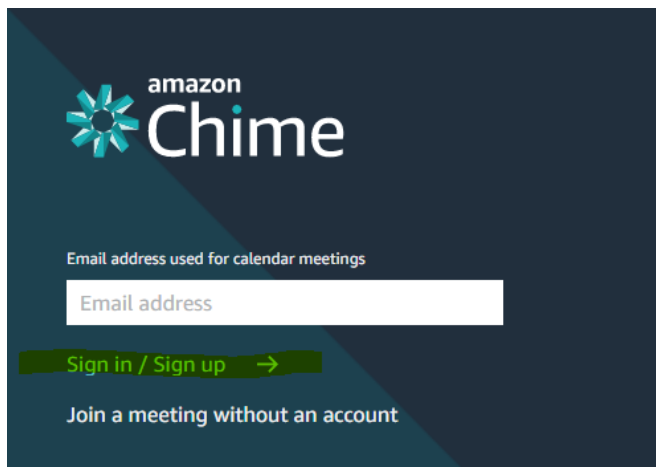## Amazon Chime User Guide

Prerequisite

In order to participate, you must have a camera-equipped device and be visible to other members and the general public throughout the meeting. This will require:

- A computer (desktop, laptop, tablet) with a standard internet browser software (such as Internet Explorer, Safari, Chrome, etc.), a web-cam, and internet access
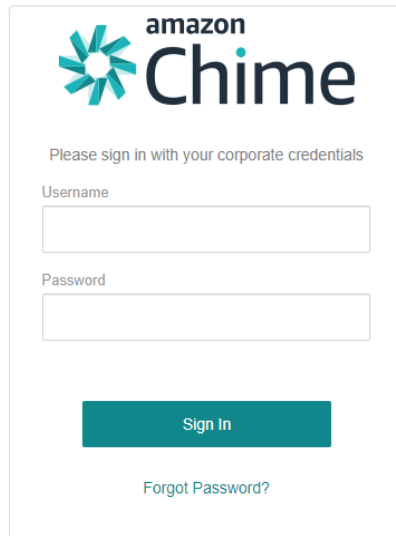- A mobile phone with internet access, a camera, and internet access

1. Download and install Amazon Chime.

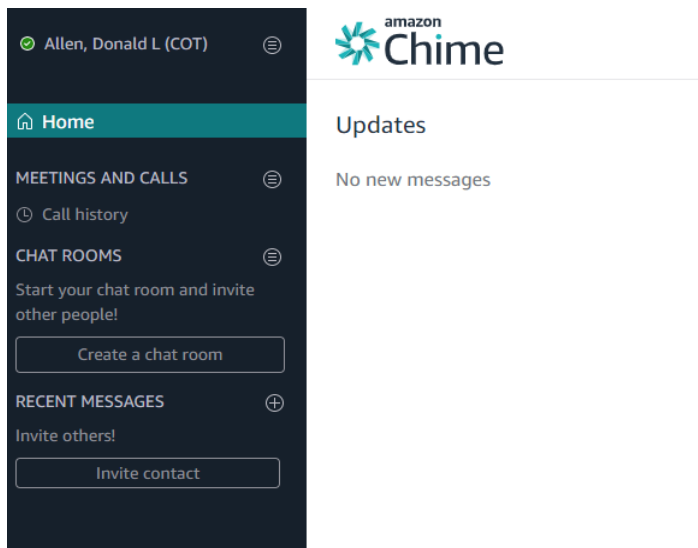2. Launch the app and choose Sign in / Sign up and enter your work email address.

3. Login with your state user account. Ex: john.doe. If the first and last name don't work, use Domain\username.
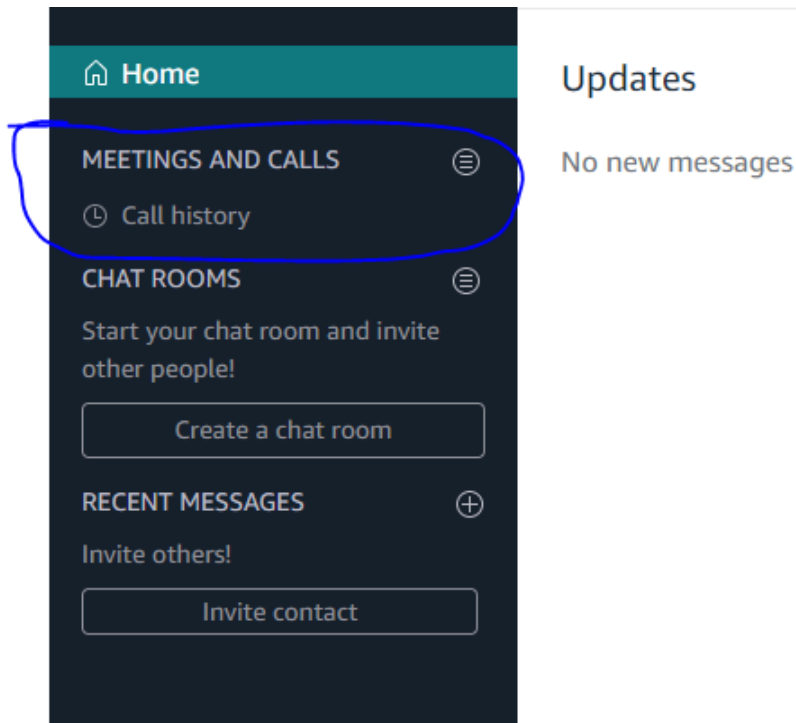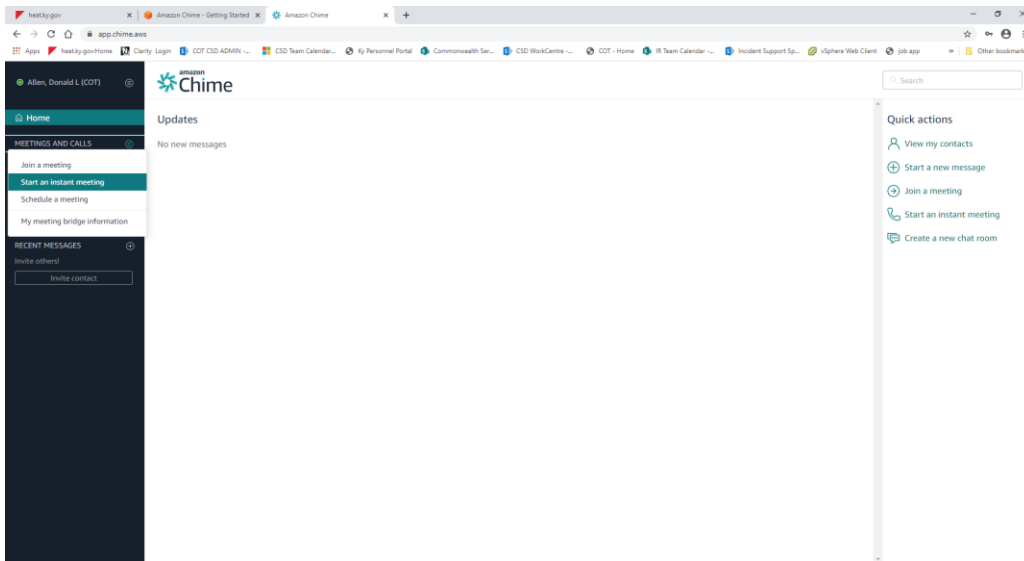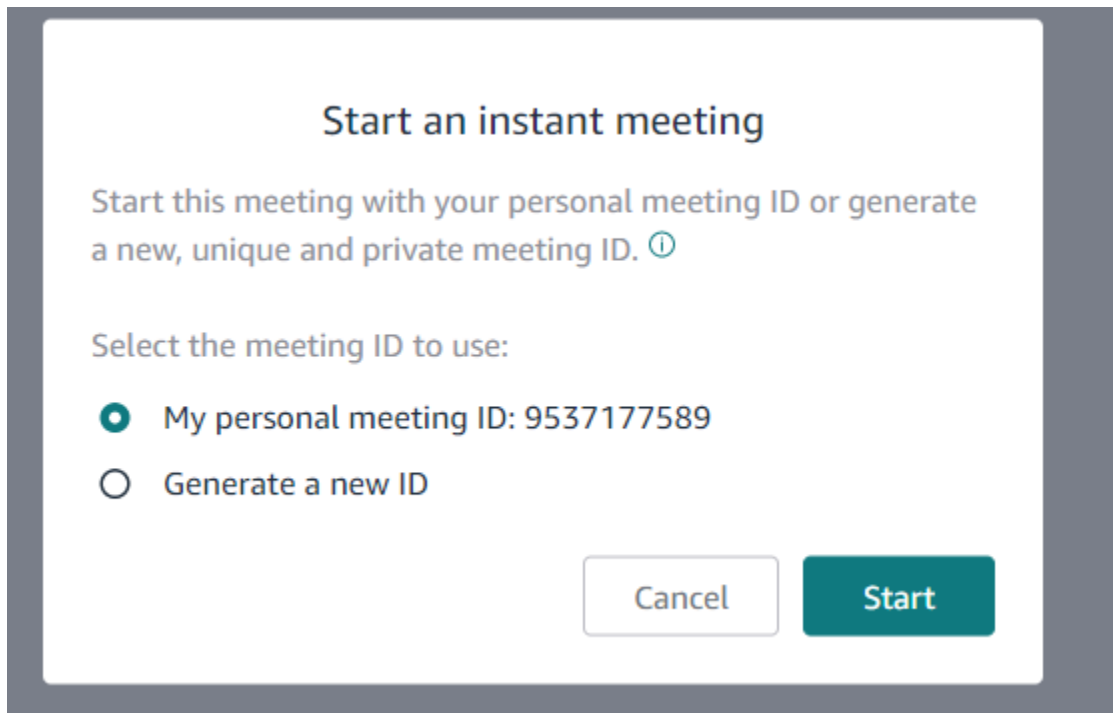

4. You will see the home screen.

5. Select Meetings and Calls

6. Select "Start an instant Meeting"

7. Select "My personal meeting ID" or Generate a new ID and click "Start"

Start an instant meeting

Start this meeting with your personal meeting ID or generate a new, unique and private meeting ID. ⓘ

Select the meeting ID to use:

- ● My personal meeting ID: 9537177589
- ○ Generate a new ID

Cancel   **Start**