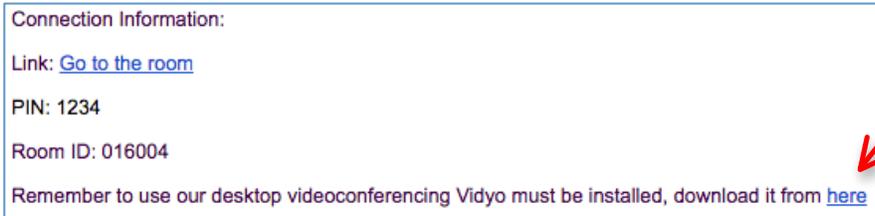


Members who have confirmed their participation will receive an email from REUNA with instructions on how to connect. If you have not confirmed your participation, please contact directly Pablo Rivas at privas@reuna.cl or by phone +56 2 2337 0382, +56 2 2337 0340.

1. The email from servicios@reuna.cl will include the **ConnectionLink**, **PIN #**, **Room ID**, and the download **link for Vidyo software**.



This email will be sent 30 minutes before the time of meeting, so if you confirmed your participation and didn't receive the e-mail, please check your spam.

2. Download and install the Vidyo software.



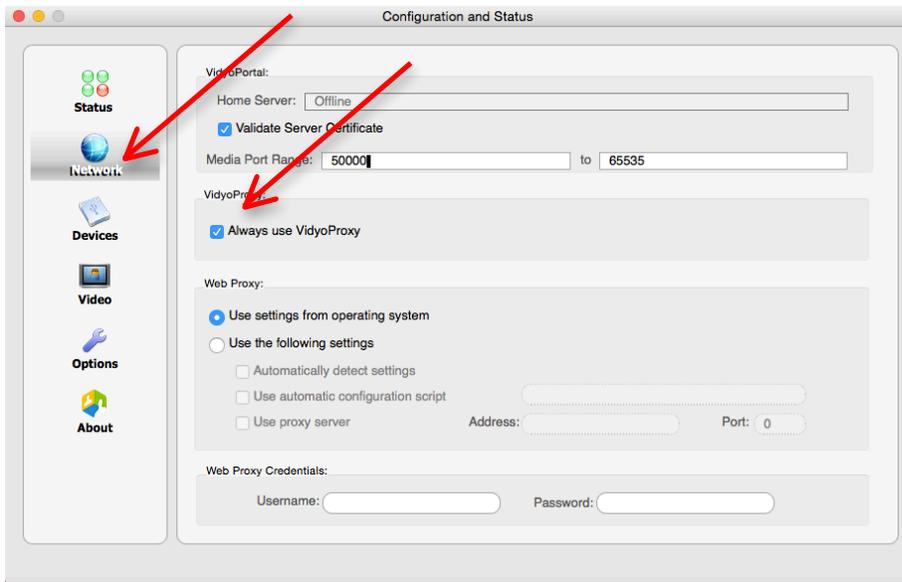
3. You will see this image



You must close this window.

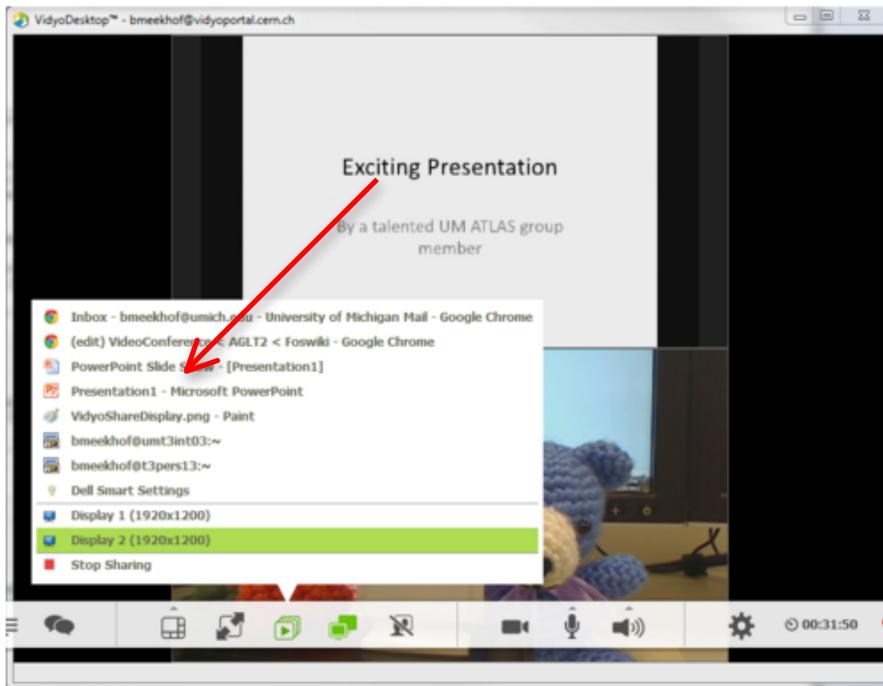


4. Right click on the Vidyo icon  on your computer and click "**Configuration**". Next, click on "**Network**" and then select the checkbox for "**Always use VidyoProxy**". You can now minimize the window, but keep the application open.



5. Click on “**Go to the room**” link from REUNA’s email. Enter your **name** and **PIN** when prompted.

6. Open your power point presentation. To share your screen click on the icon  and select your power point presentation.



* When you switch a power point presentation to full-screen you will no longer be able to see the participants.

* Internet Connection with cable is recommended over a Wi-Fi.

* Please mute your device if not presenting by clicking on the microphone icon 

* Chat room is available by clicking on the chat icon 

* Animation on the power point presentation are not recommended if your internet connection is slow.