How to use Jitsi videoconferencing
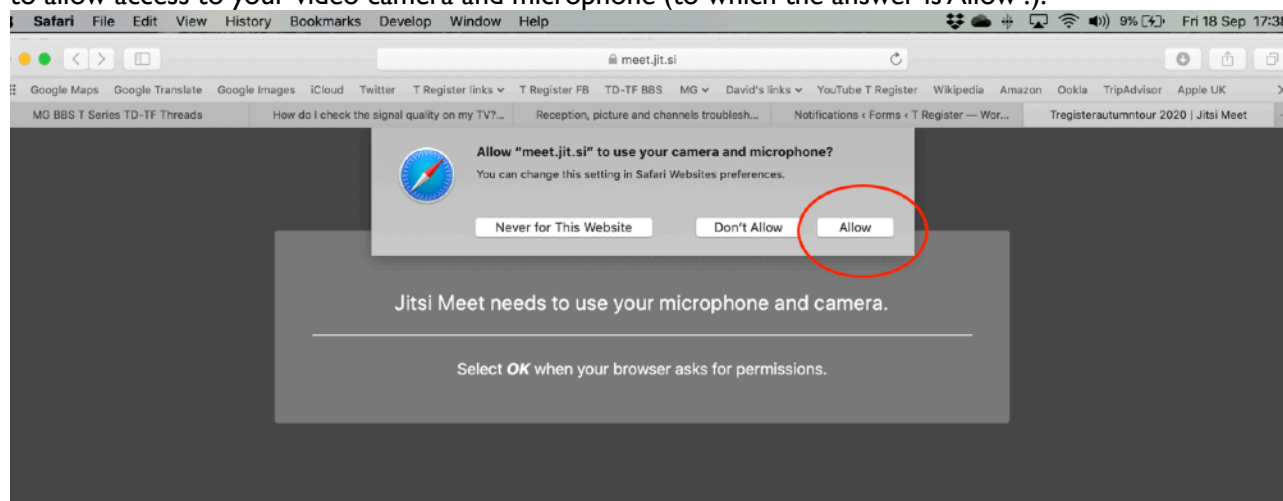
1. Initial advice

You will need a device with a camera and a microphone. Nearly all laptops, tablets and smartphones have these.

To improve your internet connection and thus the video and audio on your Jitsi connection

- turn off all other computers, laptops, tablets and smartphones which are connected to your router
- if you can, connect your laptop to your router via an ethernet cable rather than rely on wifi.
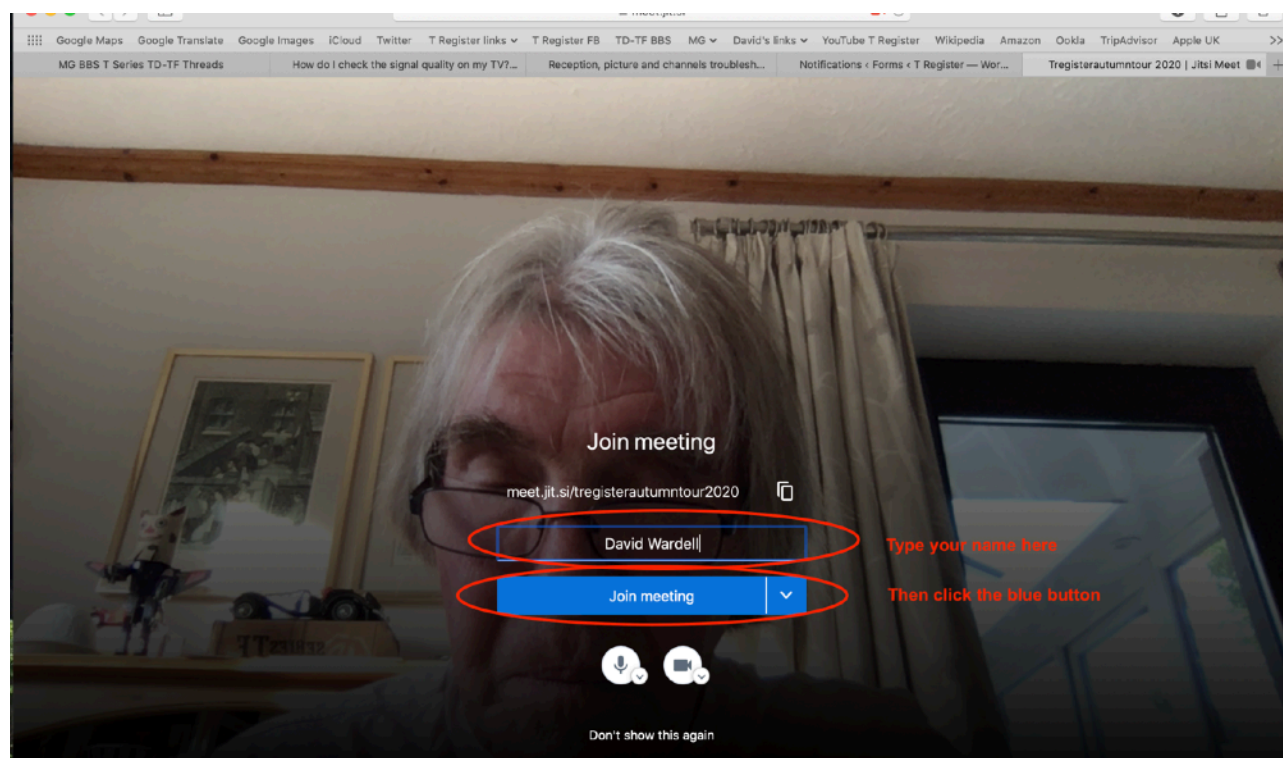
2. Using Jitsi in a browser on your PC, Mac and laptop

Click the link you are given to join the meeting. This will launch your internet browser and you will be asked to allow access to your video camera and microphone (to which the answer is Allow'!).
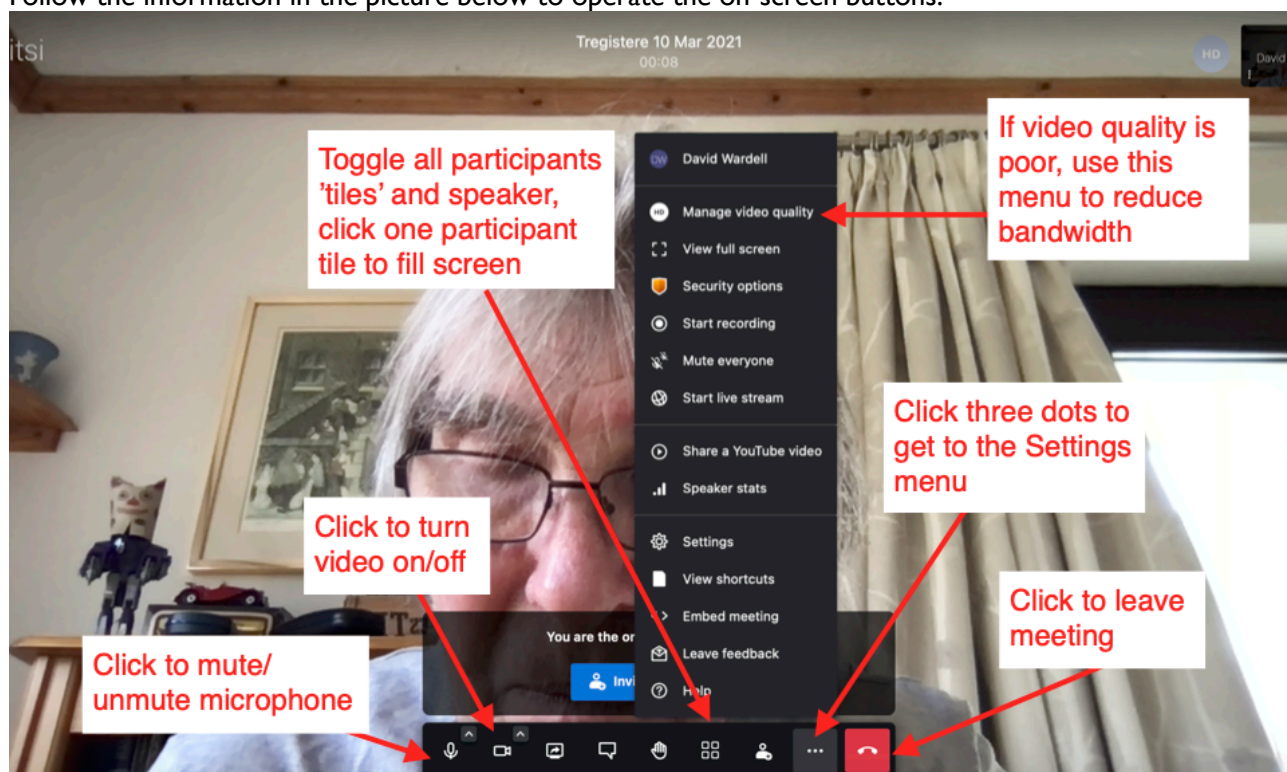

Enter your name and click Join meeting.

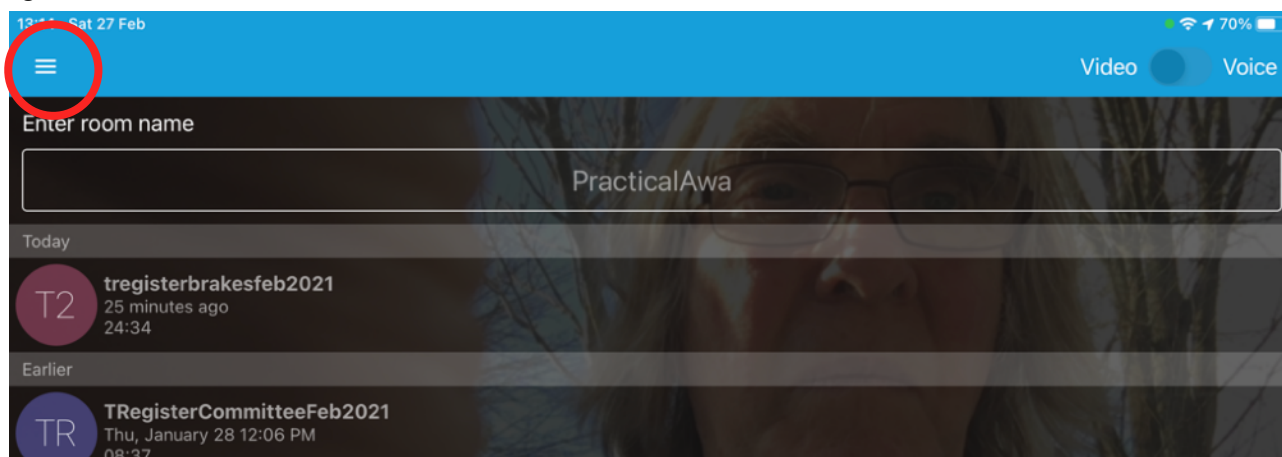**It really helps in the meeting if you enter your full name as this enables others to identify who you are.**

Follow the information in the picture below to operate the on-screen buttons.

Toggle all participants 'tiles' and speaker, click one participant tile to fill screen

If video quality is poor, use this menu to reduce bandwidth

David Wardell

Manage video quality

View full screen

Security options

Start recording

Mute everyone

Start live stream

Click three dots to get to the Settings menu

Share a YouTube video

Speaker stats

Settings

View shortcuts

Embed meeting

Leave feedback

Help

Click to turn video on/off

Click to leave meeting

Click to mute/ unmute microphone

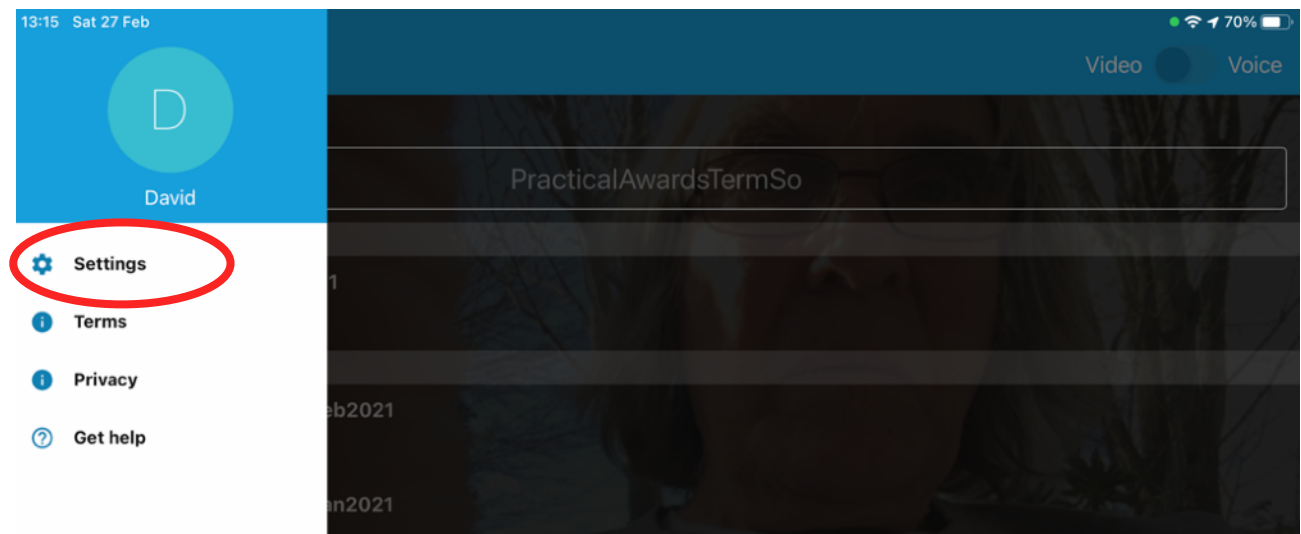## 2. Instructions for using the Jitsi app on tablets

This is a little more complicated and involves using the Settings menu more. **Before you use the Jitsi app to join meeting**, take the time to open the app and enter your name by tapping the three lines at the upper right.

Enter room name

PracticalAwa

Today

T2 tregisterbrakesfeb2021
25 minutes ago
24:34

Earlier

TR TRegisterCommitteeFeb2021
Thu, January 28 12:06 PM
08:37

Tap Settings and enter your name.

It really helps in the meeting if you enter your full name as this enables others to identify who you are.

You can now tap any link you have been given or type in the name of the video conferencing room to join the meeting.
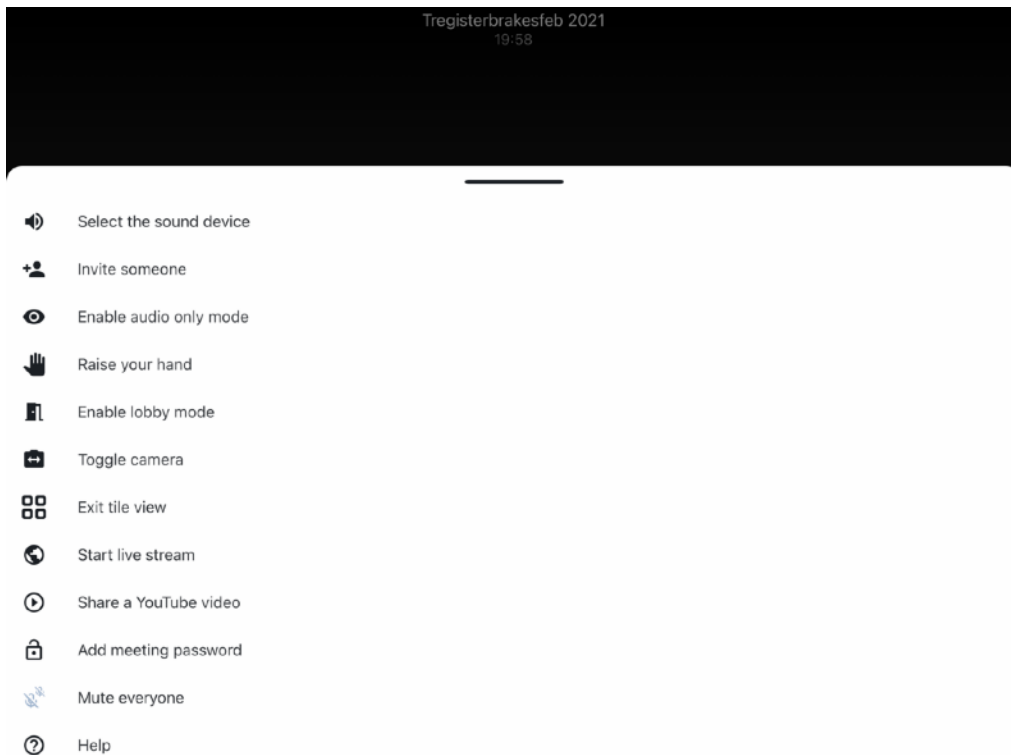

Changing what you see on screen

There are two different views of what you see on screen -

the tile view where you see everybody at once (there's just 3 'participants' in the screen shot below)

And the presenter view where you see one person filling most of the screen and the rest of the participants in small 'tiles' down the right hand side. You can see this view in the last screenshot on this page.

To change the view you tap the three vertical buttons on the right at the bottom of the screen (as ringed in red in the screenshot above). You then get a menu of options. At the bottom of the menu is 'More options' - tap that and you will get the full list as below.

Tap 'Exit tile view'. If you are in presenter mode, this will read 'Enter tile view'. When you have exited tile view, you will get the presenter screen as below. In that screen if you tap one of the participants' small picture on the right, they will fill the screen, including the screen of the slide presentation.

END