



Thanks for agreeing to have a screen share with us.

The first time, you need to download a “Join me” app; this is usually quick.

At the time of our call, please follow these steps:

1. Go to the client page of our website at
<http://approachableaccountants.co.uk/for-clients/>
2. Click on “Have a screen share or webinar”
3. Choose “Click here to join a screen share”
4. At the top left, click on the white phone icon
5. Choose “call via internet”
6. Then click on “connect” (you may have to download the app)
7. Once we open the meeting, enter your name in the box and click “knock to join”
8. We will let you in and you will be able to see our screen
9. To leave the meeting before we end it, click on the exit button.

Other points:

If your computer has no microphone, we can still screen share but we will need to talk by phone. We will call you if you have trouble.

At the top of your screen, you have:

- the phone icon on the very left hand side
- three buttons in the top middle:
 - to let you see the participant
 - a chat button
 - an exit button

The technology will allow us to see your screen if need be, and will allow either one of us to control the mouse. This can be helpful such as in helping you navigate cloud software.