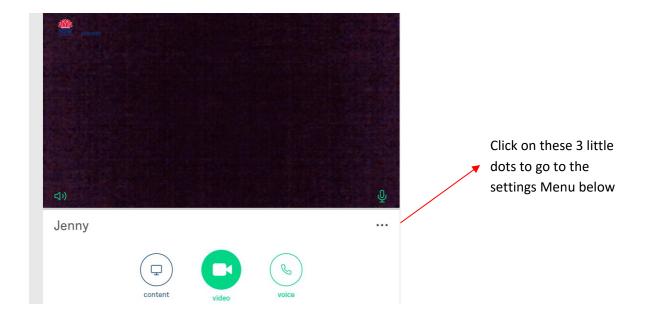


When you first connect you may be asked to allow your computer to access your camera and microphone please allow this to occur.

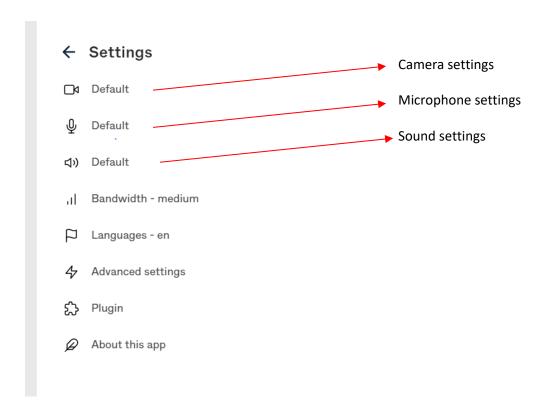
Unable to get sound and/or picture

If after you connect and you are unable to get sound or visual working you will need to disconnect from the video conference. You will be taken to a page by NSW Government eHealth and there is a button "Continue" – click this.

You will be taken to another page



Go to the camera/sound/microphone setting menu and choose the correct device from the list provided



After fixing the settings, please try and reconnect by going back to the website initially used and entering your name and conference id and connect.