

Computer Setup For EasyConnect HD

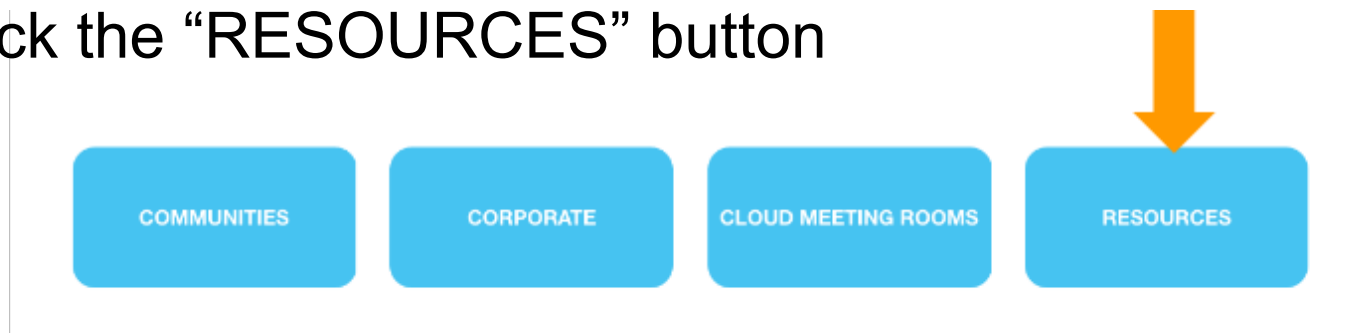
The following instructions will help a user get their computer set up and optimized for EasyConnect HD.

1) Open a browser **OUTSIDE OF CITRIX** and go to the Tealwood Meeting Portal

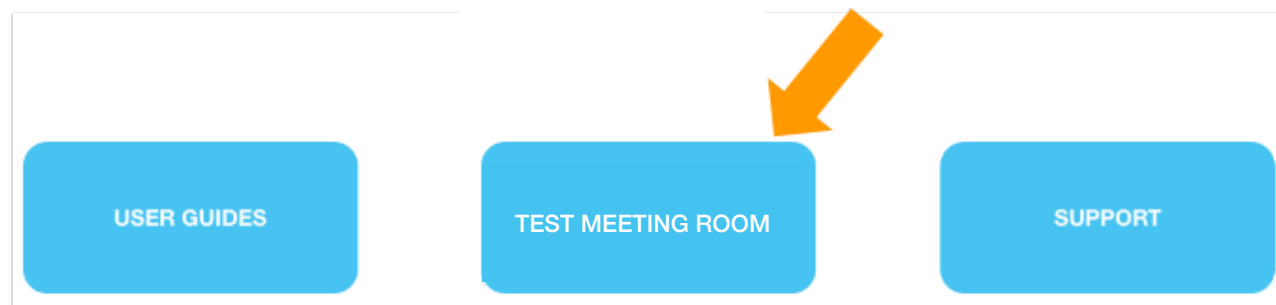
Meeting Portal: <http://tealwood.easyconnecthdportal.com/>

2) Bookmark the Portal website or save as a shortcut on your desktop

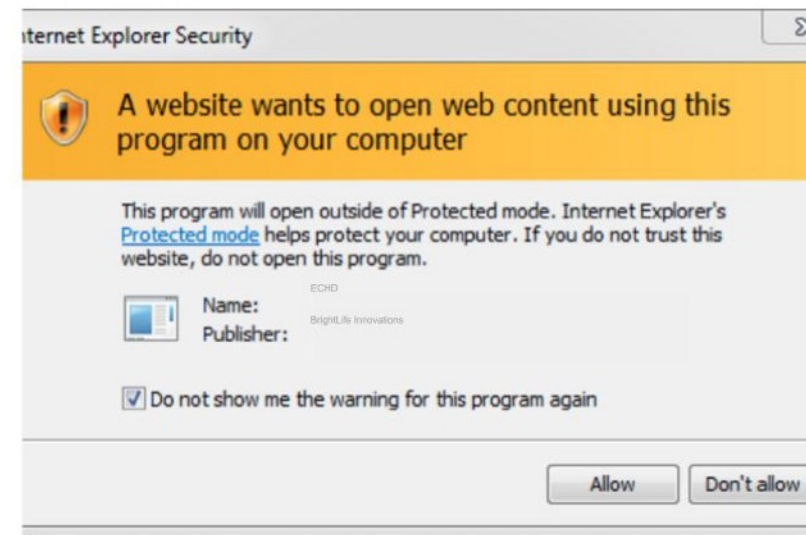
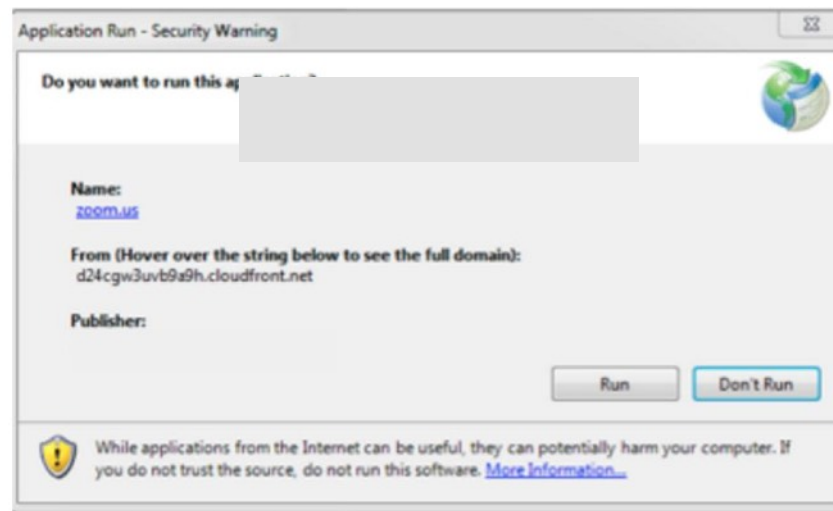
3) Click the “RESOURCES” button



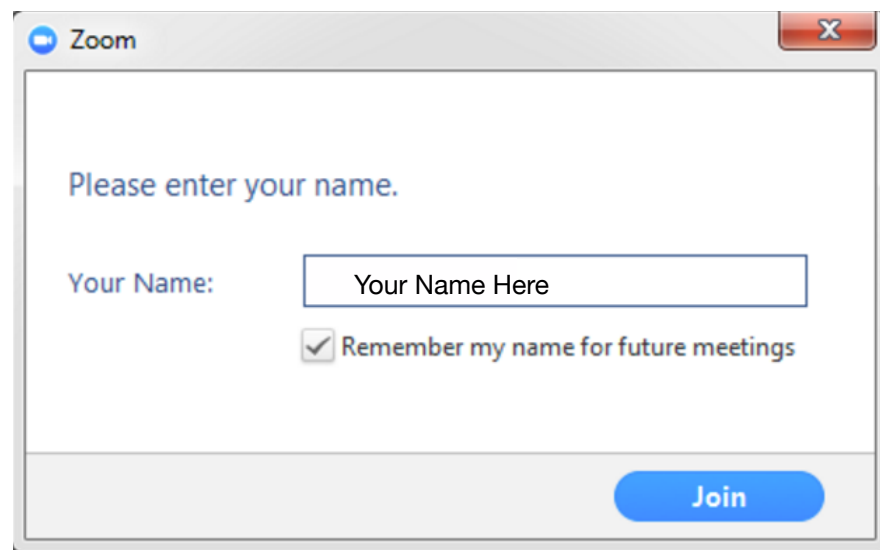
4) Click the “TEST MEETING ROOM” button



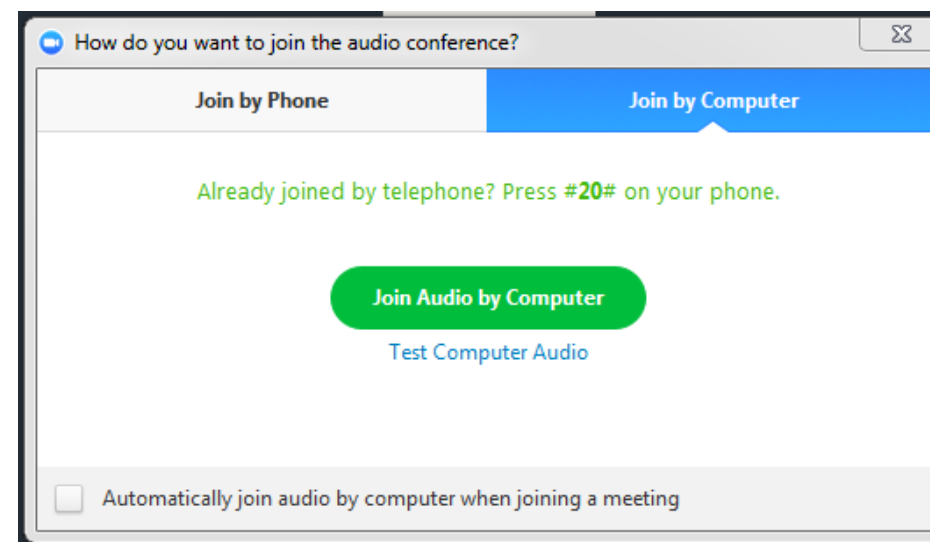
5) If you have not joined a meeting using your computer yet, you will be prompted to Launch, Run, or Allow the program to open.



6) Enter your name and check the box to “Remember for future meetings”

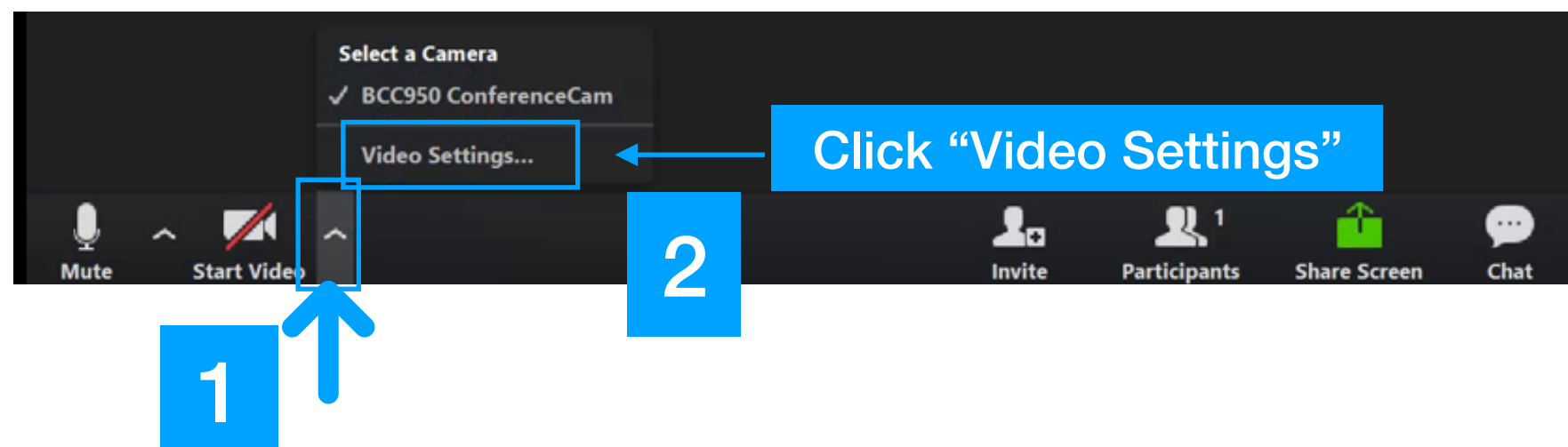


7) You can click the “Join Audio by Computer” button to use your microphone and speakers.

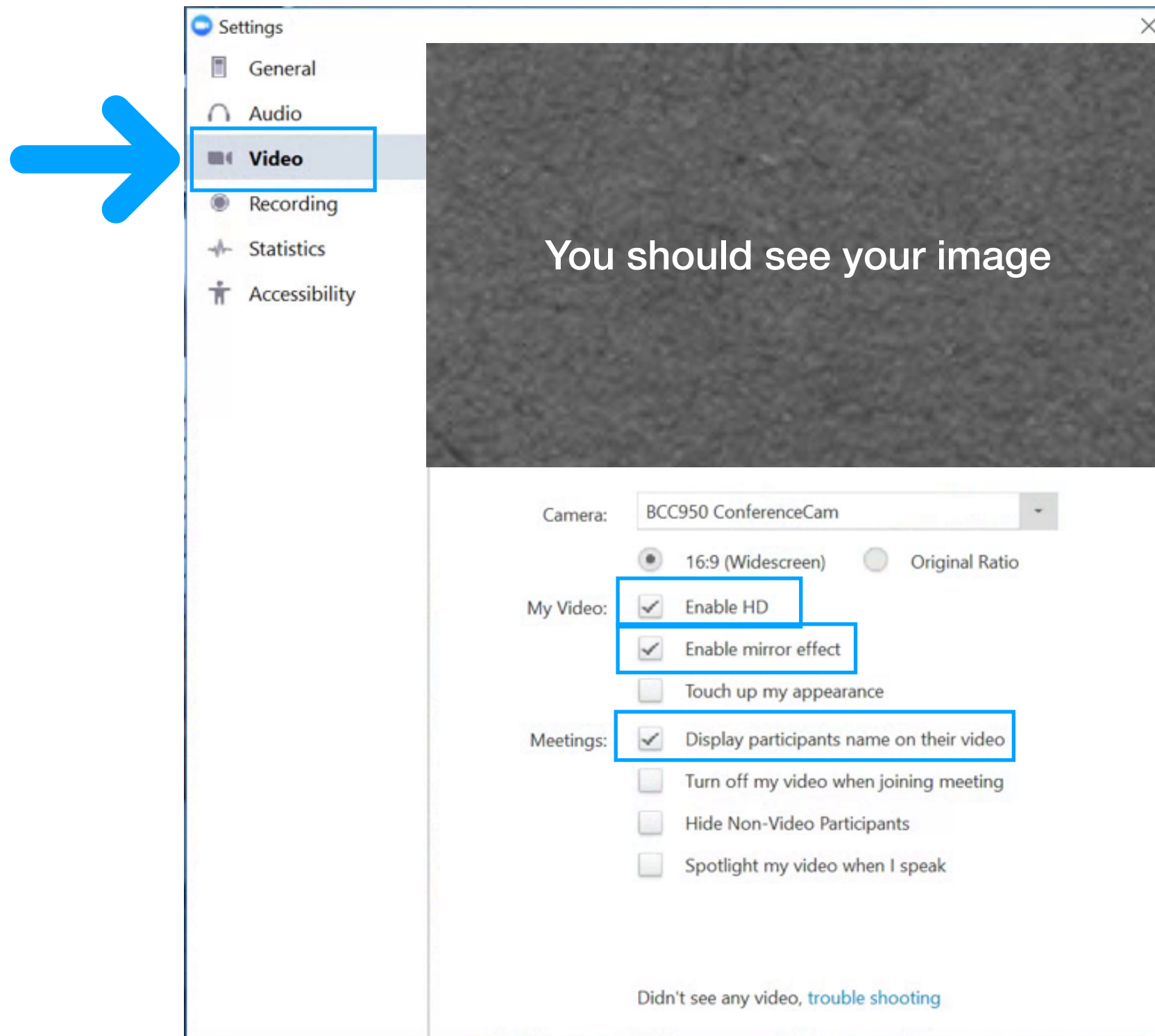


*If you did not open the Portal in a browser **outside of Citrix** - OR - if your computer does not have a microphone and speakers your computer audio will not work. You can simply close this pop-up.

8) Now that you are in the video meeting, click the arrow button next to the Stop Video icon to bring up a menu where you will select Video Settings

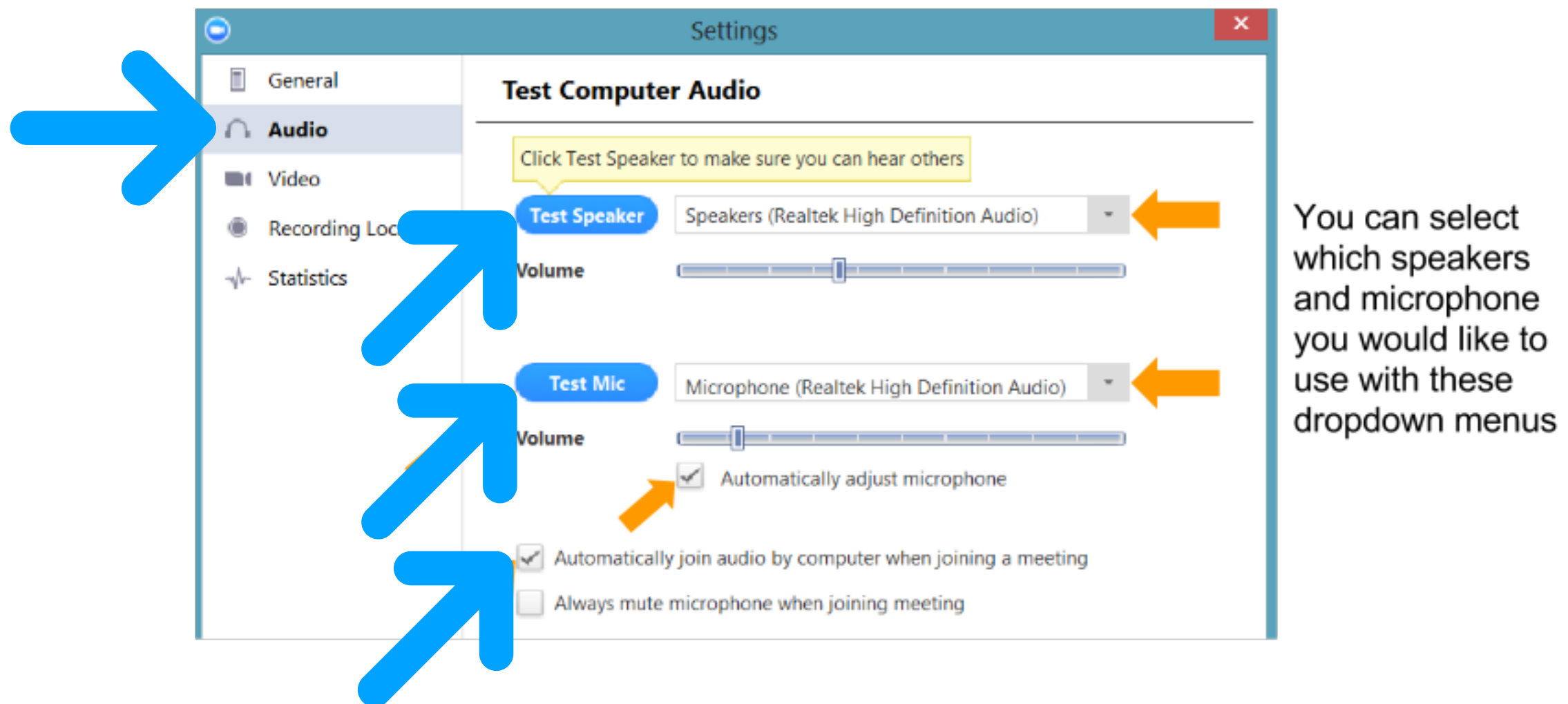


9) If you have a webcam you can check to make sure it is working properly and apply the following settings.

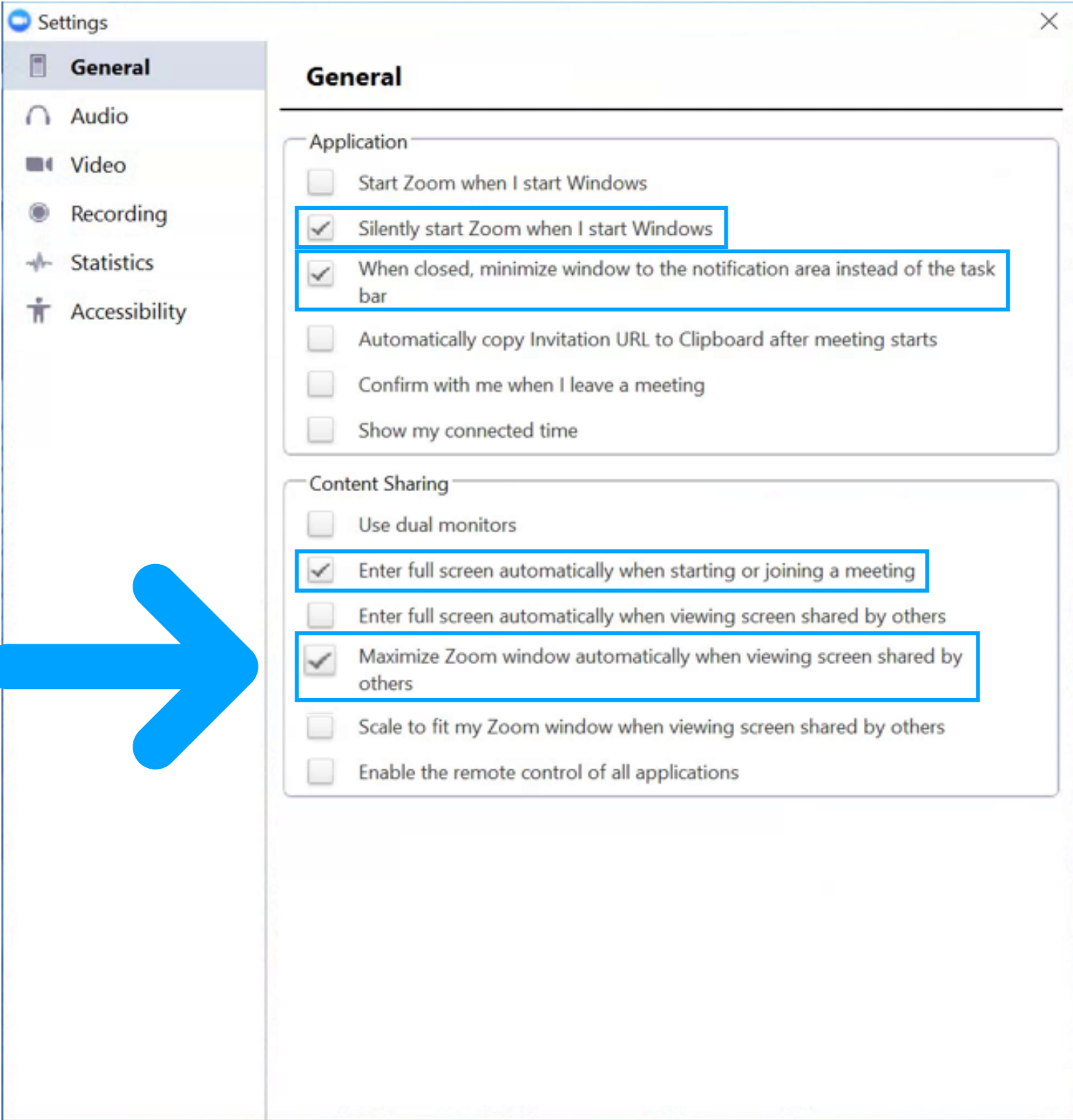


10) If you joined the audio by computer you can check to make sure your microphone and speakers are working properly.

*If you are not using your computer's microphone and speakers you can skip this step.



11) Check the following settings to optimize your meeting experience.



The image shows the Zoom application settings window, specifically the 'General' tab. A large blue arrow points from the left towards the 'General' tab in the sidebar. Another large blue arrow points from a red-bordered text box towards the 'Content Sharing' section. The 'Content Sharing' section contains three checked options, each highlighted with a blue box: 'Enter full screen automatically when starting or joining a meeting', 'Maximize Zoom window automatically when viewing screen shared by others', and 'Scale to fit my Zoom window when viewing screen shared by others'. The 'Application' section also has two checked options highlighted with blue boxes: 'Silently start Zoom when I start Windows' and 'When closed, minimize window to the notification area instead of the task bar'.

Settings

General

- Audio
- Video
- Recording
- Statistics
- Accessibility

General

Application

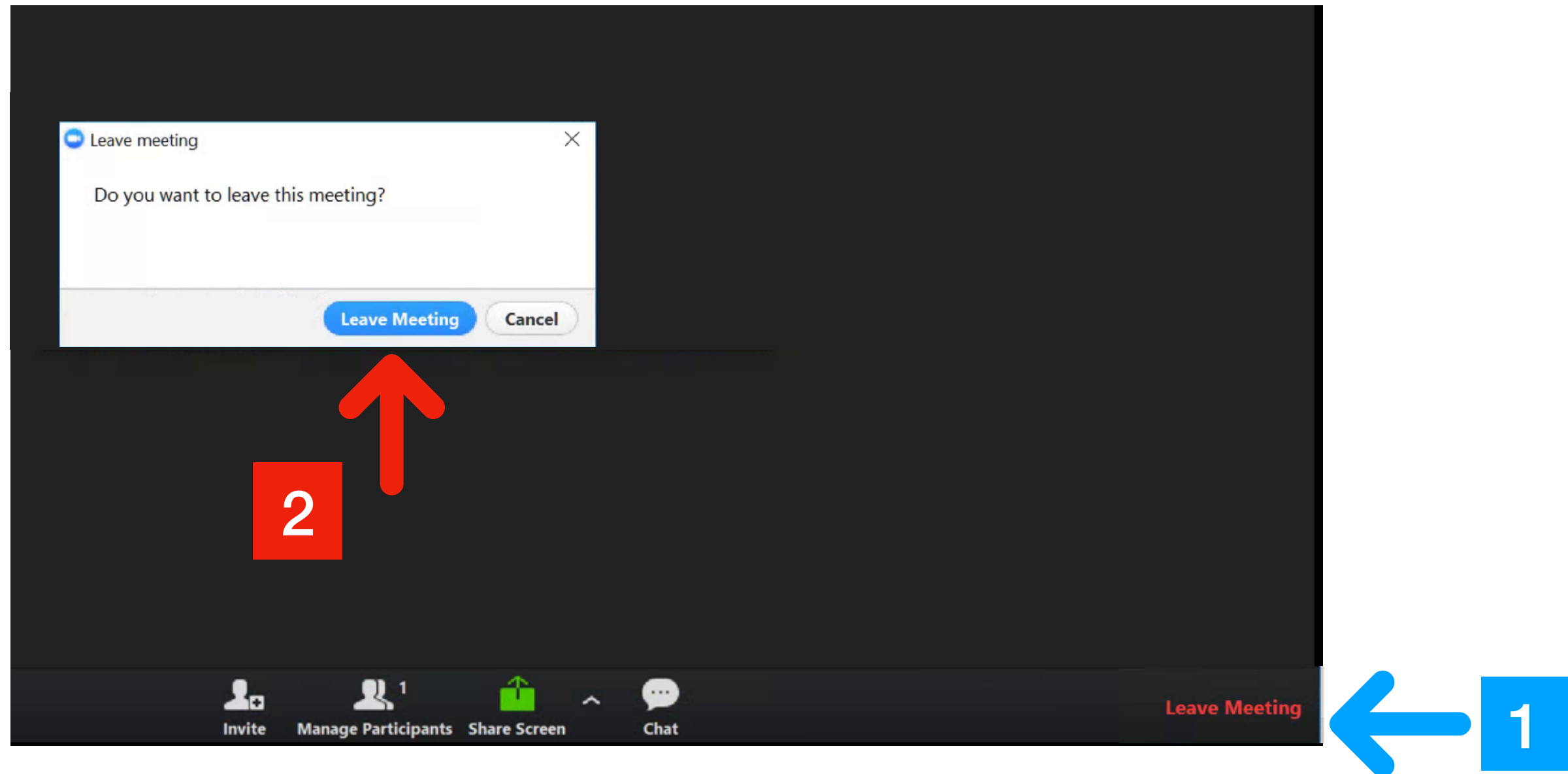
- ☐ Start Zoom when I start Windows
- ☒ Silently start Zoom when I start Windows
- ☒ When closed, minimize window to the notification area instead of the task bar
- ☐ Automatically copy Invitation URL to Clipboard after meeting starts
- ☐ Confirm with me when I leave a meeting
- ☐ Show my connected time

Content Sharing

- ☐ Use dual monitors
- ☒ Enter full screen automatically when starting or joining a meeting
- ☐ Enter full screen automatically when viewing screen shared by others
- ☒ Maximize Zoom window automatically when viewing screen shared by others
- ☐ Scale to fit my Zoom window when viewing screen shared by others
- ☐ Enable the remote control of all applications

Make sure to check this box!

12) Your computer is now set up and you can leave the meeting.



For technical assistance with EasyConnect HD please contact (414) 216-3366