

GUIDE AND INSTRUCTIONS

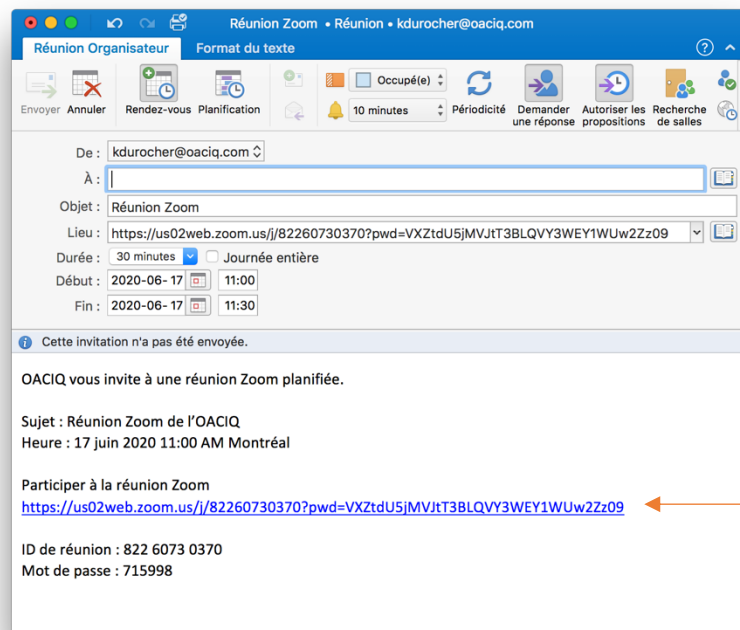
Videoconference with the ZOOM application

Please note that you can use a mobile phone, a tablet, or a computer with a camera.

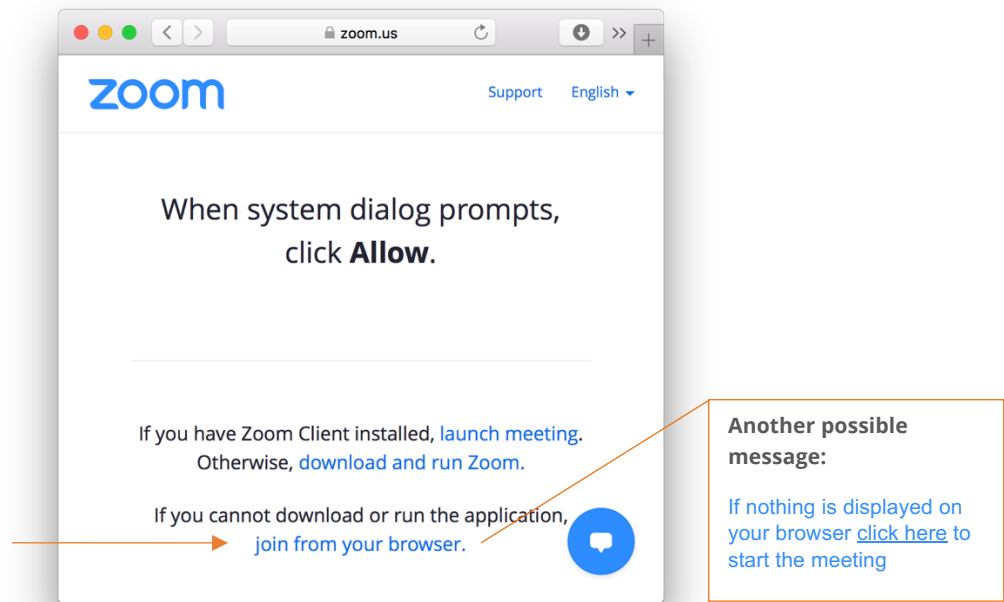


TO JOIN A HEARING OR AN AUDIO MANAGEMENT CONFERENCE, YOU MUST FOLLOW THE STEPS BELOW:

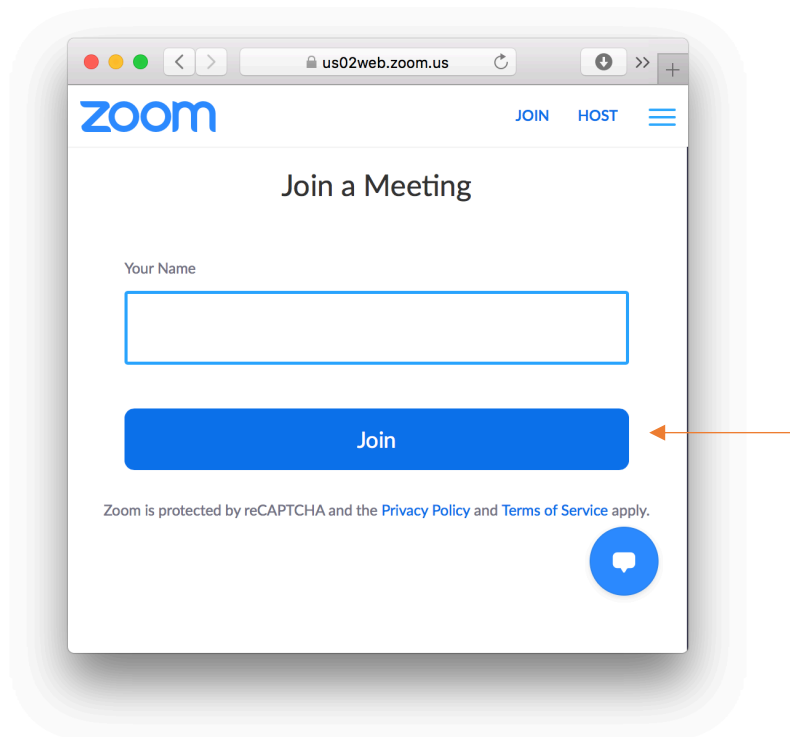
1. **15 minutes before the date and time** you are summoned, click on the link in the email we sent you, or copy the electronic address indicated in the paper document you received. You will be taken to a virtual waiting room until the session is opened or, in the case of a witness, until you are allowed to enter.



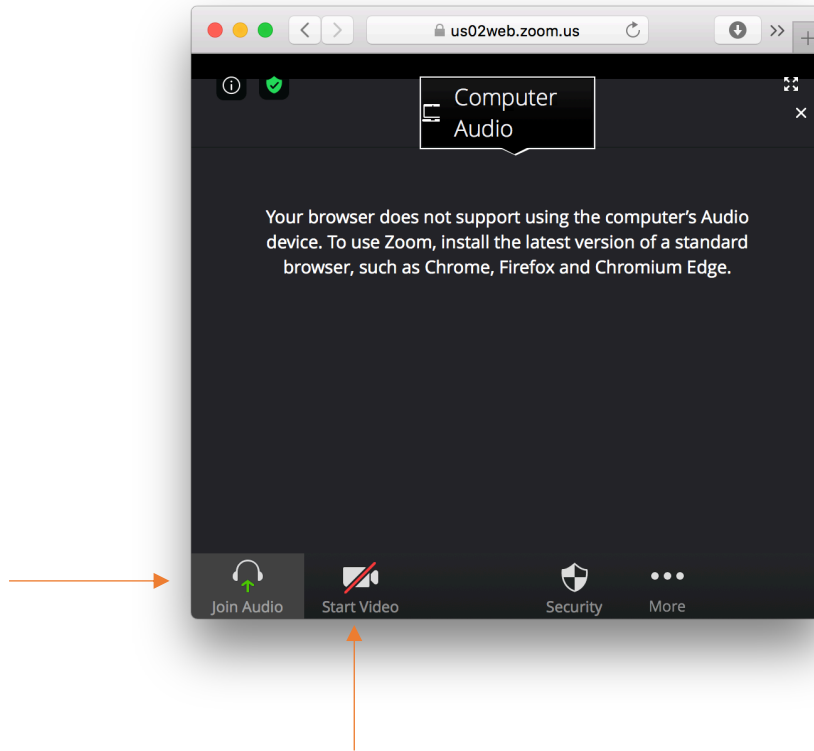
2. If nothing is displayed after launching the application, press "**Join from your browser**" or "**Click here**" depending on the type of computer or browser you have.




3. Then enter your name and click "**Join**".



4. Click on "**Join Audio by Computer**" and then activate only your microphone and deactivate your camera once you have joined the meeting, unless otherwise stated. This option is available in the lower left corner of your screen.



IF YOU ARE INVITED TO SHARE CONTENT

1. Prepare the documents you wish to share in advance and make sure they do not contain any personal information
2. Press "Share screen", the icon  at the bottom of your screen
3. Select the screen or document you wish to share
4. If you wish to share a document with sound, you will need to check "Share sound" in the sharing window

A FEW INSTRUCTIONS:

1. Make sure you are in a quiet, well-lit area and you are not disturbed.
2. If you are using a tablet or smartphone, place the electronic device on a stable piece of furniture to prevent the image from moving.
3. Make sure you are not in a place where microwaves can interrupt the videoconference.
4. Make sure the microphone and the camera of your electronic device are working.
5. Use headphones with a microphone for better sound and listening quality.
6. **ATTENTION:** We ask that you do not share the meeting link with anyone without permission **AND** do not click on any links that may appear during use.