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HOW TO USE JITSI MEET

Preparations

- Read the General information section of the document for participants CHAT INSTRUCTIONS.

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.

How to use Jitsi Meet – advanced

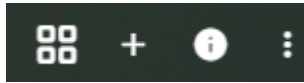
- Share your screen with the participants
 - At the bottom of the screen on the left you'll see three icons when hovering down with your cursor

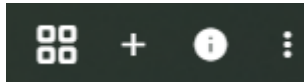
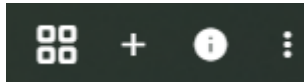


- Choose the left icon of the three to share your screen.
- Invite additional participants



- At the bottom of screen on the right you'll see four icons when hovering down with your cursor



- Use the second icon from the left to invite additional participants
- Share a YouTube video
 - At the bottom of screen on the right you'll see four icons when hovering down with your cursor
 - Use the right icon to display a menu
 - Click on the menu item Share a YouTube video
 - A popup will appear with a dialogue box in which you can paste your YouTube video URL
- Change your user name
 - At the bottom of screen on the right you'll see four icons when hovering down with your cursor
 - Use the right icon to display a menu
 - Click on menu item Settings
 - A popup will appear
 - Click on tab item Profile
 - In a dialogue box the current user name is presented in an editable form