



Instructions to Create or Enter a Video Call:

1. In a browser of your choice navigate to www.connectedloop.com
2. In the column on the right fill out the form:
 - a. Enter your email address
 - b. In the box titled “Room Name” enter a name for the virtual room that you would like to create or join.
 - c. Enter your name. Your name will appear with the window your video is in.
 - d. Check the “Terms and Conditions” checkbox.
 - e. Answer the simple math equation to identify that you are a human (hopefully you won’t need to open the calculator).
 - f. Click “Enter Room”
3. You should be transferred to the Video Call page where the flash player will ask your permission to use the camera (see Fig. 1). Click on Allow.
4. You should now see yourself in the video call.
5. To exit the video call click on the “Leave Conference” button.

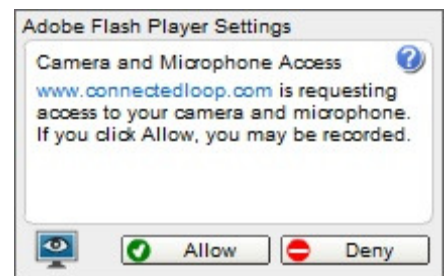


Figure 1: Adobe Camera Access

To have another person join you in the video call:

- The second person should follow the same steps as outlined above
- Be sure to have them use the **same exact Room Name**.
- This is true for any additional people on the call (i.e. a third person, etc.).
- If you are meeting someone on a video call, coordinate what the Room Name will be—as long as you both use exactly the same Room Name you will be on the same video call.
- Keep in mind that inasmuch as this is a public website anyone who types in your Room Name will also be joining the call, so choose a unique Room Name that may include letters and numbers.
- When a room has been vacant for more than a couple hours, that same room name may be used again.

