

HOW TO USE zoom

VIDEO CALL GUIDE

(DOWNLOAD REQUIRED? YES!)

1) CHECK INTERNET SPEED

Go to speedtest.net to check your internet bandwidth, and make sure it is above 600 kbps (3.8 Mbps for high quality)

The logo for Speedtest, featuring a circular arrow icon and the word "SPEEDTEST" in white capital letters on a dark blue background.

2) DOWNLOAD ZOOM

Click on the blue button in the middle of the webpage, which will prompt you to download the Zoom application

The Zoom logo, consisting of the word "zoom" in a lowercase, blue, sans-serif font.

3) CREATE A ZOOM ACCOUNT

Log in or create a Zoom account either by using your Gmail or Facebook account, or with your email address



4) OPEN CONFERENCE LINK

Check for email from employer with the Zoom link attached, and click the link to open Zoom



5) LAUNCH THE VIDEO CALL

A blue rounded rectangular button with the text "Launch Meeting" in white.A white rounded rectangular button with the text "Open zoom.us" in black.

Go back to the Zoom link from the email and click again, then click "Launch Meeting" or "Open zoom.us" on the next webpage

6) CONNECT VIDEO & AUDIO

Once the Zoom call window is open, connect to audio by clicking "Join with Computer Audio" (or "Wifi or Cellular Data" if on mobile device) then turn your camera on by clicking the video button in the bottom left corner of the screen

HOW TO USE



Microsoft Teams

VIDEO CALL GUIDE

(DOWNLOAD REQUIRED? NO!)

1) CHECK INTERNET SPEED

Go to [speedtest.net](https://www.speedtest.net) to check your internet bandwidth, and make sure it is above 500 kbps (1.5 Mbps for high quality)

 SPEEDTEST

2) OPEN EMAIL INVITE

Check for an email from the employer with the Teams meeting link attached, and select "Click here to join the meeting"



3) OPEN CALL IN BROWSER



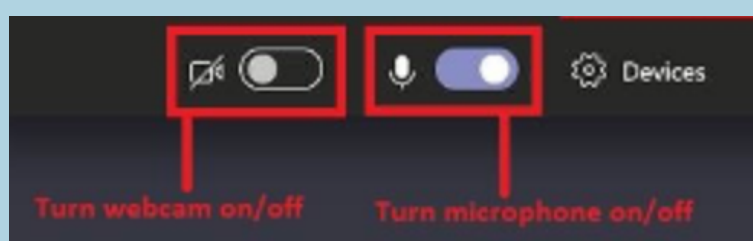
After clicking on the Teams meeting link, select "Continue on this browser." You can also open the app if you choose to download Teams on your device.

4) LOG IN OR JOIN AS GUEST

Type in your name in order to join the call as a guest, or log in to your Team account if you have one



5) CONNECT AUDIO AND VIDEO



Choose your settings (located under the space to type your name) to turn on camera and microphone

6) JOIN THE CALL

After typing your name and turning on your camera and microphone, select "Join Call" and you will either join the call immediately or be placed in a lobby to wait until you are admitted into the meeting

HOW TO USE



Google Meet

VIDEO CALL GUIDE

(DOWNLOAD REQUIRED? NO!)

1) CHECK INTERNET SPEED

Go to [speedtest.net](https://www.speedtest.net) to check your internet bandwidth, and make sure it is above 300 kbps (3.2 Mbps for high quality)

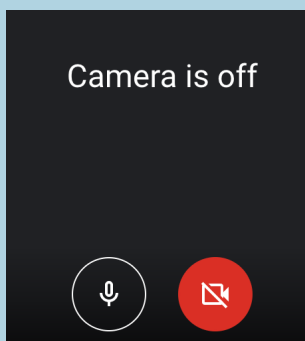


2) OPEN CONFERENCE LINK

Check for an email from the employer with the [Google Meet](#) link attached, and click the link to open the meeting. No downloads needed.



3) CONNECT AUDIO AND VIDEO



On the webpage that opens up, you will see a screen of yourself on the left. Make sure your camera and microphone are turned on

4) JOIN THE MEETING

Select either "Ask to join" or "Join now" if available. If you select "Ask to join" you will wait until you are admitted into the meeting



DO I NEED TO HAVE A GMAIL ACCOUNT FOR A GOOGLE MEET CALL? NO.

You do not need to have a gmail account to enter a Google Meet conference call. Just click on the link invitation.

Make sure your device is steady (not shaking); the camera and microphone are on, your face is clear, and position the device so they can see your face and shoulders.

HOW TO USE



Signal

VIDEO CALL GUIDE

(DOWNLOAD REQUIRED? YES!)

1) CHECK INTERNET SPEED

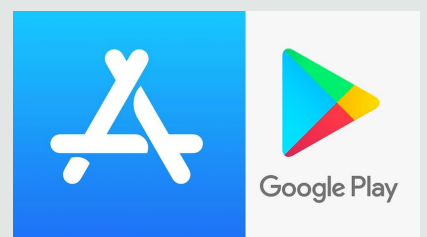
 SPEEDTEST

Go to [speedtest.net](https://www.speedtest.net) to check your internet bandwidth, and make sure it is above 800 kbps)

2) DOWNLOAD SIGNAL APP

Make sure to download the Signal application and register your phone number with the application to log in

Note: you can download Signal on a mobile phone or computer.



3) VERIFY AND SET UP PROFILE



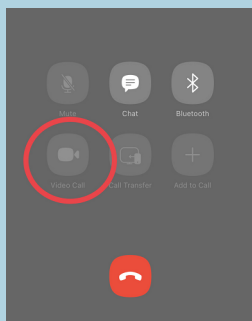
You will be asked to verify your phone number, then set up your profile on the application, including setting a PIN and completing info. Share your phone number with TBB or the employer.

4) CONNECT TO NETWORK

Make sure you are either connected to wi-fi/internet or have sufficient cellular data (with the minimum bandwidth) to receive calls



5) ACCEPT CALL



After you have set up your Signal application, the employer will reach out to you either by audio or video call at the designated time

6) CONNECT VIDEO & AUDIO

If your call will take place on your mobile device, make sure your device is steady (not shaking), camera and microphone are on, your face is clear, and position the device so they can see your face and shoulders.

HOW TO USE



WhatsApp

VIDEO CALL GUIDE

(DOWNLOAD REQUIRED? YES!)

1) CHECK INTERNET SPEED

 SPEEDTEST

Go to [speedtest.net](https://www.speedtest.net) to check your internet bandwidth, and make sure it is above 800 kbps)

2) DOWNLOAD WHATSAPP

Download the WhatsApp application on your device (or connect through Whatsapp Web on your computer)



3) CONNECT TO NETWORK



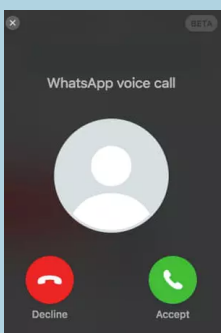
Make sure you are either connected to wi-fi/internet or have sufficient mobile data (with the necessary bandwidth) to receive calls

4) LOG IN WITH PHONE NUMBER

Log in to your WhatsApp application using your phone number and complete authentication



5) ACCEPT THE CALL



After you have set up your WhatsApp application, the employer will reach out to you either by audio or video call at the designated time. Accept the call.

6) CONNECT VIDEO & AUDIO

If your call will take place on your mobile device, make sure your device is steady (not shaking), camera and microphone are on, your face is clear, and position the device so they can see your face and shoulders.