

LINAGORA

HOW TO USE AVECVOUS.LINAGORA.COM

V2_April 2020

ACCESSING THE JITSI PLATFORM

LINAGORA HAS SET UP A JITSI-BASED VIDEO CONFERENCE SOLUTION TO FACILITATE REMOTE COLLABORATION.

THE PLATFORM IS:

- SIMPLE: NO LOGIN OR PASSWORD REQUIRED, ACCESSIBLE VIA A WEB LINK
- SECURE: DATA ENCRYPTION, NO DATA COLLECTION
- FREE

YOU CAN ACCESS THE PLATFORM BY GOING TO:

[HTTPS://AVECVOUS.LINAGORA.COM](https://avecvous.linagora.com)



Your conference is ready

LAUNCH CONFERENCE

Copy and share this link with your contacts to invite them to join

<https://avecvous.linagora.com/conf/eyJu>

COPY

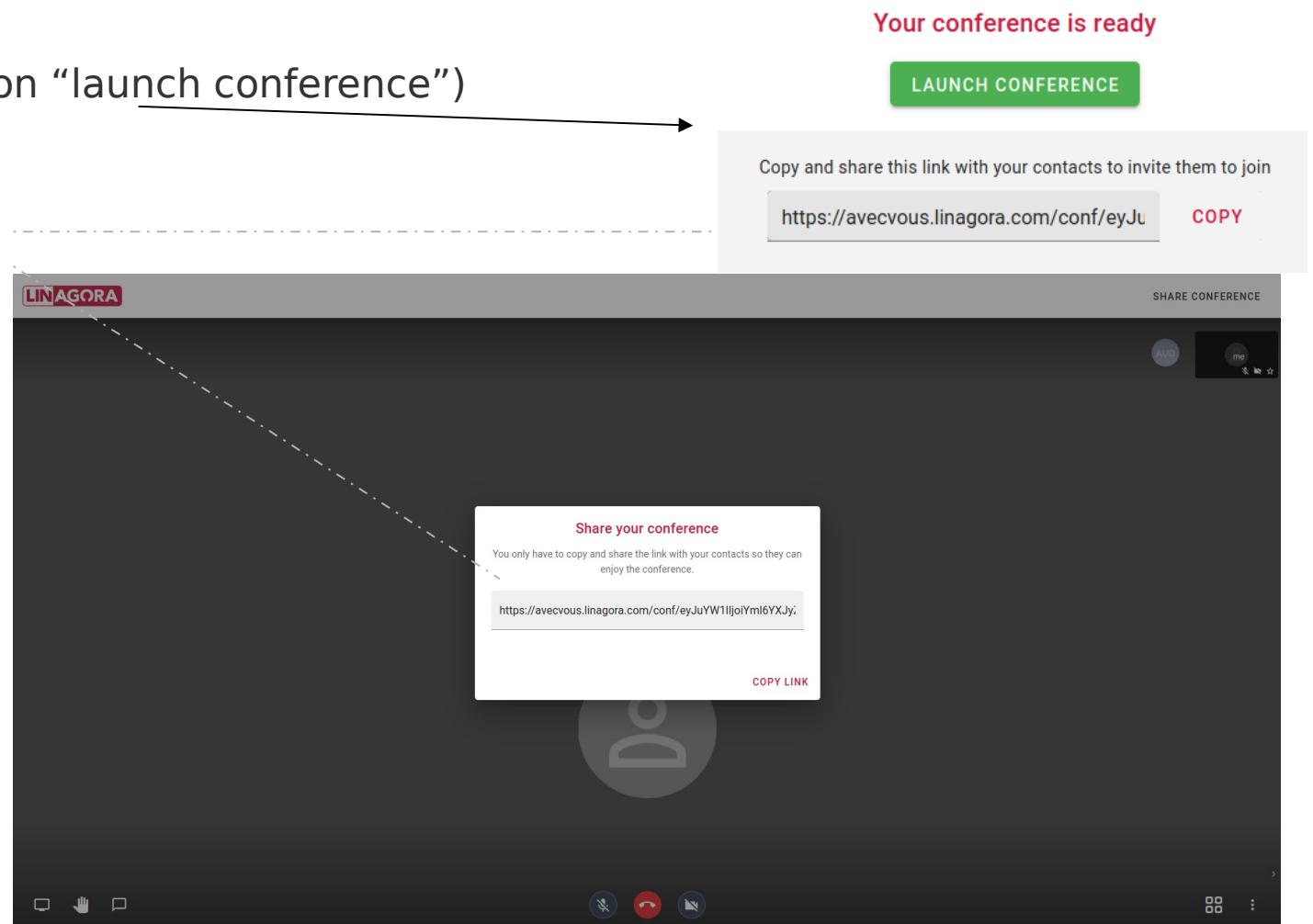
INAGORA

ACCESSING THE PLATFORM

TO ACCESS THE PLATFORM AND START A VIDEO CONFERENCE

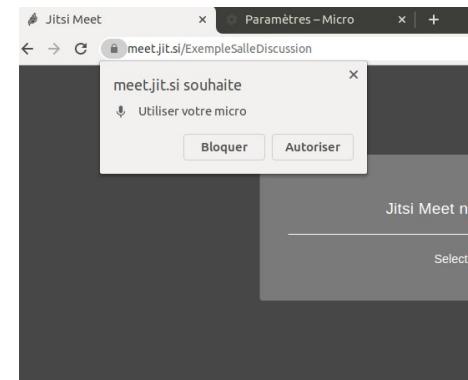
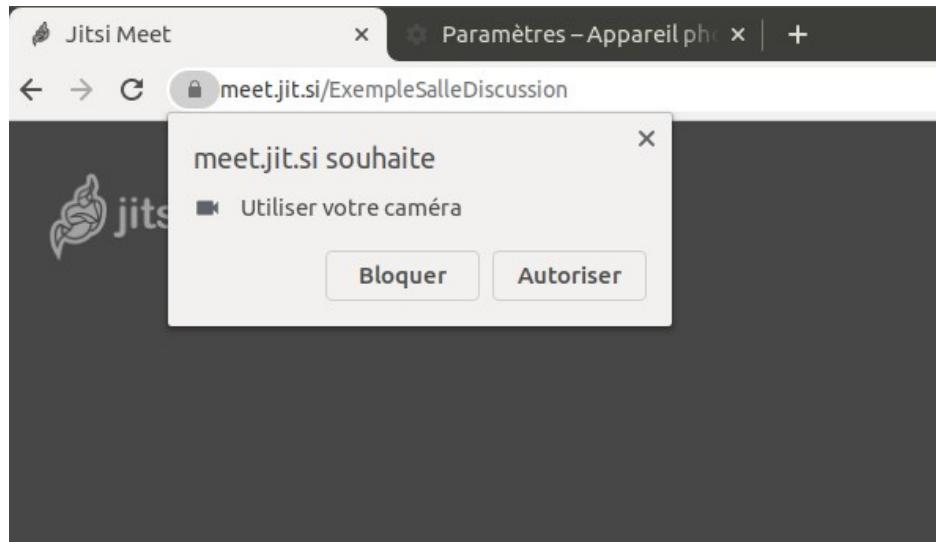
- go to <https://avecvous.linagora.com>, preferably via Chrome
- to switch to English, click on the French flag in the top right corner and select the UK flag
- click on the button “launch conference”

This will start the conference and create a link that can be copied (“copy link”) and shared with other people that you wish to include in the discussion.



ACCESSING THE PLATFORM

- If a pop up window prompts you to authorize the use of your camera (“utiliser votre caméra”) and your microphone (“utiliser votre micro”), click “autoriser” to allow access.



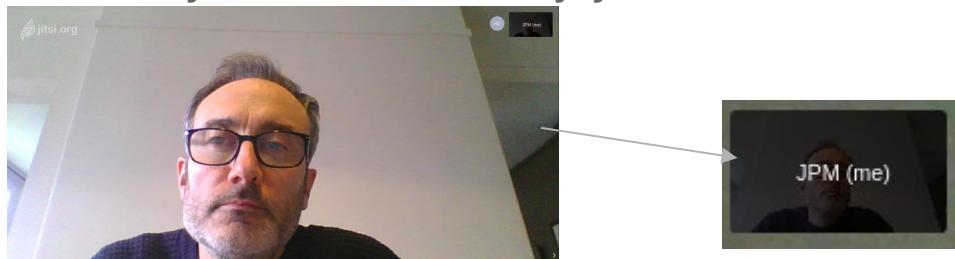
- If you are not prompted for access, click on the microphone icon  and the camera icon at the bottom of the screen to authorize their use.

PARTICIPATING IN THE MEETING

TO SHOW YOUR NAME AND TO ACTIVATE OR DEACTIVATE YOUR CAMERA

- Once you are connected to the conference, you will need to address two further points:

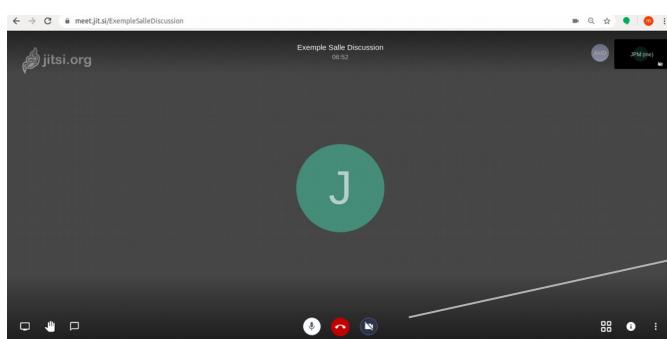
- 1/ How would you like to identify yourself to the other participants?



By clicking on the name field (JPM in this case), you can enter a name and later change it.

This will help other participants to identify you during the meeting.

- 2/ Should you turn off your microphone and/or camera (while waiting for other participants to join the meeting, for example)? If so, you can deactivate the sound and video by clicking on the appropriate buttons:



Activate/deactivate the mic

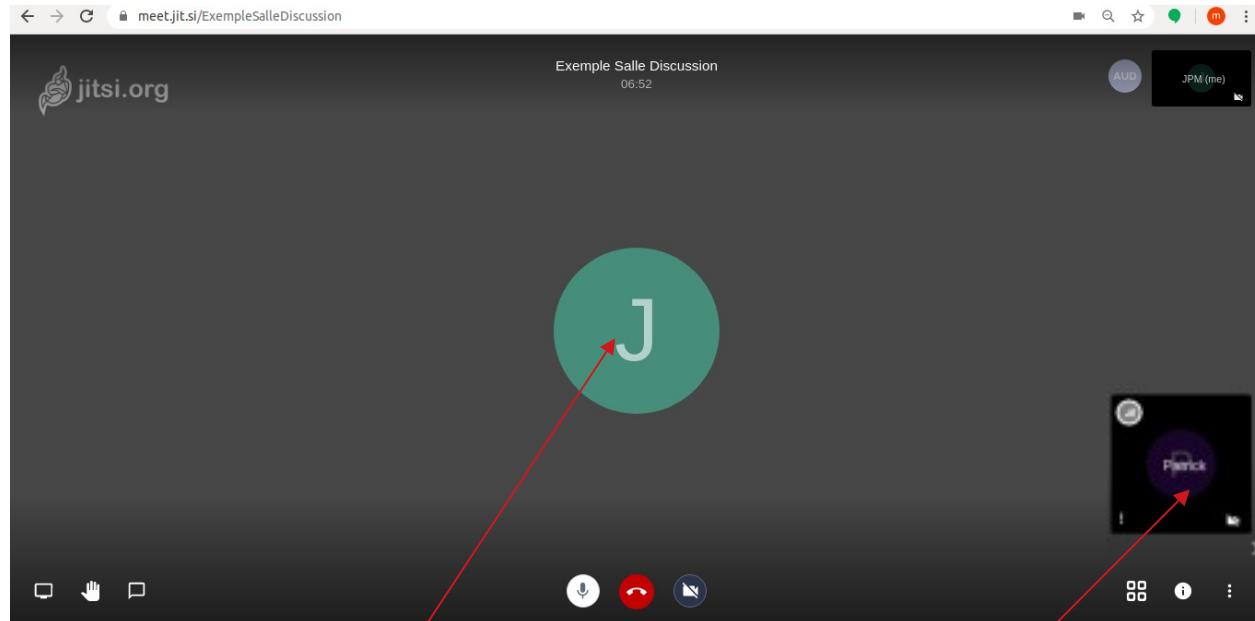
Activate/deactivate the camera



Leave the videoconference

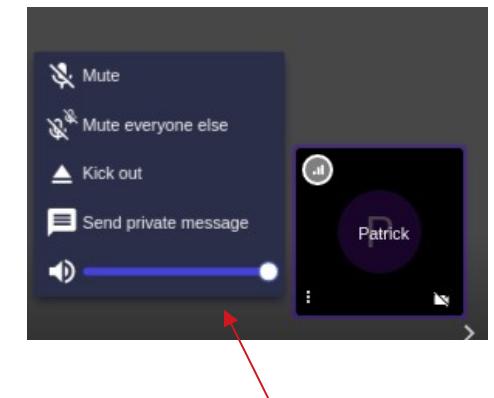
PARTICIPATING IN THE MEETING

TO SEE THE OTHER PARTICIPANTS AND INTERACT WITH THEM



When someone speaks, either their image or the first letter of their name, e.g., "J" will show up on the main screen, depending on whether the user has activated their camera.

The remaining participants are represented by smaller squares showing their names.



By hovering over the icon for a particular user, it is possible to:

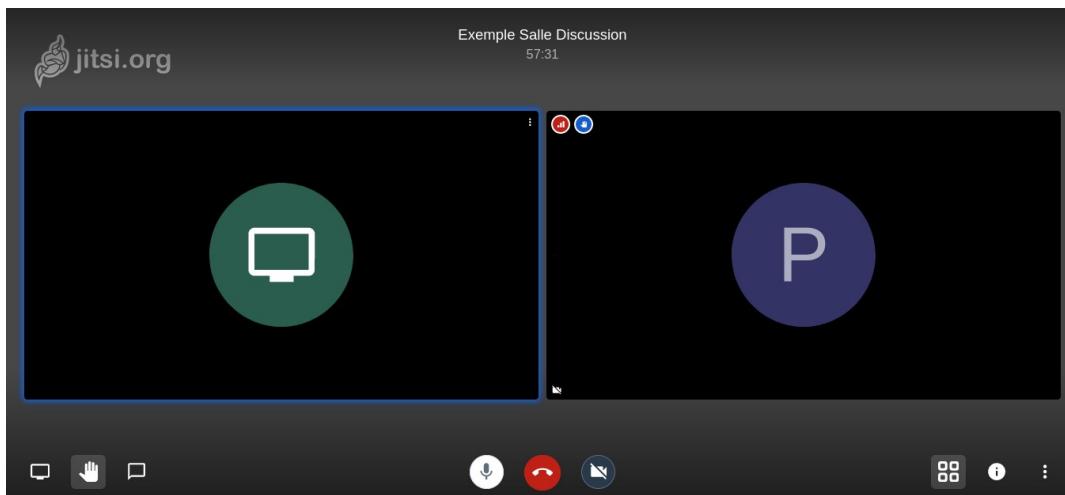
- exclude a participant who remains unidentified or shouldn't be there
- send the user a message
- adjust the volume for that user
- etc...

PARTICIPATING IN THE MEETING

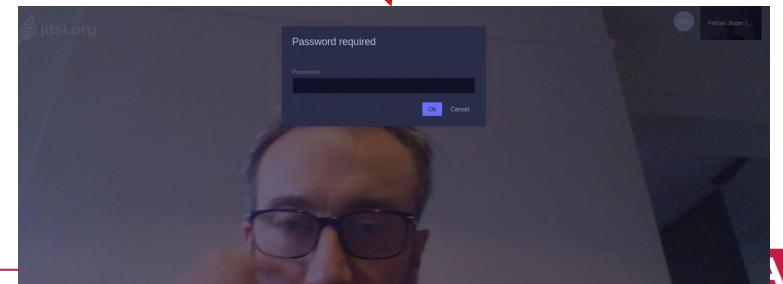
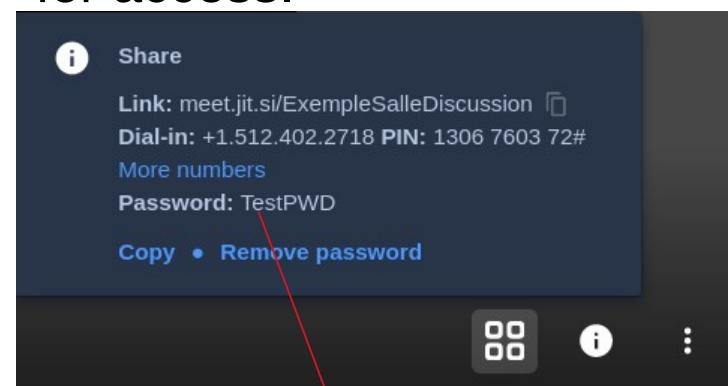
ADJUSTMENT OPTIONS FOR A MEETING ROOM



Modify the main window layout to better see participants.

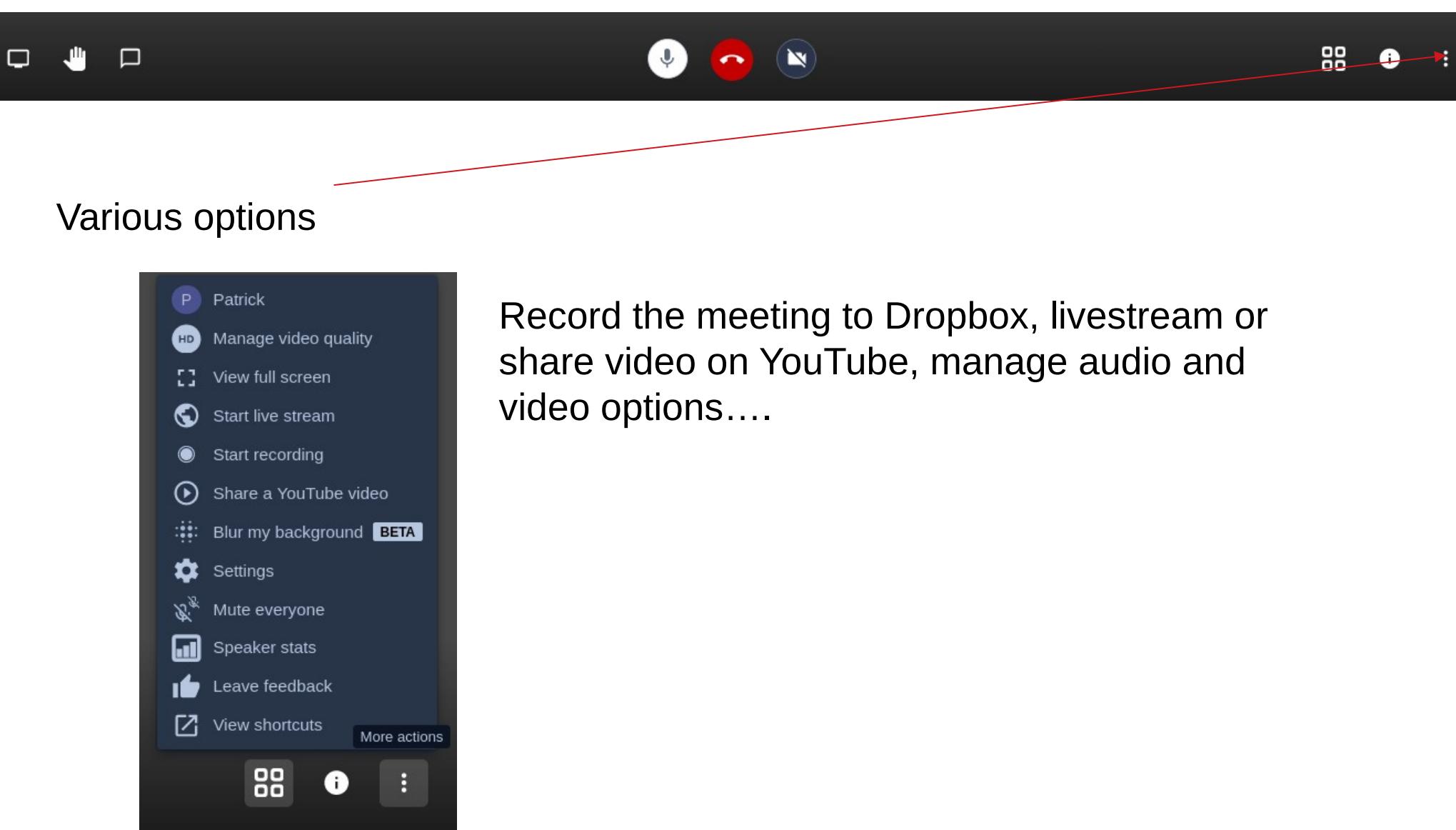


Information about how to share the meeting room. Option to create a password for access.



PARTICIPATING IN THE MEETING

ADJUSTMENT OPTIONS FOR A MEETING ROOM



Various options

Record the meeting to Dropbox, livestream or share video on YouTube, manage audio and video options....

Patrick

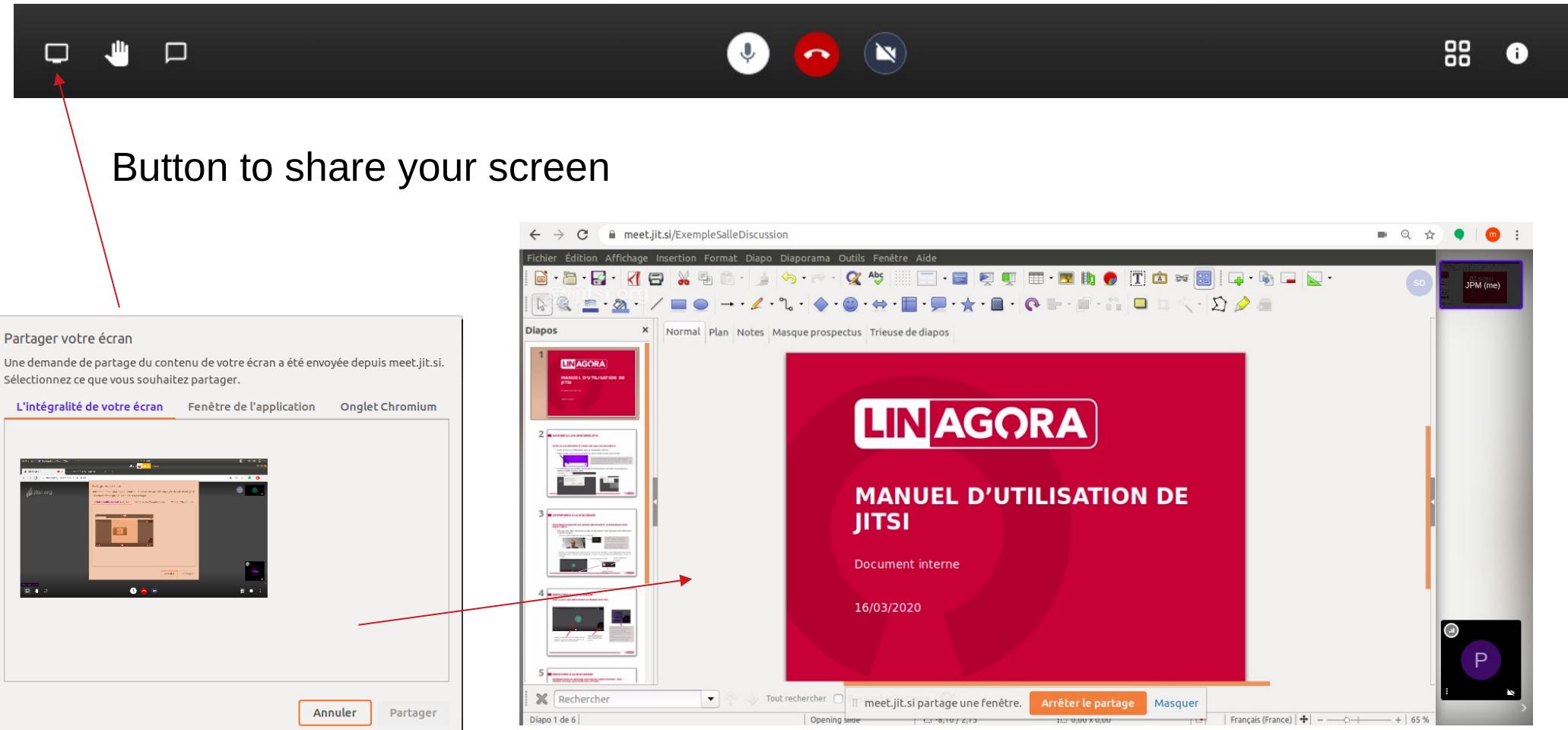
- Manage video quality
- View full screen
- Start live stream
- Start recording
- Share a YouTube video
- Blur my background BETA
- Settings
- Mute everyone
- Speaker stats
- Leave feedback
- View shortcuts

More actions

More options icons: microphone, red phone, video, grid, info, three dots.

PARTICIPATING IN THE MEETING

USE THE BUTTONS AT THE BOTTOM OF THE SCREEN TO CHAT, SHARE SCREEN, ETC.



Button to share your screen

Partager votre écran
Une demande de partage du contenu de votre écran a été envoyée depuis meet.jit.si. Sélectionnez ce que vous souhaitez partager.
L'intégralité de votre écran Fenêtre de l'application Onglet Chromium

Diapos 1 de 6 Rechercher Tout rechercher Diapo 1 de 6 meet.jit.si partage une fenêtre. Arrêter le partage Masquer Diapos Normal Plan Notes Masque prospectus Trieuse de diapos Diapos 1 de 6 Diapos 2 de 6 Diapos 3 de 6 Diapos 4 de 6 Diapos 5 de 6 Diapos 6 de 6 Diapos 7 de 6 Diapos 8 de 6 Diapos 9 de 6 Diapos 10 de 6 Diapos 11 de 6 Diapos 12 de 6 Diapos 13 de 6 Diapos 14 de 6 Diapos 15 de 6 Diapos 16 de 6 Diapos 17 de 6 Diapos 18 de 6 Diapos 19 de 6 Diapos 20 de 6 Diapos 21 de 6 Diapos 22 de 6 Diapos 23 de 6 Diapos 24 de 6 Diapos 25 de 6 Diapos 26 de 6 Diapos 27 de 6 Diapos 28 de 6 Diapos 29 de 6 Diapos 30 de 6 Diapos 31 de 6 Diapos 32 de 6 Diapos 33 de 6 Diapos 34 de 6 Diapos 35 de 6 Diapos 36 de 6 Diapos 37 de 6 Diapos 38 de 6 Diapos 39 de 6 Diapos 40 de 6 Diapos 41 de 6 Diapos 42 de 6 Diapos 43 de 6 Diapos 44 de 6 Diapos 45 de 6 Diapos 46 de 6 Diapos 47 de 6 Diapos 48 de 6 Diapos 49 de 6 Diapos 50 de 6 Diapos 51 de 6 Diapos 52 de 6 Diapos 53 de 6 Diapos 54 de 6 Diapos 55 de 6 Diapos 56 de 6 Diapos 57 de 6 Diapos 58 de 6 Diapos 59 de 6 Diapos 60 de 6 Diapos 61 de 6 Diapos 62 de 6 Diapos 63 de 6 Diapos 64 de 6 Diapos 65 de 6 Diapos 66 de 6 Diapos 67 de 6 Diapos 68 de 6 Diapos 69 de 6 Diapos 70 de 6 Diapos 71 de 6 Diapos 72 de 6 Diapos 73 de 6 Diapos 74 de 6 Diapos 75 de 6 Diapos 76 de 6 Diapos 77 de 6 Diapos 78 de 6 Diapos 79 de 6 Diapos 80 de 6 Diapos 81 de 6 Diapos 82 de 6 Diapos 83 de 6 Diapos 84 de 6 Diapos 85 de 6 Diapos 86 de 6 Diapos 87 de 6 Diapos 88 de 6 Diapos 89 de 6 Diapos 90 de 6 Diapos 91 de 6 Diapos 92 de 6 Diapos 93 de 6 Diapos 94 de 6 Diapos 95 de 6 Diapos 96 de 6 Diapos 97 de 6 Diapos 98 de 6 Diapos 99 de 6 Diapos 100 de 6 Diapos 101 de 6 Diapos 102 de 6 Diapos 103 de 6 Diapos 104 de 6 Diapos 105 de 6 Diapos 106 de 6 Diapos 107 de 6 Diapos 108 de 6 Diapos 109 de 6 Diapos 110 de 6 Diapos 111 de 6 Diapos 112 de 6 Diapos 113 de 6 Diapos 114 de 6 Diapos 115 de 6 Diapos 116 de 6 Diapos 117 de 6 Diapos 118 de 6 Diapos 119 de 6 Diapos 120 de 6 Diapos 121 de 6 Diapos 122 de 6 Diapos 123 de 6 Diapos 124 de 6 Diapos 125 de 6 Diapos 126 de 6 Diapos 127 de 6 Diapos 128 de 6 Diapos 129 de 6 Diapos 130 de 6 Diapos 131 de 6 Diapos 132 de 6 Diapos 133 de 6 Diapos 134 de 6 Diapos 135 de 6 Diapos 136 de 6 Diapos 137 de 6 Diapos 138 de 6 Diapos 139 de 6 Diapos 140 de 6 Diapos 141 de 6 Diapos 142 de 6 Diapos 143 de 6 Diapos 144 de 6 Diapos 145 de 6 Diapos 146 de 6 Diapos 147 de 6 Diapos 148 de 6 Diapos 149 de 6 Diapos 150 de 6 Diapos 151 de 6 Diapos 152 de 6 Diapos 153 de 6 Diapos 154 de 6 Diapos 155 de 6 Diapos 156 de 6 Diapos 157 de 6 Diapos 158 de 6 Diapos 159 de 6 Diapos 160 de 6 Diapos 161 de 6 Diapos 162 de 6 Diapos 163 de 6 Diapos 164 de 6 Diapos 165 de 6 Diapos 166 de 6 Diapos 167 de 6 Diapos 168 de 6 Diapos 169 de 6 Diapos 170 de 6 Diapos 171 de 6 Diapos 172 de 6 Diapos 173 de 6 Diapos 174 de 6 Diapos 175 de 6 Diapos 176 de 6 Diapos 177 de 6 Diapos 178 de 6 Diapos 179 de 6 Diapos 180 de 6 Diapos 181 de 6 Diapos 182 de 6 Diapos 183 de 6 Diapos 184 de 6 Diapos 185 de 6 Diapos 186 de 6 Diapos 187 de 6 Diapos 188 de 6 Diapos 189 de 6 Diapos 190 de 6 Diapos 191 de 6 Diapos 192 de 6 Diapos 193 de 6 Diapos 194 de 6 Diapos 195 de 6 Diapos 196 de 6 Diapos 197 de 6 Diapos 198 de 6 Diapos 199 de 6 Diapos 200 de 6 Diapos 201 de 6 Diapos 202 de 6 Diapos 203 de 6 Diapos 204 de 6 Diapos 205 de 6 Diapos 206 de 6 Diapos 207 de 6 Diapos 208 de 6 Diapos 209 de 6 Diapos 210 de 6 Diapos 211 de 6 Diapos 212 de 6 Diapos 213 de 6 Diapos 214 de 6 Diapos 215 de 6 Diapos 216 de 6 Diapos 217 de 6 Diapos 218 de 6 Diapos 219 de 6 Diapos 220 de 6 Diapos 221 de 6 Diapos 222 de 6 Diapos 223 de 6 Diapos 224 de 6 Diapos 225 de 6 Diapos 226 de 6 Diapos 227 de 6 Diapos 228 de 6 Diapos 229 de 6 Diapos 230 de 6 Diapos 231 de 6 Diapos 232 de 6 Diapos 233 de 6 Diapos 234 de 6 Diapos 235 de 6 Diapos 236 de 6 Diapos 237 de 6 Diapos 238 de 6 Diapos 239 de 6 Diapos 240 de 6 Diapos 241 de 6 Diapos 242 de 6 Diapos 243 de 6 Diapos 244 de 6 Diapos 245 de 6 Diapos 246 de 6 Diapos 247 de 6 Diapos 248 de 6 Diapos 249 de 6 Diapos 250 de 6 Diapos 251 de 6 Diapos 252 de 6 Diapos 253 de 6 Diapos 254 de 6 Diapos 255 de 6 Diapos 256 de 6 Diapos 257 de 6 Diapos 258 de 6 Diapos 259 de 6 Diapos 260 de 6 Diapos 261 de 6 Diapos 262 de 6 Diapos 263 de 6 Diapos 264 de 6 Diapos 265 de 6 Diapos 266 de 6 Diapos 267 de 6 Diapos 268 de 6 Diapos 269 de 6 Diapos 270 de 6 Diapos 271 de 6 Diapos 272 de 6 Diapos 273 de 6 Diapos 274 de 6 Diapos 275 de 6 Diapos 276 de 6 Diapos 277 de 6 Diapos 278 de 6 Diapos 279 de 6 Diapos 280 de 6 Diapos 281 de 6 Diapos 282 de 6 Diapos 283 de 6 Diapos 284 de 6 Diapos 285 de 6 Diapos 286 de 6 Diapos 287 de 6 Diapos 288 de 6 Diapos 289 de 6 Diapos 290 de 6 Diapos 291 de 6 Diapos 292 de 6 Diapos 293 de 6 Diapos 294 de 6 Diapos 295 de 6 Diapos 296 de 6 Diapos 297 de 6 Diapos 298 de 6 Diapos 299 de 6 Diapos 300 de 6

Jitsi allows you to share your entire screen, browser tab or application screen (e.g. libreoffice)

The screen is shared with all meeting participants.

You can stop sharing by clicking on the orange button at the bottom of the screen.

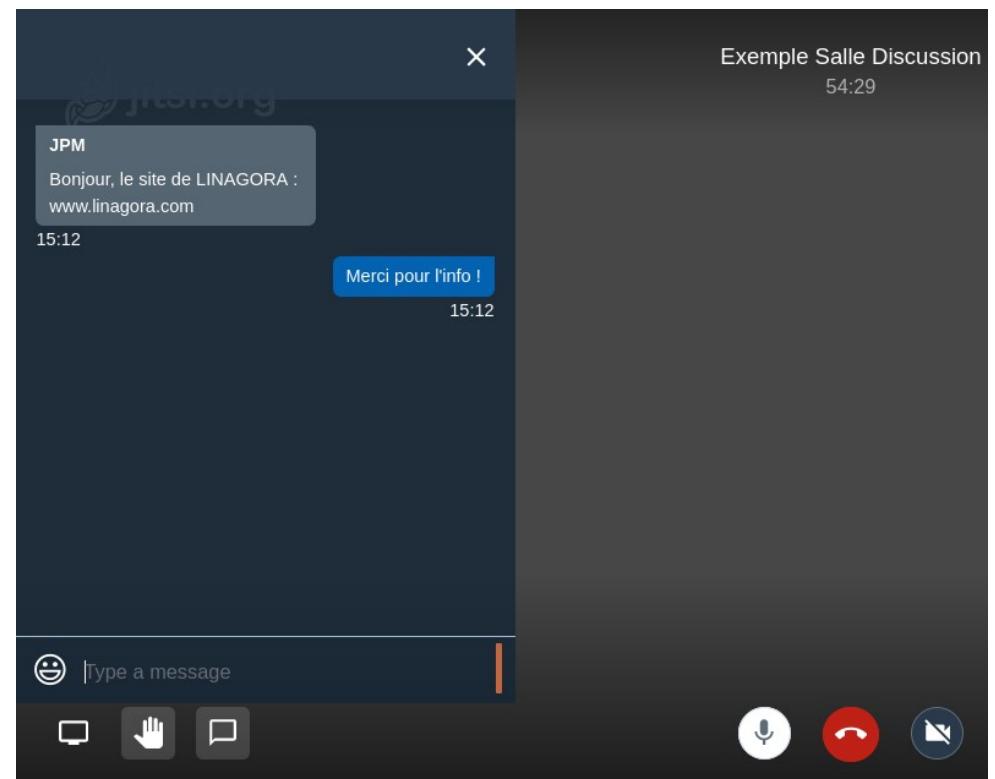
PARTICIPATING IN THE MEETING

USE THE BUTTONS AT THE BOTTOM OF THE SCREEN TO CHAT, SHARE SCREEN, ETC.



Meeting room chat window, accessible by all participants, allowing them to share links and other information.

“Raise your hand”: indicate that you would like to speak. A notification appears on the screens of all participants.



USE THE MOBILE APP

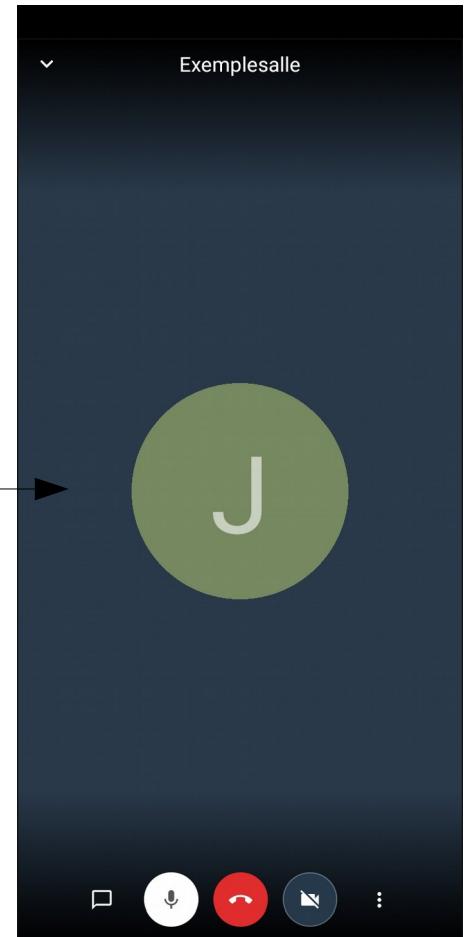
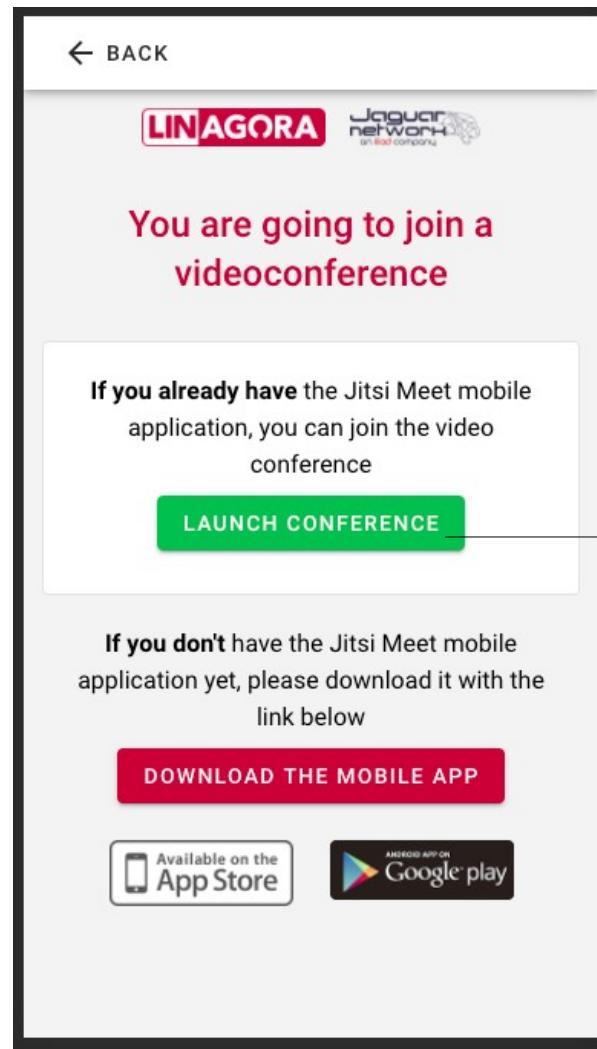
A MOBILE APPLICATION IS AVAILABLE IN APP STORES AND LETS YOU CONNECT TO JITSI MEETING ROOMS FROM YOUR MOBILE DEVICE.



<https://play.google.com/store/apps/details?id=org.jitsi.meet>



<https://apps.apple.com/us/app/jitsi-meet/id1165103905>



GOLDEN RULES FOR A QUALITY VIDEO CONFERENCE

1/ FIND A CALM AND QUIET ENVIRONMENT

2/ USE A HEADSET IF POSSIBLE

3/ IF THE CONNECTION IS POOR, CUT THE VIDEO

4/ CONSIDER CUTTING YOUR MICROPHONE WHEN YOU ARE NOT TALKING

5/ USE THE “RAISE YOUR HAND” BUTTON TO REQUEST A TURN TO SPEAK AND AVOID TALKING AT THE SAME TIME AS OTHER PARTICIPANTS

6/ TALK LOUDLY AND CLEARLY

7/ WHEN YOU ARE PRESENTING A DOCUMENT, SHARE YOUR SCREEN IF POSSIBLE... IT'S MORE INTERACTIVE!

8/ IF YOU ARE THE MEETING ORGANIZER :

- Send around the Jitsi Meet link with the password, if there is one
- Consider arriving at least 3 minutes early to make any necessary adjustments
- Prepare your agenda ahead of time
- At the end of the meeting, reiterate the main points for the participants
- Consider taking minutes or asking another participant to take them

OUR FUTURE IS OPEN



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