



1:1 Video Chat Guide

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**Test
your
Device!**

1. Go to 'Schedule'
2. Select your local timezone, if shown
3. Click a meeting.

The screenshot shows a navigation bar with 'Home', 'Search', 'Messages', 'Schedule', and 'Account'. The 'Schedule' link is circled in red with a '1' above it. Below the navigation bar are links for 'Conference Programme', 'Conference Website', 'Contact', and 'FAQs'. The main header area includes the title 'Schedule' and a user profile for 'Molly Newman' with a 'Log out' link. On the right side, there are two dropdown menus for selecting a timezone: 'Local BST (Europe/London)' and 'Event GMT-5 (America/Chicago)'. The 'Local BST (Europe/London)' option is circled in red with a '2' above it. The main content area shows a list of meetings for '20 Oct'. The first meeting, '10:40 - 11:00 Video Chat' by 'Abigail Howard', is circled in red with a '3' to its left. A sidebar on the left contains filters for 'LIST BY DATE' (My Itinerary, Day, Week) and 'MEETINGS BY TYPE' (Confirmed, Declined).

Home Search Messages **Schedule** Account

Conference Programme Conference Website Contact FAQs

Schedule

Molly Newman [Log out](#)

Local BST (Europe/London) [Event GMT-5 \(America/Chicago\)](#)

LIST BY DATE

- My Itinerary 4
- Day 4
- Week 4

MEETINGS BY TYPE

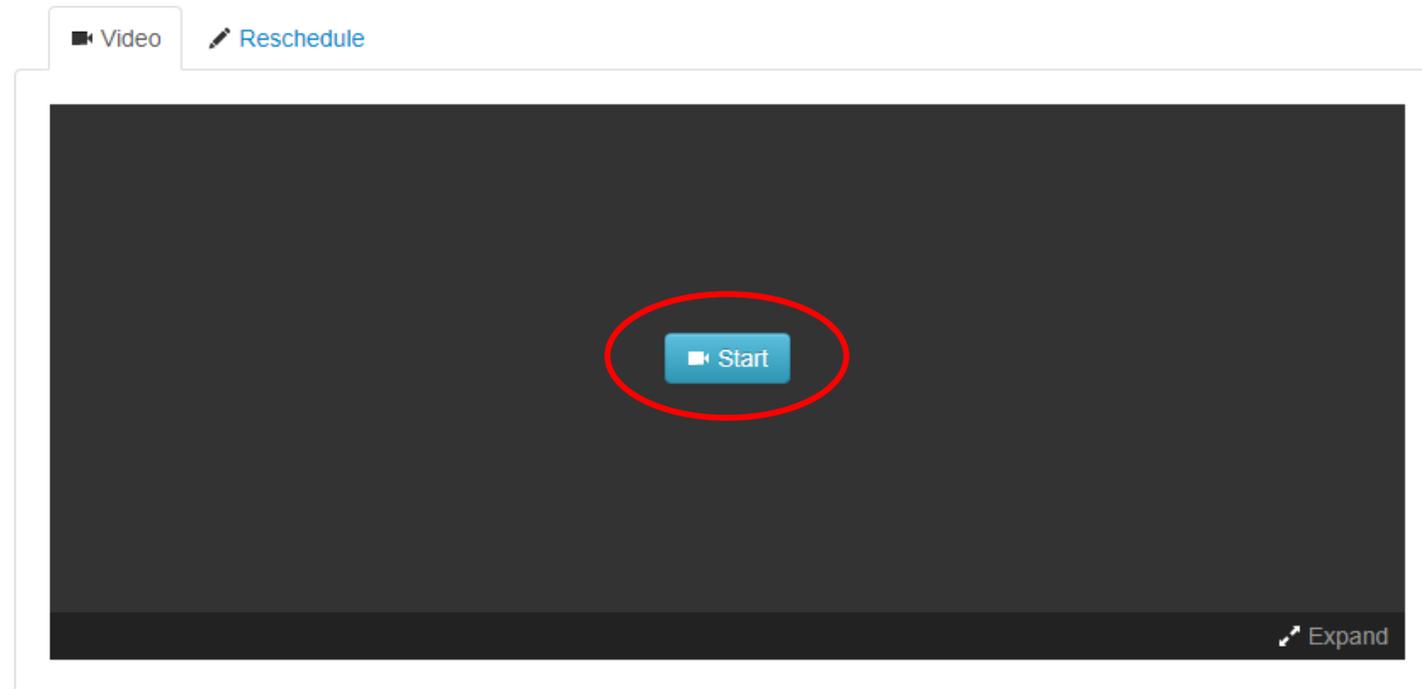
- Confirmed 4
- Declined 1

20 Oct

- 10:40 - 11:00 Video Chat **Abigail Howard** Partner Associates
- 11:00 - 11:20 Video Chat **Bob Bobson** Bob's Company
- 13:00 - 13:20 Video Chat **Melinda Alevras** Alevras Consulting PTY

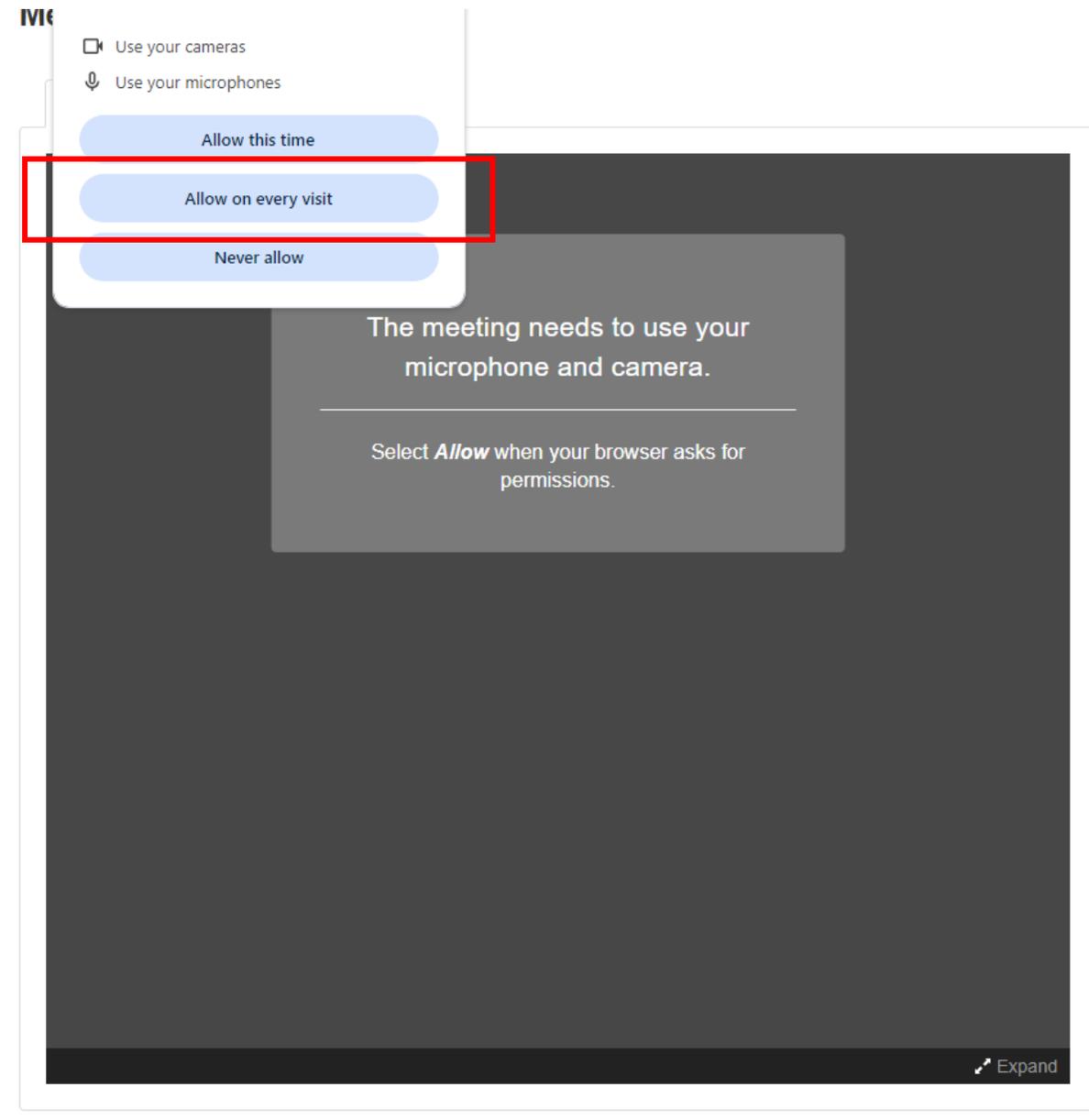
Click 'Start'

Meeting with Abigail Howard



The screenshot displays a meeting interface for a meeting titled "Meeting with Abigail Howard". At the top left, there is a "Video" button with a camera icon. To its right is a "Reschedule" button with a pencil icon. The main area is a large dark rectangle representing the video feed, which is currently blank. In the center of this dark area, a blue button with a white camera icon and the text "Start" is circled in red. In the bottom right corner of the dark area, there is an "Expand" button with a white arrow icon.

- You will be asked to allow use of your camera and microphone.
- Choose an 'allow' option.

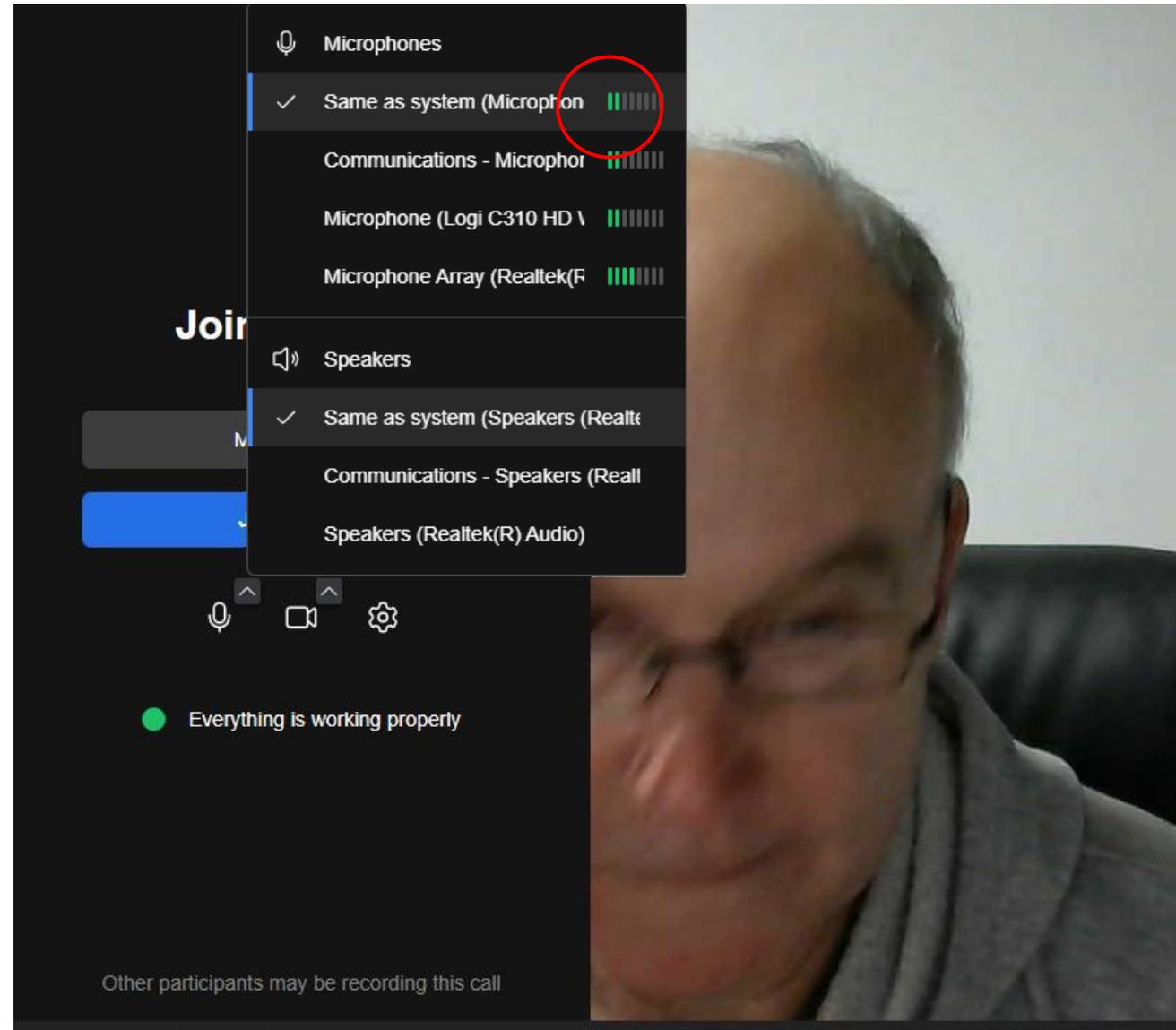


Meeting with Abigail Howard

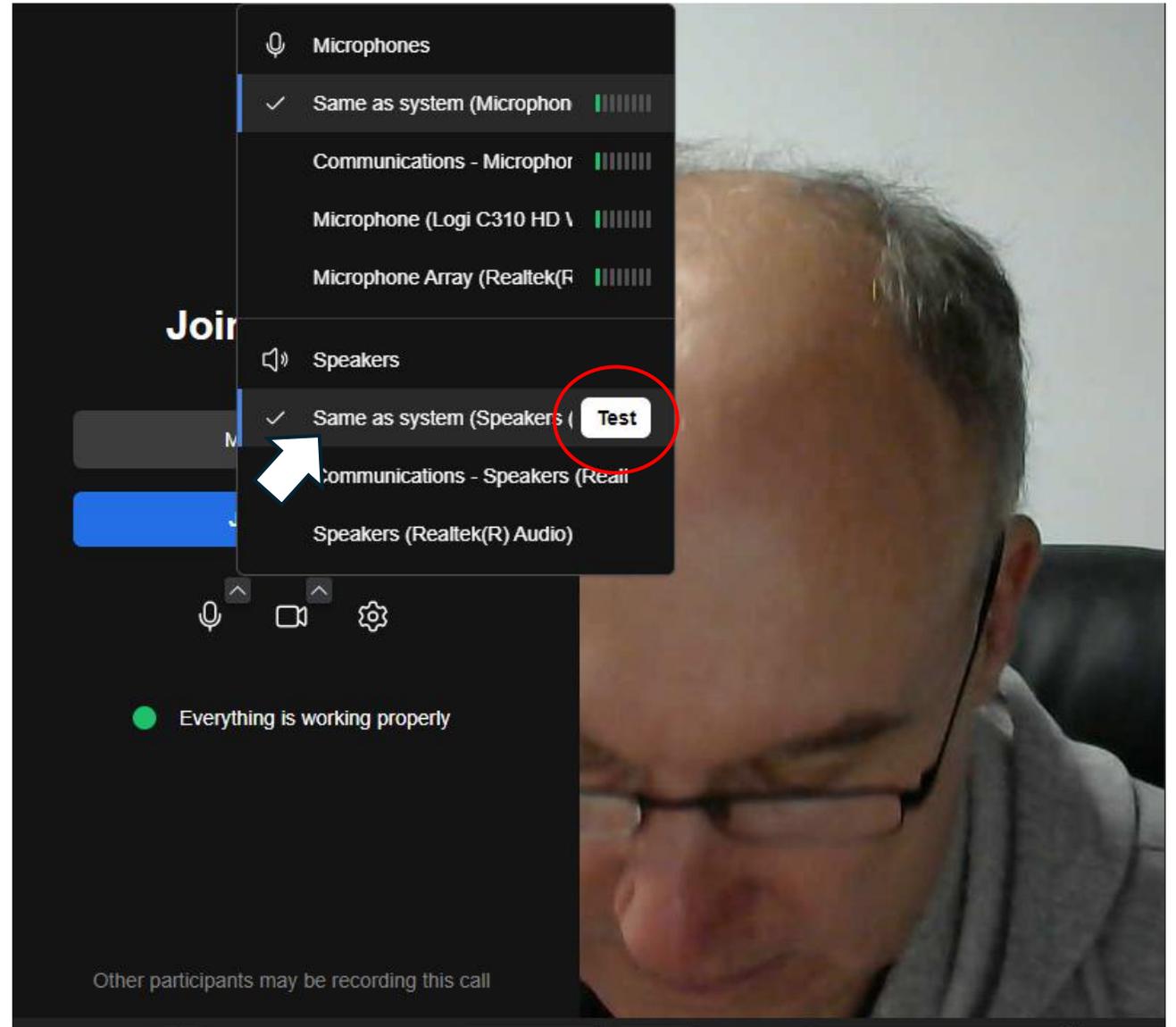
- You should see yourself on screen.
- Check your microphone is working: click the up-arrow by the mic icon

The screenshot shows a Zoom meeting interface. At the top, there are buttons for 'Video', 'Reschedule', and 'Decline'. The main area is split into two panels. The left panel is a dark overlay with the text 'Join meeting' at the top. Below this, there is a grey bar with the name 'Molly Newman'. Underneath is a blue button labeled 'Join meeting' with a downward arrow. Below the button are three icons: a microphone with an up arrow, a video camera with an up arrow, and a gear icon. A red circle highlights the microphone icon and its up arrow, with a red arrow pointing to it from the left. Below the icons, there is a green dot followed by the text 'Everything is working properly'. At the bottom of the overlay, it says 'Other participants may be recording this call'. The right panel shows a video feed of a man with glasses and a grey hoodie. At the bottom right of the video feed, there is an 'Expand' button with an arrow icon.

- Say something out loud
- You should see the green bars react



- Check your speakers by moving your mouse over the speaker options.
- Click Test, you should hear a sound



Your Backup Plan

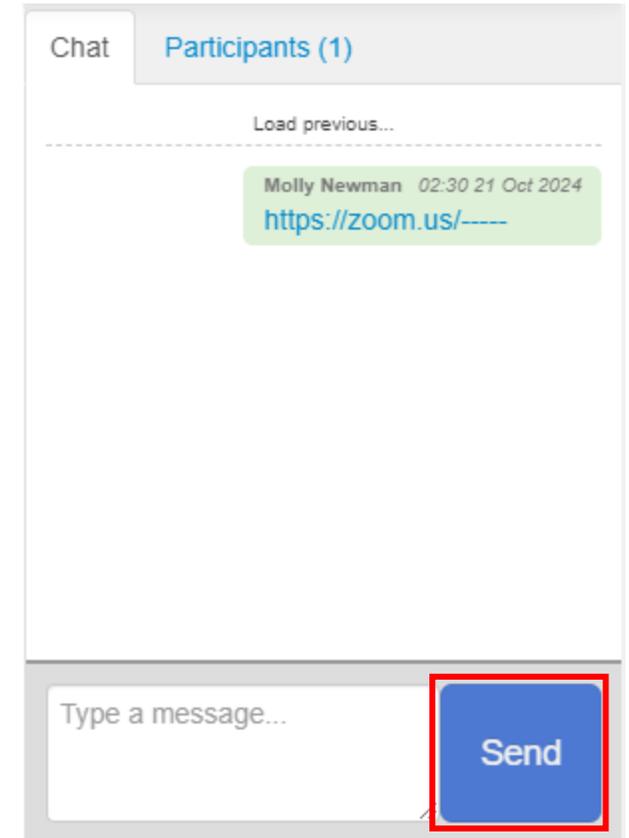
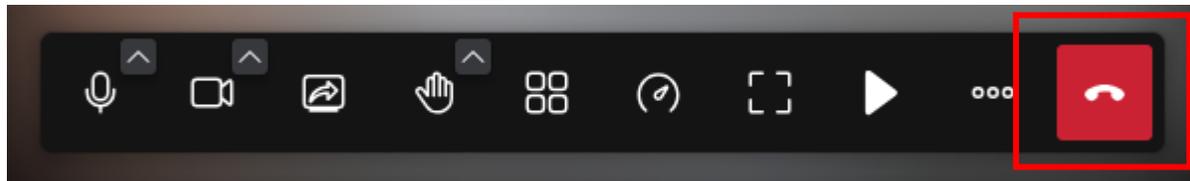
We've all experienced video call problems! Make sure you have a backup in place...

Before the day:

- Set up a video link on your preferred Video Communications application

On the day:

- If you can't get the integrated Video Chat to work – or your meeting partners are having problems - paste your video link into the Chat Panel at the right of the page.
- Your meeting partners will receive the link instantly and can click into it.
- If you have already opened the Video Chat, close it before moving to your own video link.



On The Day

1. Go to 'Schedule'
2. Select your local timezone, if shown
3. Click the meeting that matches your current local time.

The screenshot shows a navigation bar with 'Home', 'Search', 'Messages', 'Schedule', and 'Account'. The 'Schedule' link is circled in red with a '1' above it. Below the navigation bar are links for 'Conference Programme', 'Conference Website', 'Contact', and 'FAQs'. The main header area includes the title 'Schedule' and a user profile for 'Molly Newman' with a 'Log out' link. A dropdown menu is open, showing 'Local BST (Europe/London)' circled in red with a '2' above it, and 'Event GMT-5 (America/Chicago)' below it. The main content area is titled '20 Oct' and lists three meetings. The first meeting, '10:40 - 11:00 Video Chat' by 'Abigail Howard', is circled in red with a '3' to its left. A sidebar on the left shows 'LIST BY DATE' with 'My Itinerary' selected (4 items), and 'MEETINGS BY TYPE' with 'Confirmed' selected (4 items) and 'Declined' (1 item).

Home Search Messages **Schedule** Account

Conference Programme Conference Website Contact FAQs

Schedule Molly Newman [Log out](#)

LIST BY DATE

My Itinerary 4

Day 4

Week 4

MEETINGS BY TYPE

Confirmed 4

Declined 1

20 Oct

10:40 - 11:00 Video Chat **Abigail Howard**
Partner Associates

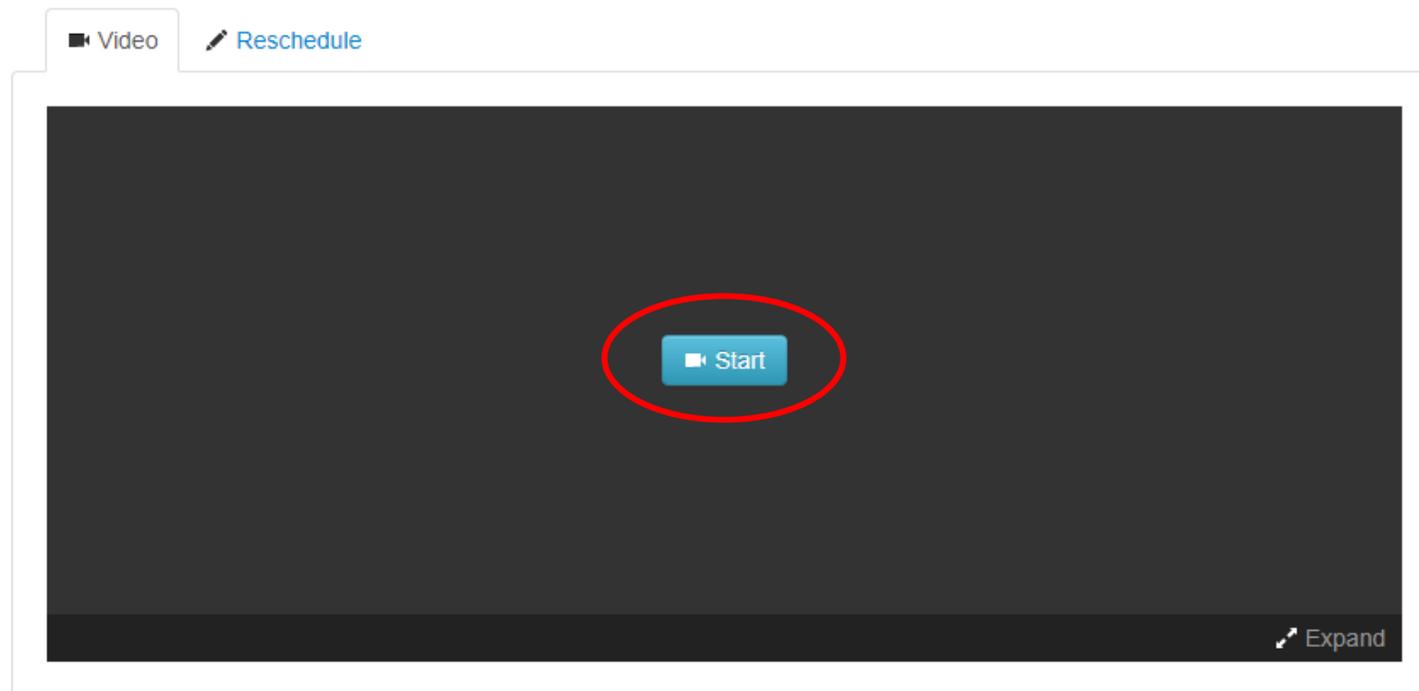
11:00 - 11:20 Video Chat **Bob Bobson**
Bob's Company

13:00 - 13:20 Video Chat **Melinda Alevras**
Alevras Consulting PTY

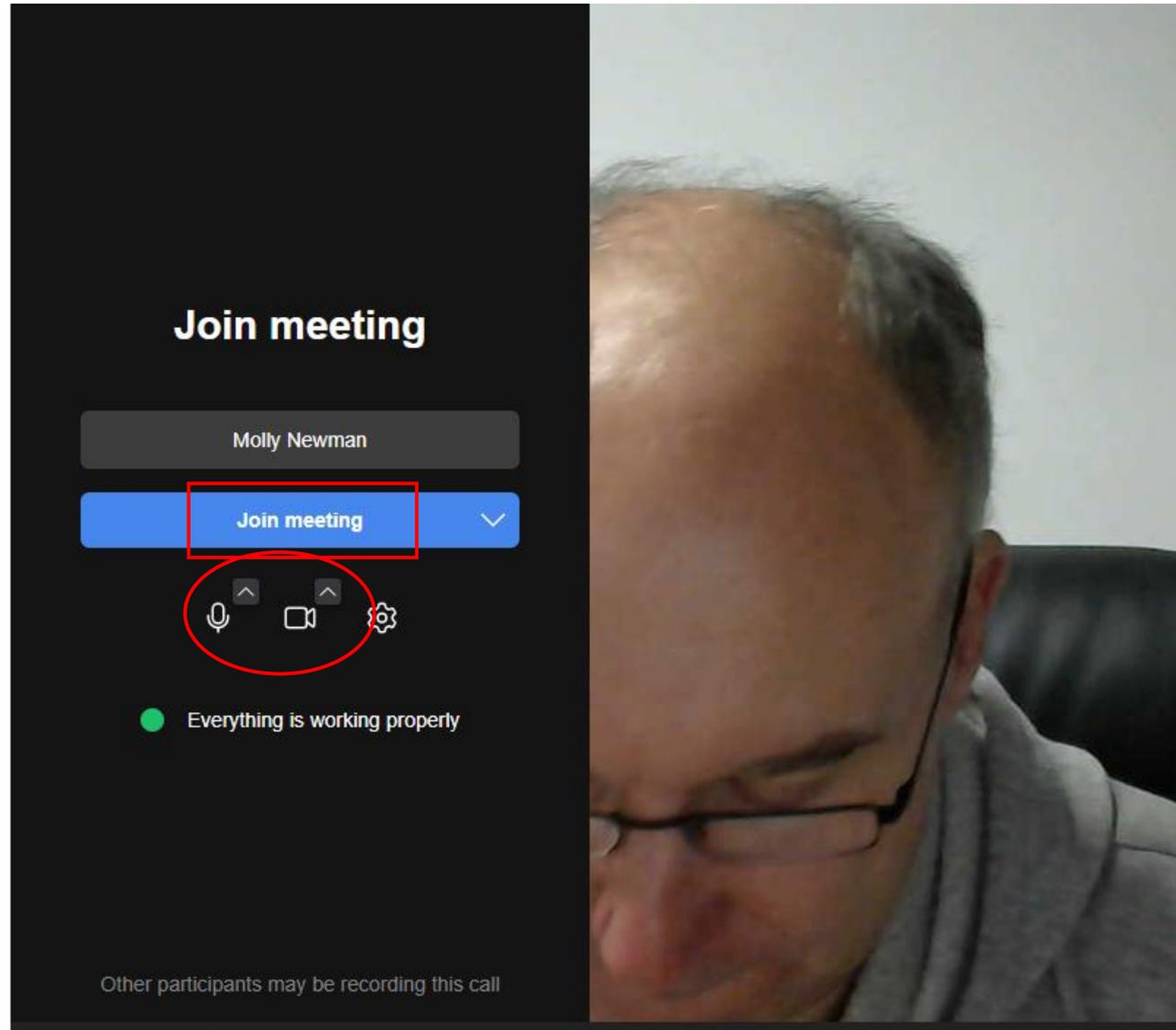
Local BST (Europe/London) [Event GMT-5 \(America/Chicago\)](#)

Click 'Start'

Meeting with Abigail Howard



- Check the microphone and video icons. If they have a line through them, click to clear it.
- Click Join meeting



Other participants should join shortly.

Move your mouse over the video chat frame to raise the control panel.

To end the meeting, click the red 'phone' icon.

Repeat the above 3 steps to join your [next meeting](#).





1:1 Video Chat

[Privacy Statement](#)