



How to video conference with us

In our ongoing quest to provide you with superlative service, we've added meeting via Skype as an option, to make things as convenient as possible for your busy schedule. The primary reason we request you try this nifty technology is for screen sharing to review documents together. We'd love to see your pretty face but a video camera is NOT required. Here is the "how to..."

Do you already have a Skype account? If so, log in to Skype and go to Step 6.

Step 1: How to install, depending on your computer:

- Microsoft Windows 7 - 8.1: <https://www.skype.com/en/get-skype/>
 - *On the blue button that says "Get Skype from Store," click the dropdown and choose, "Get Classic Skype"*
- Microsoft Windows 10: You already have Skype! Just type "Skype" into your search bar, click the application and login.
- Apple MacBook: <https://www.skype.com/en/get-skype/skype-for-mac/>
 - *On the blue button that says "Get Skype from Store," click the dropdown and choose, "Get Skype for Mac"*

Step 2: Once Skype has finished down loading, run the file to install.

Step 3: Click "create an account."

Step 4: Create an account with your phone number OR click "Use your email instead"

Step 5: Enter your email and preferred password

Step 6: At the top left search bar, type: andres.romero@e2efinancial.com

Step 7: Right click on Andres' icon of the E2E Financial Jack Russell terrier and click "Add to contacts"

Step 8: When Andres calls, click the "answer video call" button.

**PLEASE TEST SKYPE WITH OLIVIA PRIOR TO MEETING WITH ANDRES
TO MAKES SURE YOUR SYSTEMS (COMPUTER, CAMERA,
MICROPHONE & SCREEN-SHARING) ARE WORKING PROPERLY.**