[Mail mall 2 – Övningsgenomgång]

Dear all,

We will have a test run for the video conference tomorrow at [klockslag, Tidszon (GMT+1)].

A separate invitation will be sent to you.

In case you have not installed the Zoom Client for Meetings - please follow the instructions below.

Best regards,

xxx

Please check before the meeting:

* Connect a headset to ensure good sound quality
* Make sure your camera & microphone works
* Check that your Zoom Client is updated to the latest version  
  <https://zoom.us/support/download>

**Checklist**, based on previous experiences

* Use a headset for better audio experience
* Connect your computer (or mobile device) to a power source
* Turn off notifications from other apps (e.g. email, chat programs)
* 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.