

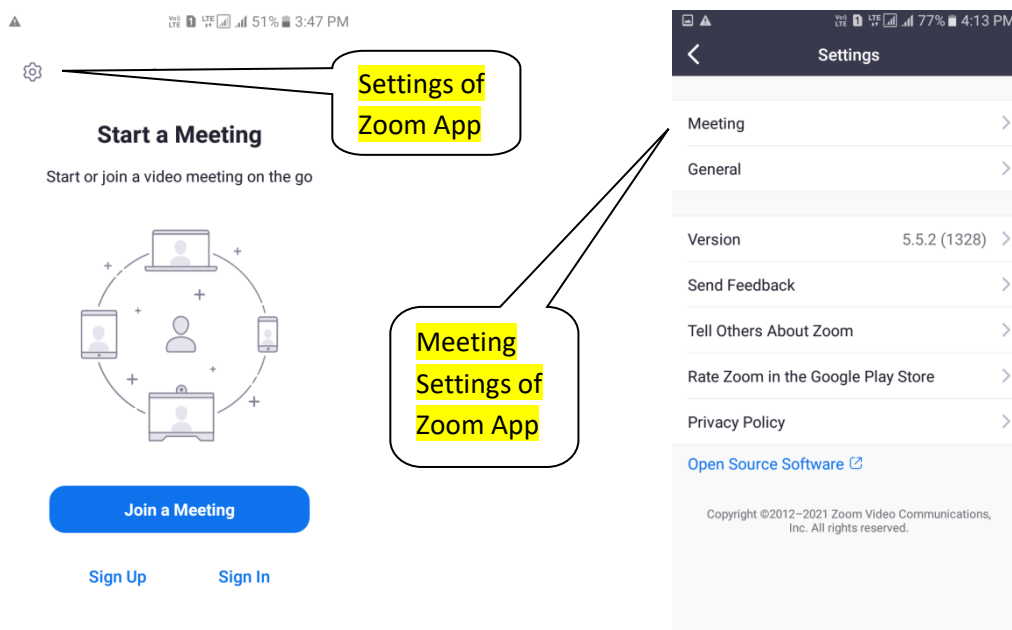


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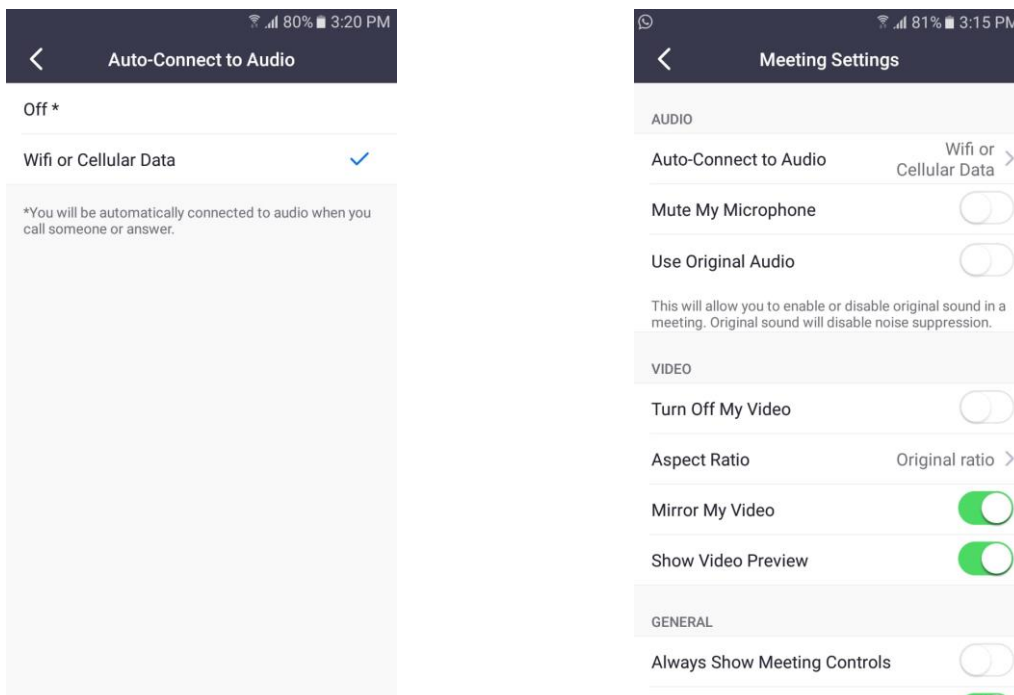
Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005

General Instructions for Zoom Meeting/ Interview/ Counselling Session:

1. Download & Install the Zoom App from the Google Play store.
2. After installing Zoom App on your smart phone, start the Zoom App.
3. Click on the Settings symbol of your Zoom App, and then Click on Meeting Settings.



4. Click on Auto-Connect to Audio, and choose WiFi or Cellular data.



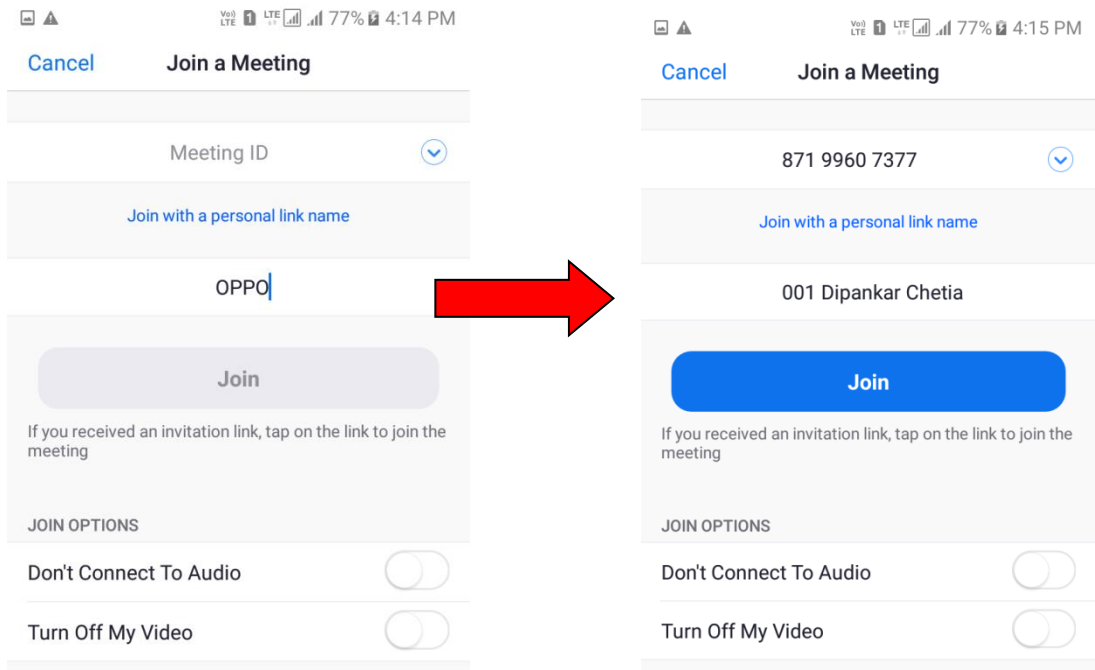
Note: Never Turn on "Always Mute My Microphone" and "Always Turn Off My Video"



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5. Before joining the Zoom Meeting, edit or change your Mobile device name (OPPO/ VIVO/ Redmi/ Galaxy etc.) to Your Roll No./ Sl. No./ Rank and Name as shown below:



6. Enter the **Meeting ID**, Your Roll No./ Sl. No./ Rank and Name, then click on **Join button** to Join the Zoom Meeting by entering the **Pass code**.
7. After Joining the meeting successfully, a message will appear as **“The Host will let you in soon”**.
That means you have joined for the Interview/ counselling session and now in the waiting room for your turn to the Interviewer/ Authority to connect you for one to one conversation. So, please remain like that for your turn.
8. When the Interviewer/ Authority do connect you, you need to **Un-mute audio** and **Start Video** from your end by removing the cross Symbol from your Microphone icon and Video icon on your Screen shown as below:

