

Greetings Amazon candidate!

### **What is Amazon Chime?**

Amazon Chime is the video conferencing software that you will be using to connect to your interview with Amazon! Please note, Chime can run on your Windows or Mac computer, i-OS and Android.

### **How to Download and Install Amazon Chime:**

- Navigate to <https://chime.aws/download/> and click on the **Download** button beneath the operating system that you will be using.

#### **\*Notes\***

- Chime for web supports voice only (no video yet available); this is the same for all mobile devices with the exception of the Apple iPad.
- Don't be alarmed by the "30-Day Trial for New Customers" verbiage. This does not apply to you as the meeting is being hosted by Amazon.
- Click **Save** to save the file to your Downloads folder.
- Navigate to your **Downloads** folder and open the downloaded file. The next steps may differ, depending on your operating system:

#### **Windows Users:**

- Navigate to your **Start** menu, and select **Computer**. Locate and select the **Downloads** folder
- Double-click on the Chime.exe software file
- In the pop-up window, click **Run** and the Installer should launch
- Follow the Installer prompts and click **Install**.
- Once the Installer has completed, click **Finish**
- To launch Chime, navigate to your **Start** menu, type "Chime" into the search box, and double-click on the Amazon Chime icon when it shows up

#### **Mac Users:**

- From your **Downloads** folder, double-click on the Amazon Chime software file
- In the new window, drag and drop the Amazon Chime icon into the Applications folder
- Double-click on the **Applications** folder and navigate to "Amazon Chime" in the list. Double-click to launch the program
  - ❖ If you encounter a message saying "Amazon Chime can't be opened because the identity of the developer cannot be confirmed," click "OK" and follow the steps below:
    - Navigate the following path: Apple icon (top left) > **System Preferences > Security & Privacy**
    - Under the **General** tab, you can select "**Anywhere**" under the "**Allow apps downloaded from:**" section. At this point you will be able to open Biba
    - You may also be presented with an option to "Open Anyway", so you don't have to change your download preferences.

### **How to Use Amazon Chime:**

Once you have downloaded and installed Amazon Chime, you will be able to join your interview!

- Open up the Amazon Chime application
- **\*THERE IS NO NEED TO SIGN IN\***
- Click on the **Join Meeting** button
  - Enter the Meeting ID that was provided by your Recruiting Coordinator into the **Meeting ID** field
  - Type your first and last name in the **Your name** field
  - Click **Join**
    - ❖ In the **Choose Meeting Audio** window that pops up, click **Use Mic & Speakers**
    - ❖ Click **Start Webcam** and you are in conference!

Questions? Please see the Amazon Chime FAQs- <https://chime.aws/faq/>