

Windows

Rouse
INTELLIGENT FINANCIAL PLANNING

Keeping in touch just got easier

Your guide to using Horizon Collaborate



Let's get you up and running

Our fully encrypted, secure video conferencing system is easy to set up and use. By providing another route to see and speak to your Planner we hope to illustrate our commitment to always improving our service to you.

Please follow the instructions on this guide – we look forward to welcoming you online soon!

▶ How to install Chrome on Windows

To use Horizon Collaborate, you'll need to have Google Chrome installed as your web browser. Here's how to do it:

- Download Chrome by visiting: www.google.com/chrome
- If prompted, click Run or Save.
- If you chose Save, double-click the download to start installing.
- Start Chrome:

Windows 7: A Chrome window opens once everything is done.





Windows 8 & 8.1: A welcome dialogue appears. Click Next to select your default browser.

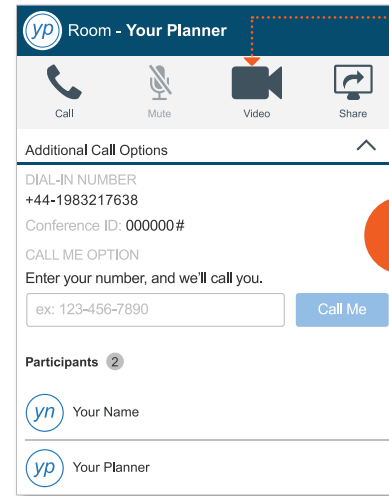
Windows 10: A Chrome window opens after everything is done. You can make Chrome your default browser.



Here are some tips to get started

When you join the conversation you'll see a panel with some icons down the right hand side of the screen:

-  Easily join the audio by clicking the **Call** button in the right hand panel.
-  Start a video call by clicking the **Video** button. End your video call at any time by clicking **End Video**.
-  Share your entire screen by selecting the **Share** button.
-  **Mute** button.



▶ Click the Video button

Once you join the room a screen will appear with a panel down the right hand side. Along the top of this panel are some icons, please click the **Video** icon.

If you would prefer, you can choose to receive a call from your Planner, by entering your phone number into the box provided and then click '**Call Me**'.

Once the **Video** icon has been clicked you will be connected to a video conference with your Planner.



1

Horizon

Your Planner's Room

Enter your name to join the session.

First Name

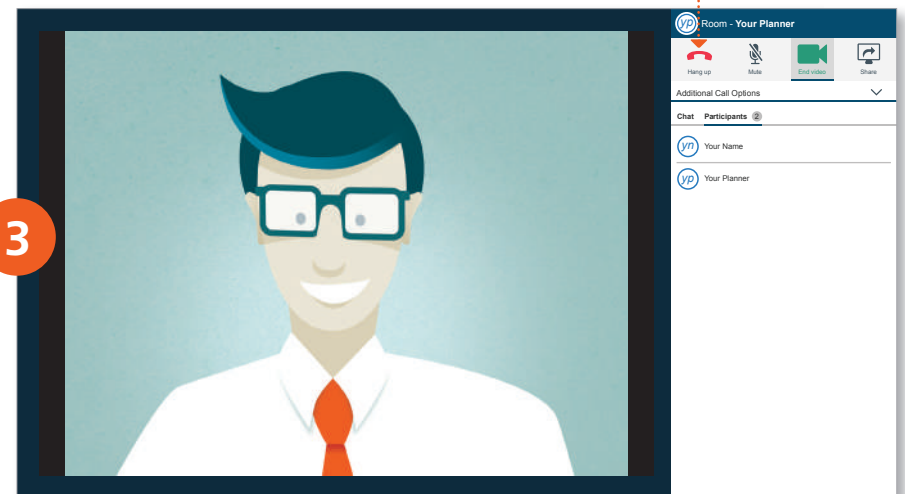
Last Name

Join Room

▶ Signing in

You will receive an email from your Planner which will contain a link to join a conference call. When you click this it will automatically open a browser window in Google Chrome that shows this screen with the name of your Planner.

Please insert your name in the boxes provided and click '**Join Room**'.



▶ Access the secure video chat area

You will see a large screen linking to your Planner and a small inset screen that shows you. We will be able to chat to you in a perfectly secure environment.

Once your meeting is finished, simply click the **Hang up** button in the right hand panel.

