Annexure – A

Quick user Guide to participate group Video meeting using Webroom link (Ministries/Departments/States/UTs)

Ministry/Departments/States/UTs officials can use Web based Video conference facility for conducting group meetings by sharing **Webroom Link** through email/WhatsApp. You need to join the meeting in the scheduled time by clicking on the link.

The pre-requisite at each user location :

✓ User should have minimum Internet connection of 2 Mbps from any service provider (Broadband/FTTH/4G etc)
✓ A Desktop/Laptop working in windows (Recommended).
✓ Wired Earphone/Headphones with Microphone (Strongly recommended) or External USB camera & Speaker cum microphone.

Steps to join VC meeting

1. Please copy the link and paste it into the URL field of **Internet Explorer** (recommended). It will download a Plugin and make Brower ready to place a call.
2. Once browser is ready, enter your name, Select Camera, Microphone & Speaker you are using and click to join the meeting.
3. If you want to join using MAC OS then install the Vidyodesktop software from https://webvc.nic.in then click on the Webroom link.
4. For joining from Mobile Devices, Install Mobile App (**VidyoMobile**) from Play store/App store and then Click on the link received in e-mail/WhatsApp.

General Instructions:

- Please use Earphone / Headsets (Strongly recommended)
- Only one person shall speak at any given point.
- Mute your Microphone from the software (Click the on video screen to see tools bar. Click on Microphone symbol 🎤 to Mute / Unmute.
- Disconenc the call once conference is over, which would make the resouce avlable for others.

Capacity of WebRoom:

Three/Five WebRoom links have been created for each Ministry/Department/States with a capacity to host 50 participants in each Webroom. Details of Webroom links have been shared with NIC VC coordinators at Ministry/States.

Please do keep your micrpphone muted and unmute only when you speak.

Helpdesk Number 011-24305767 (Email : webvc@lsmgr.nic.in)

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