[Mail mall 1 – allmän info]

Dear all,

Please reply to this email so that I know that you will be reached at the according email address.

Here is some general information about how to connect to the video conference for the upcoming defence. Further instructions will follow.

Please download and install the Zoom Client for meetings.
If you already have the Zoom Client installed, please make sure that you have updated to the latest version.

Zoom Client for Meetings
<https://zoom.us/support/download>

A good time for testing is some days before the meeting:

* Connect a headset to ensure good sound quality
* Make sure your camera & microphone works

**Checklist**, based on previous experiences

* Connect your computer (or mobile device) to a power source
* Turn off notifications from other apps (e.g. email, chat programs)
* Use a headset for better audio experience
* Check that your computer’s operating system is up to date.

**When on a home Wi-Fi**

* Disconnect or turn off possible competing devices like TV, Playstation, other computers or mobile devices.
* Make sure no new devices are connected to your home Wi-Fi during the meeting
* Avoid using VPN during the webinar if possible, it could be unstable.

Please do not hesitate to contact me if you have any questions.

Best regards,

xxx