



Co-funded by the
Erasmus+ Programme
of the European Union



CHAT INSTRUCTIONS

General information

The chat takes place on the platform [Jitsi Meet](#). The platform Jitsi Meet uses so-called end-to-end encryption. This means that only the chat participants have access to what is being written or shown in the chat. The data are not seen or stored by a third party. Because you do not have to register you are in principle anonymous as a participant. The only thing that third parties can see is the fact that you've participated in a specific chat session at a certain time - without the content. If you'd want to prevent third parties to see that you've participated in a chat session you might use a VPN like the free version of [CyberGhost](#).

Because Jitsi Meet requires a code that allows entry to a chat group and this code has no link to the platform, only those who have shared the code among themselves have access to the chat. This means that you are anonymous on the one hand but on the other hand it is known to the moderator and the other participants that you are one of those invited.

As long as you do not create a chat name in Jitsi Meet that could be understood as a reference to you, you do not use your webcam or microphone and do not write anything that would give you away as you, no one can know that it is you who writes something in the chat.

Try out [Jitsi Meet](#) before the first chat with a friend or family member. Go to Jitsi Meet and enter a random code that only you and the other person know. Acquaint yourself with the functionalities the platform has to offer and feel at home at the platform before the first chat session with the group takes place.

Chat preparation

- Make sure you have the code for the chat session that was supplied to you by the moderator within reach.
- If you'd choose to chat without a camera, stick a tape on your webcam before you log in to Jitsi Meet.
- If you'd choose to chat without sound, turn the device's microphone off before you log in to Jitsi Meet.
- Optionally have the document CHAT PROTOCOL open or printed out.
- Go to Jitsi Meet: <https://meet.jit.si/>.
- Enter the code that was provided to you by the moderator and log in.
- Wait until the moderator gives the sign to start the chat session.



How to use Jitsi Meet - basic

- After entering the code in the dialogue box on the Jitsi Meet homepage and clicking 'GO' a new screen opens. It is the image of your webcam, that you should have covered with tape.
- At the bottom of the screen on the left you'll see three icons when hovering down with your cursor



- Choose the right icon of the three to open a chat frame at the left side of the screen.
 - The chat frame consists of a upper part in which the comments by all are displayed and a lower part in which you can type your comments.
 - After you've written a comment click 'Enter' and you'll comment will show in the chat frame in the upper part. This comment is visible for all participants.
- In case you forgot to mute your microphone or cover your webcam use the icons at the bottom of the screen in the centre when hovering down with your cursor



- The left icon is to be used to mute your microphone. The right icon is to be used to switch off your webcam.

Chat participants rules

- Show interest in others.
- Read intensely what others write.
- Follow-up on all moderator instructions.
- If the moderator asks for contributions, let your words flow as unhindered as possible: try to censure your contribution as little as possible, try to avoid writing socially desirable statements and keep in mind that spelling mistakes are unimportant.
- Do not reveal the identity of co-participants.
- Do not attack co-participants.
- Do not criticize. In case of doubt react with a question.
- Do not ask too many follow-up questions.
- Stay on-topic. Avoid off-topic comments.
- Stay motivated throughout the entire chat. Make this motivation apparent to others by actively typing your contributions throughout the chat.
- Do not react to spelling mistakes by anyone, either by other participants or the moderator.
- Be patient during the chat.