**Instructions to set up Collaborate video conference.**

1. Copy and paste the link into your internet browser (it works better than trying to click directly onto the link).

2. Click on the purple arrow at the right of the screen.

3. Click on the cog wheel for settings.

4. Choose 'set up camera and microphone'. Check both are working, follow the onscreen instructions.

5. Then you need to click  'share video' so others can see you.

6. Leave your microphone switched OFF by clicking on the icon at the bottom of the screen so that it shows a strike through line. This will prevent feedback.

7. During the session, should your internet connection get disrupted, you may have to rejoin the session. This might happen automatically.

When you are back in the session, you will have to switch your camera back on. You can do this by just clicking on the icon at the bottom of the screen to remove the strike through line.