

## Guide to “Signal”

### What is Signal?

Signal is an independent and encrypted messenger platform used for communication and collaboration. At Alleima, this platform is only to be used in a crisis situation and only if our ordinary communication channels e.g., Teams are down. It is not a Alleima managed tool and Alleima has no agreement with this supplier. The user that downloads and registers, adds a phone number to the account and is accepting the terms and conditions of the supplier. This means that the user accounts are not linked to Alleima accounts.

This guide is to help you get started and its content is provided by Signal.



### Installing on iOS

#### iPhone


1. Confirm that your iOS device is running iOS 12.2 or later.
2. Install and open Signal.
3. Follow the on-screen instructions to complete the registration process.

#### iPad

##### *Link iPads*

1. Confirm that your iPad is running iPadOS 12.2 or later.
2. Install and open Signal.
3. Follow the on-screen instructions to link the iPad to your phone.

##### *iPad as a Separate Device*

1. Confirm that your iPad is running iPadOS 12.2 or later.
2. Confirm you can receive SMS (not iMessage) or phone calls to that number.
3. Install and open Signal.
4. Select the unlink icon in the top right. 
5. Follow the on-screen instructions to complete the registration process.

## Installing on Android

1. Confirm that your phone is running Android 4.4 or later.
2. Install and open Signal.
3. Follow the on-screen instructions to complete the registration process

## Installing on desktop

You can link Signal Desktop to your mobile device to send and receive Signal messages from your laptop or desktop computer.

1. Confirm Signal is installed and working on your iPhone or Android phone.
2. Confirm that your OS supports Signal Desktop:
  - Windows 64-bit: 7, 8, 8.1 and 10.
  - macOS 10.11 and above.
  - Linux 64-bit distributions supporting APT, like Ubuntu or Debian.
3. Download and open Signal Desktop.
  - Windows: Follow prompts from the install link.
  - macOS: Move Signal to the Applications folder. Non-admin users should search for ~/Applications using Spotlight and move Signal's install file into that directory.
  - Linux: Follow the instructions to configure the Signal repository and install the Signal package.
4. Link Signal Desktop with your phone.
5. Signal messages are synchronized with Signal on your mobile phone.

### **Can Signal Desktop be installed without a mobile device?**

Signal Desktop must be linked with either Signal Android or Signal iOS to send and receive messages.

## Register a phone number

Signal uses your existing phone number. The number must be able to receive an insecure SMS or phone call.

### **What will people see when you call them?**

Your registered Signal number and your Signal profile name and image.

- Open Signal on your iOS device or Android.
- Enter and confirm your phone number.
- Tap Register.

- Wait for the SMS verification code to arrive. Alternatively, you can request a verification call if you cannot receive SMS. After the timer finishes counting down, tap Call or I didn't get a code > Call me instead.
- If the verification code is not automatically detected, it can be entered manually and submitted.
- Follow the on-screen instructions to complete the onboarding process.

## Edit your profile

Your profile is end-to-end encrypted and will not be known to the Signal service.

### What is a Signal Profile?

Your Signal Profile is a name and picture that you set up within the app. If you lose or switch devices, your existing profile can be recovered using your PIN.



### How to edit your profile

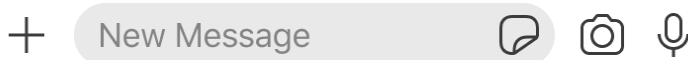
1. Open Signal on your phone > go to Signal Settings
2. Tap your avatar, name, or Signal number.
3. Tap the avatar or image to edit.
4. Tap the name fields to edit. First names are required. Feel free to choose a nickname, a single character, or an emoji.
5. Tap About to select an emoji and to write a few words about yourself.
  - For Android, go to step 6 below.
  - For iOS, select Done to go back to your profile screen and preview the About.
6. Tap Save.

## How to send a message

After you have registered your number with Signal, you can start communicating privately with other Signal users.


### iOS

1. In Signal, tap compose  to view your Signal contact list.
2. Select a contact or enter a number to open that conversation.
3. Tap New Message to type a message or  to select a file.

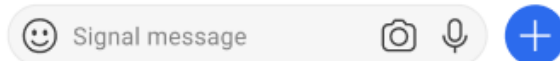


4. Tap  to send.

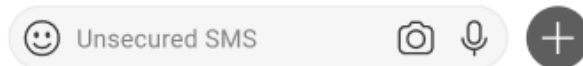
## Android



1. In Signal, tap compose  to view your Signal contact list.
2. Select a contact or enter a number to open that conversation.
3. Tap the text input field.

- You will see Signal message when you are securely communicating with another Signal user.




- You will see Unsecured SMS when you are sending insecure messages through your mobile plan.



4. Type your message or attach a file.
  5. The send icon also indicates the message type.
- To send a Signal message, tap the blue send icon with a closed lock. 
  - To send an insecure SMS/MMS through your mobile plan, tap and hold or long-press the send icon to switch to the gray-icon. 

## Desktop

1. In Signal, select  to view your Signal contact list.
2. Enter your group name, contact name, or the full phone number.
3. Select the conversation or choose Start new conversation... after manually entering a phone number. It will appear on the right side of your contact list.
4. Select Send a message to type a message or to select a file






5. To send, press Enter.

## Voice or video calling with screen sharing



Signal calls, both voice and video, are end-to-end encrypted. You will be prompted to grant the Camera and Microphone permissions the first time you make or receive a Signal call.

### How to start an encrypted one-to-one voice or video call:


1. Select a one-to-one chat
  - On iOS or Android, tap compose  then select a contact or enter a number.
  - On Desktop, select a contact or enter a number in the search field.
2. Select a contact or enter a number to open that conversation.

3. Tap the phone icon  to start a voice call or camera icon  to start a video call.
  - While on a call, tap the camera to show or hide video from your side of the call.
4. Your call screen will show
  - Calling - while waiting for the call to connect with your contact.
  - Ringing - when your contact's phone is online and ringing.
  - Signal + timer - after your call has been answered.


### How to share the screen while on a call:

1. Answer or initiate a call on your linked Signal Desktop using steps above.
2. If no one else is sharing, select Start presenting .
3. Choose your entire screen or a separate window.
  - Your video is not shown while you are presenting.
4. Not seeing a window? Select cancel then make sure the window is open before you select Start presenting.
5. To stop sharing a screen select stop presenting  .

### Group calling – voice or video sharing

- Each participant is using the latest version of Signal
  - Each participant is a member of the same Signal New Group chat
  - The group call size limit is 40
1. Open the group chat.
  2. Tap  video call.
  3. Select Start Call or Join Call.
  4. A notification will be sent to other members of the group. An alert will appear in the group chat history.

### To see who is on the call

1. Before selecting Join Call
  - On Android or iOS, a summary is listed at the top of the screen.
  - On Desktop, a summary is listed below your profile image or video.
2. During a group call, tap  the group icon to view the list.