



Live Video Inspection

How to Join

Inspections within Existing Occupied Homes

Thank you for joining us to help mitigate the spread of the Coronavirus COVID-19. As a precaution, inspections within existing occupied homes will be conducted through video conferencing whenever possible. Follow the instructions in this handout for the video conferencing app that you have installed.

Joining the Facetime Meeting

1. At the time of the scheduled inspections, the inspector will initiate the video call
2. Tap Accept to answer call
3. Make sure the mute icon is dark to ensure microphone is on
4. Tap the Flip icon at the bottom of the screen to change the camera from Selfie mode to the front camera. You may be asked to switch back and forth depending on what needs to be viewed.
5. When the inspection has finished, click on the red X icon to end the call.
6. Close the app.

Joining the Skype Meeting

1. In your inspection email invite there is an invitation to *Join the Skype Meeting*, click on the link in the email.
 - Link may appear as an html link below "Join Skype Meeting"
2. Click *Join as Guest*.
3. Enter your first name.
4. Click the arrow icon to join the meeting.
5. You will then be connected to the meeting.
 - If "No other participants" appears at the top of your screen, **stay connected**. The inspector will join the meeting as soon as they are able in the scheduled time slot.
6. Click on the microphone icon at the bottom of the screen to unmute your microphone (if muted).
7. Click on the Audio Speaker icon to enable the speaker, adjust volume as needed.

8. Click on the Video Camera icon at the bottom of the screen to start the video mode on your smart device. The inspector will be able to view what your camera is pointing at and you will be able to have verbal conversations with the inspector.
9. There is an icon at the top right of the screen to change the camera from Selfie mode to the front camera. You may be asked to switch back and forth depending on what needs to be viewed.
10. When the inspection has finished, click on the red phone icon to end the call.
11. Close the app.