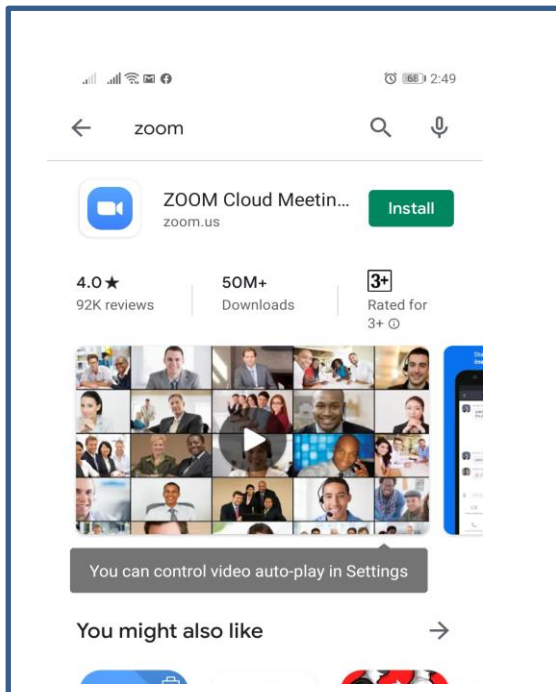# Steps to use Video Conference from HOME or Remote Place
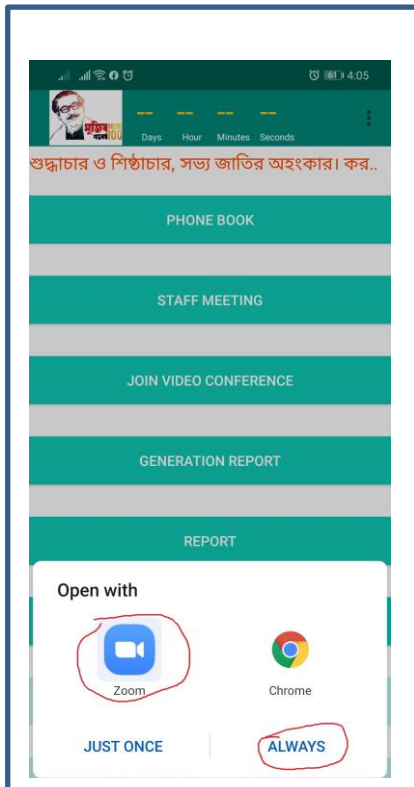
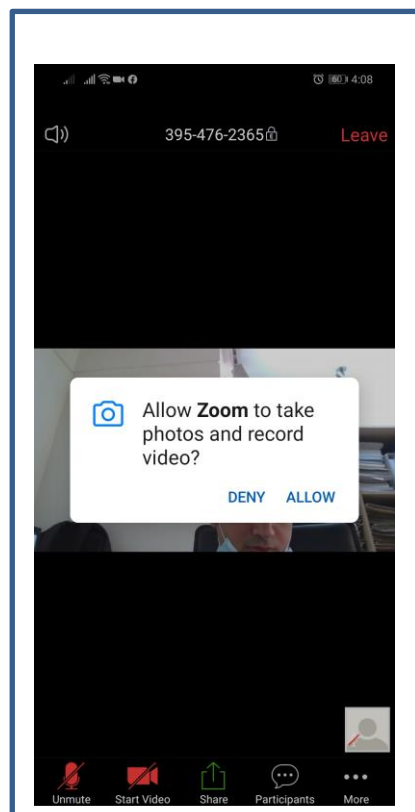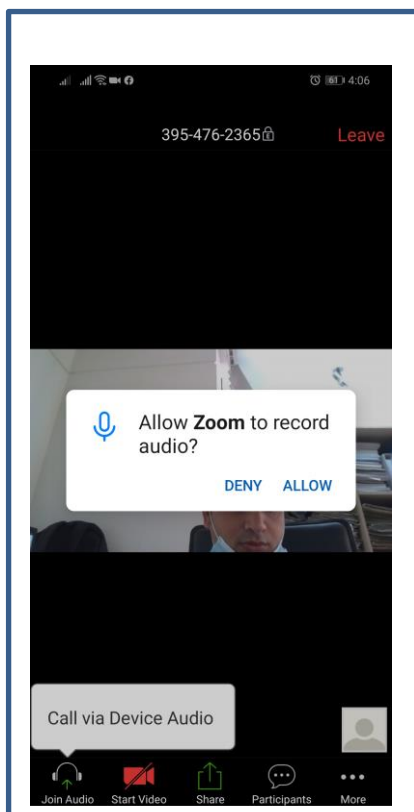1. Search zoom in Google Play store and download app ZOOM Cloud Meeting .

2. You just need to install it and Don't need to make new registration or Sign In. Just open RPCL SMART OFFICE Apps and click **JOIN VIDEO CONFERENCE**. If You don't find the **JOIN VIDEO CONFERENCE ,** go to Google Play store, search RPCL SMART OFFICE and update to latest version. Username and Password of SMART OFFICE is client@rpcl.gov.bd and client123!

3. You will be automatically redirected to join conference or at first time you will be asked to use ZOOM. If you use first time, then choose ZOOM as below.

4. At the first time you may be asked the to allow Audio and video options. You need to allow Audio and video recoding . Also select Call via Device Audio.

5. Swap the mobile screen to left to see all the participants.

** Usually per video take more than 1Mbps. So please don't use office internet as office Internet bandwidth may be consumed fully . For example, 10-12 connections will consume all bandwidth of Corporate Office internet bandwidth (15Mbps).

** This video conference is designed to use from home or remote location for emergency Corona situation handling.

** This is a common room , hence every one joined this room (if enable audio and video) will hear other voice and see other face. But Joinee can himself mute audio and disable video option.

 ** If a small group at emergency situation want to discuss among themselves with enabling video & audio, they can use Facebook messenger, WhatsApp or other software. Facebook, WhatsApp requires login for both host and joinee. Even if some one want to host custom Video Conference with restricted participants, he can do it by installing ZOOM free version and invite participants through email.