

**Manual on how to use the Videconference
Telmex Platform**

Content

Content	2
1 Procedure for installation.....	3
2 Procedure for first set up.....	5
3 Use the application-.....	7
3.1 Joining to a Videoconference.....	7
3.2 Tool bar.....	8

NOTE:

IF YOU ALREADY HAVE INSTALLED THE APPLICATIONS PLEASE GO TO “USE OF THE APPLICATION”

1 Procedure of Installation

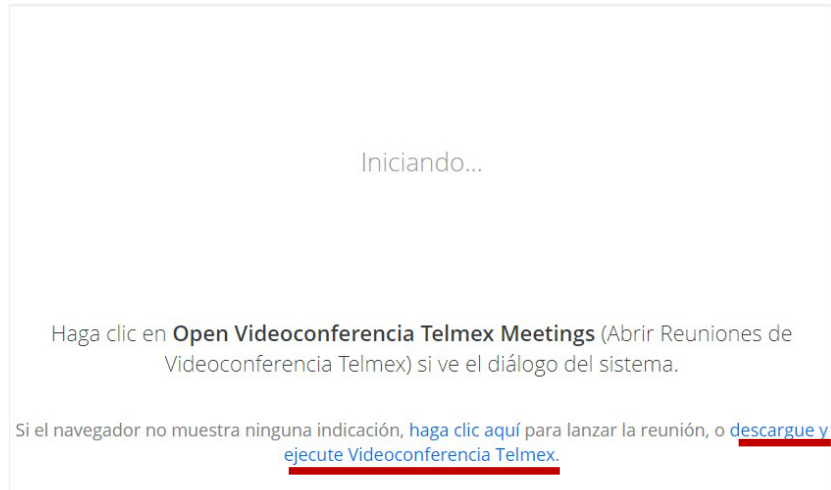
1. You will receive an e-mail with the access data



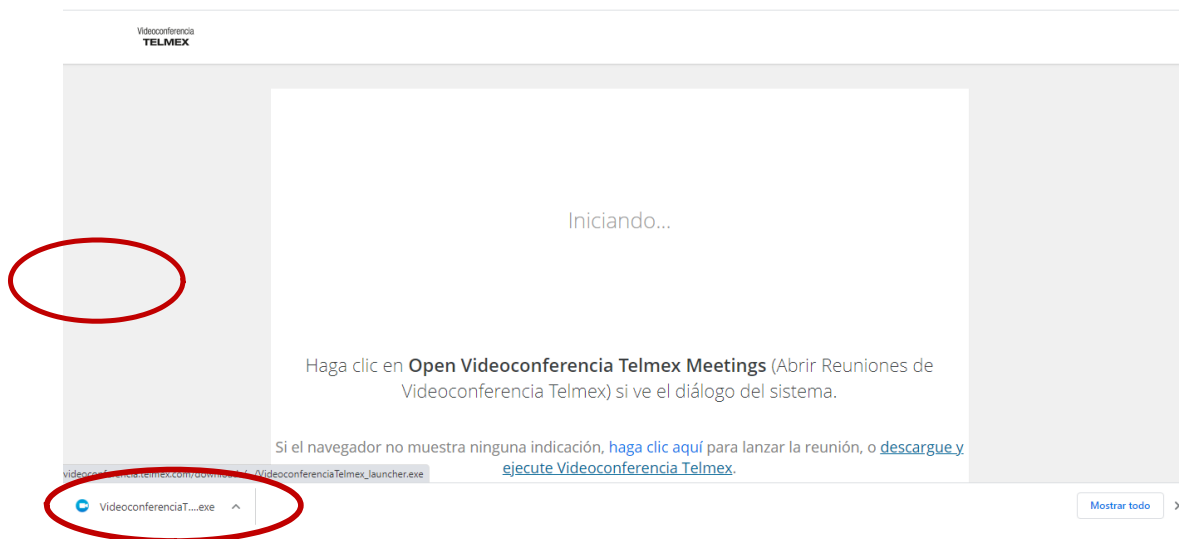
2. You must click the link in the access data you receive.

<https://videoconferencia.telmex.com/j/1231490898>

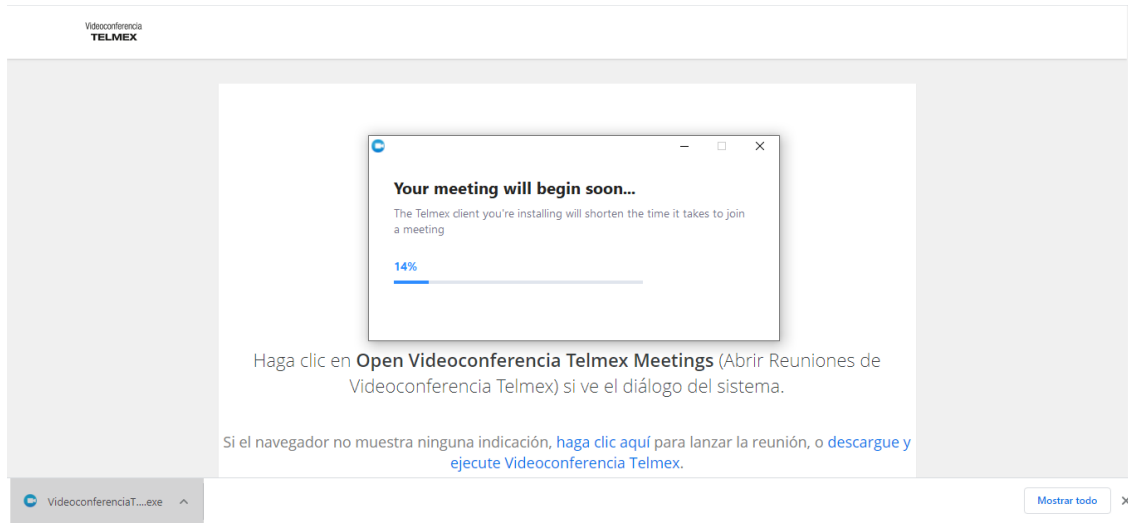
3. Automatically you will be redirected to the Telmex Videoconference platform, and the download will start, if not, please select "descargue y ejecute Videoconferencia Telmex"



4. The download of the application will start automatically



5. Click the executable application and install it

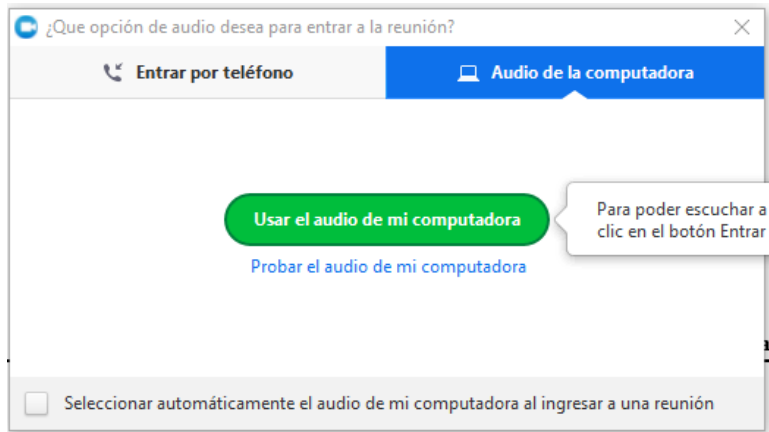


6. Once installed, you will be asked to enter your name. Click "Unirse a una reunión"

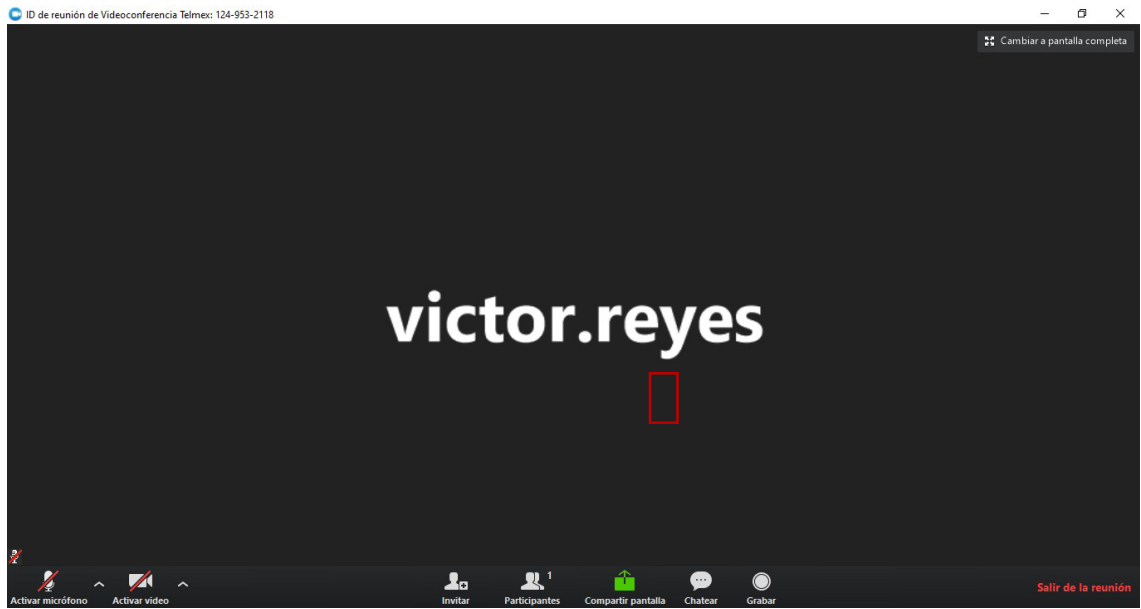
2

Procedure of Initial Set Up.

1. Select **"Usar audio de mi computadora"** meaning you will join by computer audio.



2. Main screen of the platform



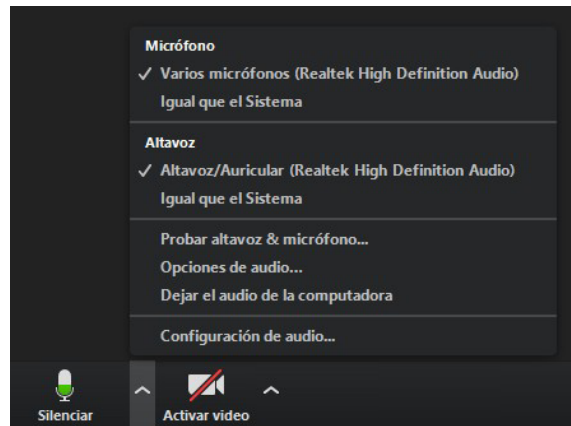
3

Use of the application

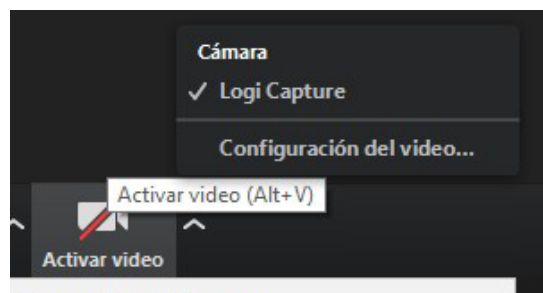
1. Tool bar menu



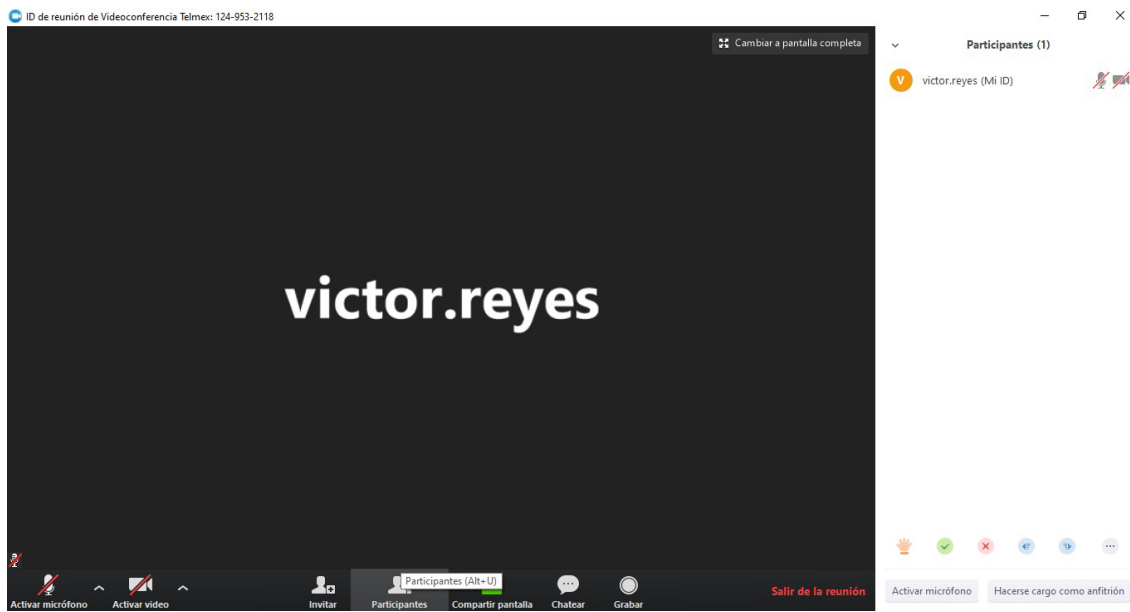
1.1. Use of the mic. With this tool you can open or close your mic or switch mic device, in case you use an external microphone.



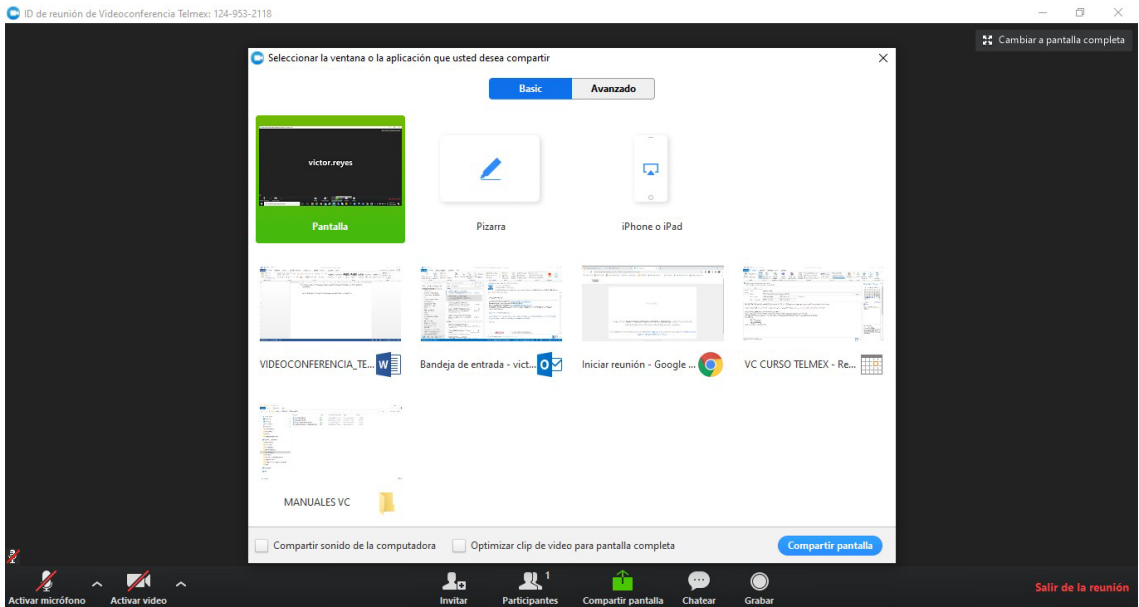
1.2 Use of camera. With this option you may want to turn on or off your video or to switch to other device in case you are using an external camera



1.3 Participants. When you click this icon it will display the panel of participants that are already in the meeting

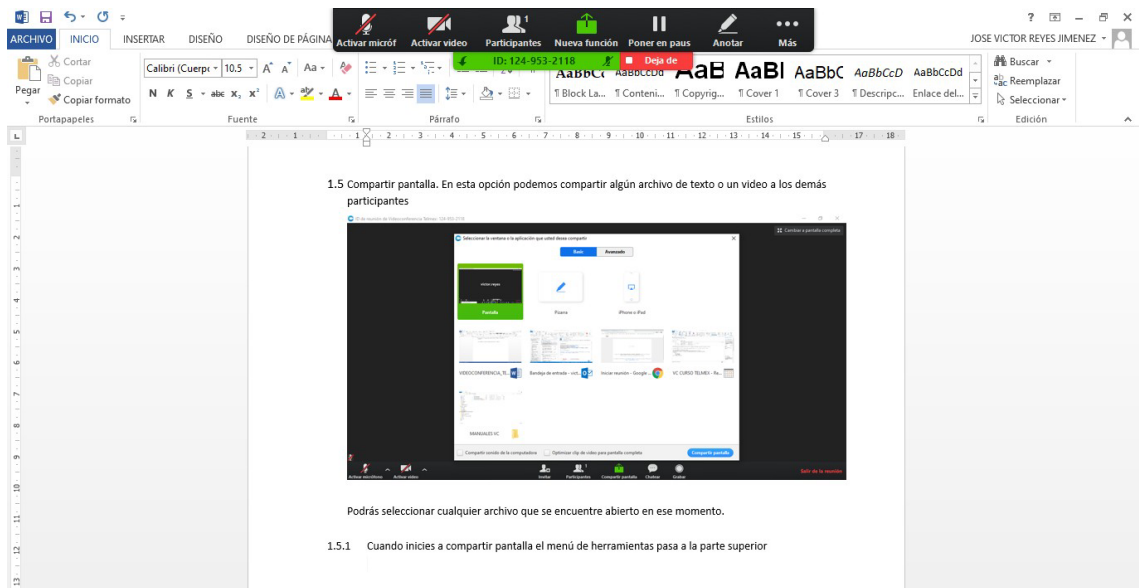


1.4 Share Screen. With this option, you are allow to share any open file or video from your computer to the rest of the participants



You can share any open file at the moment.

1.4.1 When you start sharing your screen the tool bar will move to the top of the screen



Once your participation ends, you may want to stop sharing your screen. Select the option "Dejar de compartir" or "stop sharing"

