FAQ's for E-Workshop

Steps to be followed in viewing Recorded Sessions

- 1. Make sure you are using latest updated Chrome Browser in a windows PC to browse ICAIEWorkshop.com Videos. <u>Download Chrome</u>
- 2. Minimum 3 Mbps Internet speed is required to view Recorded Sessions.
- 3. A Windows PC with speaker(s) are required to view Recorded Sessions.
- 4. You can also use Mobile which has latest Chrome browser to use ICAIEWorkshop.com.
- 5. Once you login and after face validation, a popup is opened showing webcam (if you have any), minimise this popup window and open 'View Lecturers/Docs' in the left menu.
- 6. Click on Program Details and You could see the paper you have opted for.
- 7. 'Click on Proceed' and click on 'Recorded Videos' shows the Recorded Sessions.
- 8. Click on the first video and these videos can be played sequential / one by one.

Steps to be followed to Join Live Sessions

- 1. Make sure you are using latest updated Chrome Browser in a windows PC to browse ICAIEWorkshop.com. <u>Download Chrome</u>
- 2. Minimum **6 Mbps** Internet speed is required to join the Live Session.
- 3. A Windows PC with webcam, mic and speaker(s) are required to participate in the Live Session.
- 4. You can also use Mobile which has latest Chrome browser to use ICAIEWorkshop.com.
- 5. Once you login and after face validation, a popup is opened showing webcam (if you have any), minimise this popup window and open Meeting Scheduled in the left menu.
- 6. You could see the meeting details and JOIN option on the right last.
- 7. Click on JOIN and provide necessary webcam/mic permissions.
- 8. You all set and you will be in the meeting.
- 9. Wait for your Host to start the meeting. If you are host input the credentials shared to you and start the meeting.