



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

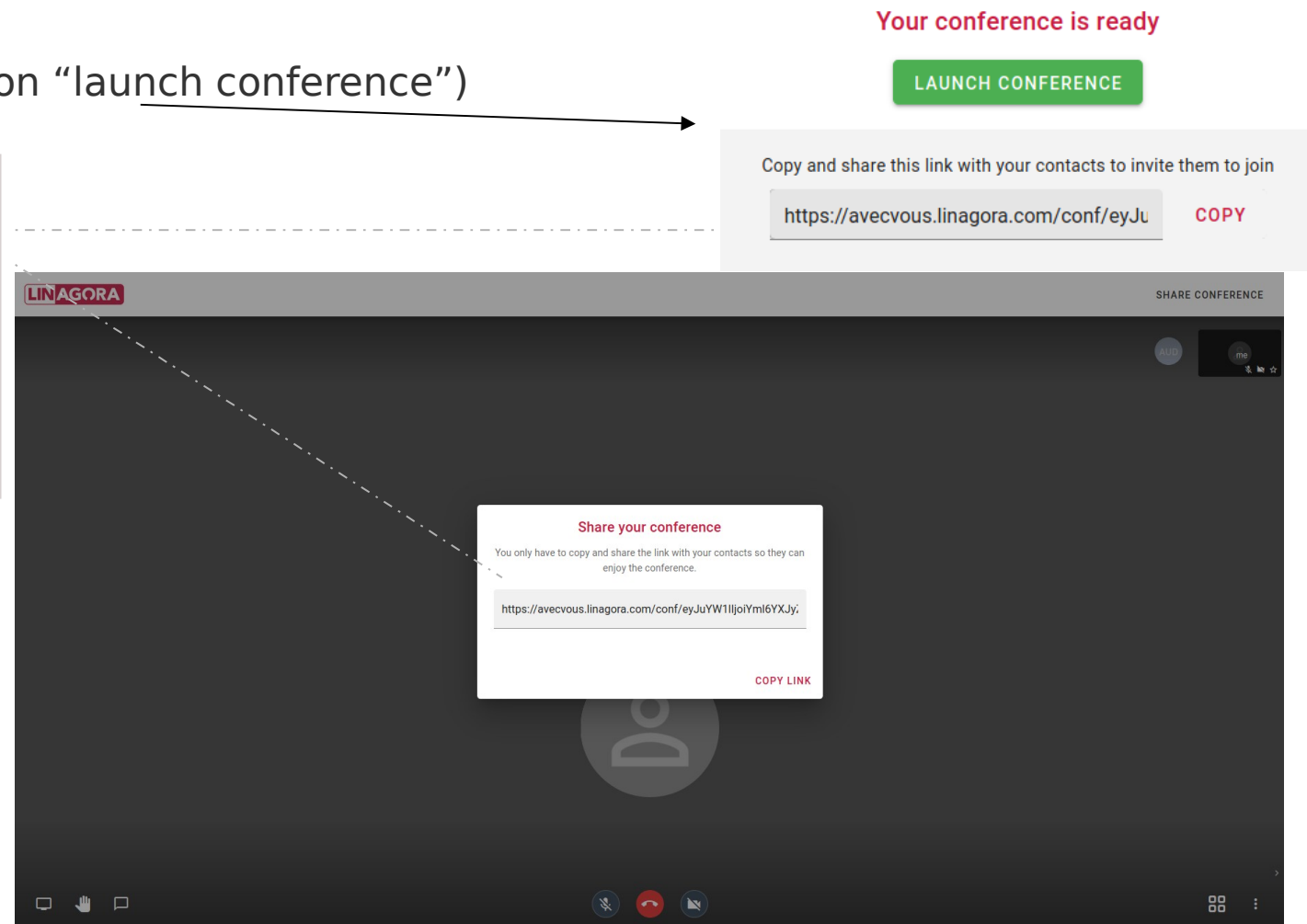
LINAGORA

ACCESSING THE PLATFORM

TO ACCESS THE PLATFORM AND START A VIDEO CONFERENCE

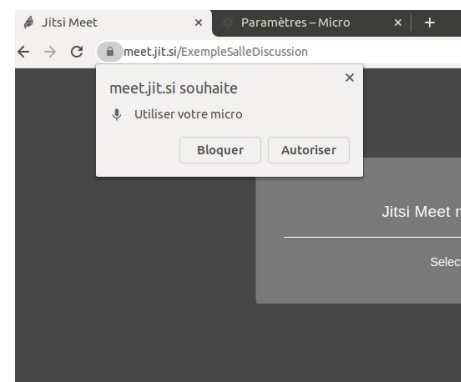
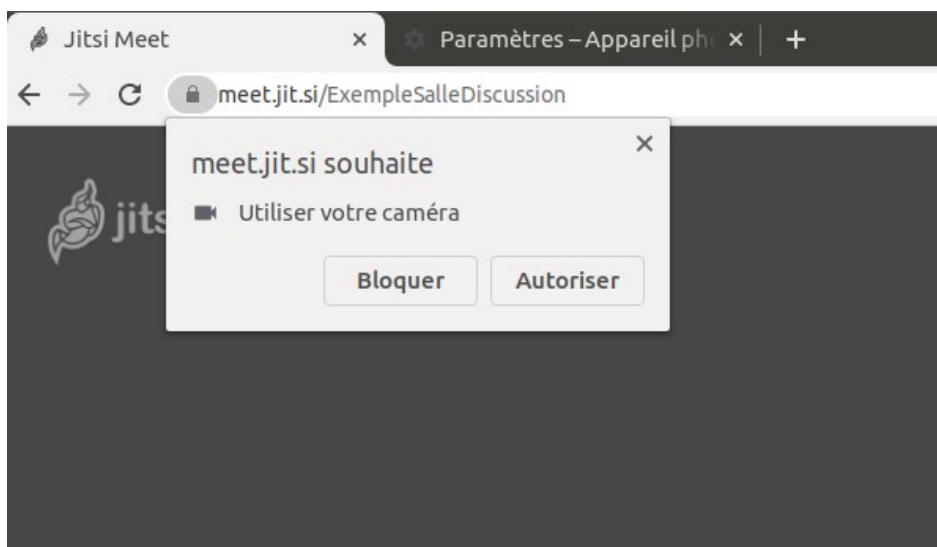
- go to <https://avecvous.linagora.com>, preferably via Chrome
- to switch to English, click on the French flag in the top right corner and select the UK flag
- click on the button “launch conference”)



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.



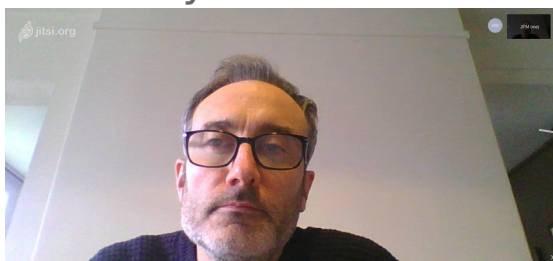
- If you are not prompted for access, click on the microphone icon  and the camera icon  at the bottom of the screen to authorize their use.

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:

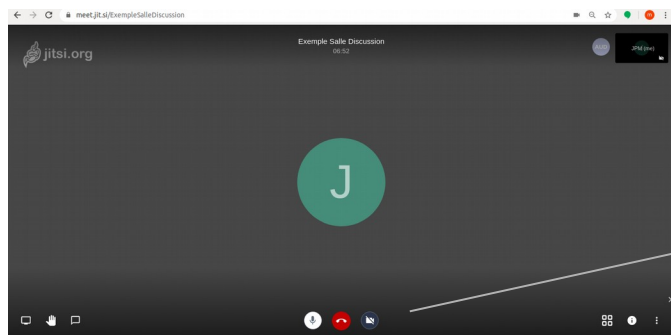
1/ How would you like to identify yourself to the other participants?



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

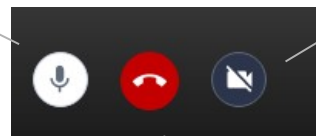
This will help other participants to identify you during the meeting.

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

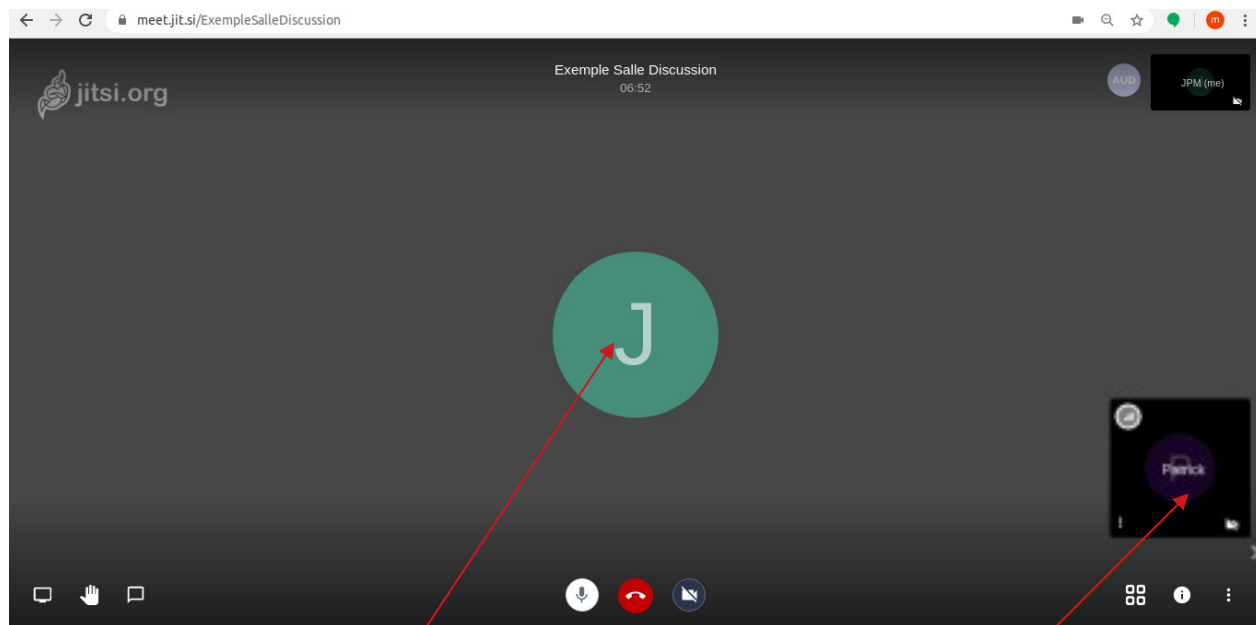
Activate/deactivate the camera



Leave the videoconference

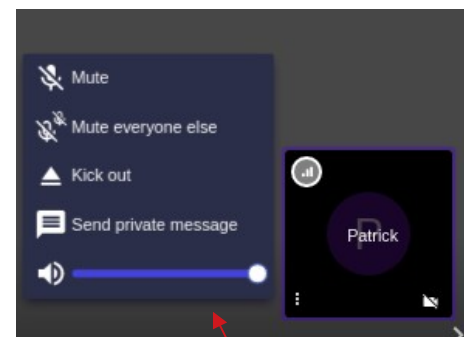
PARTICIPATING IN THE MEETING

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.

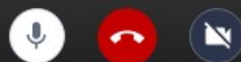


By hovering over the icon for a particular user, it is possible to:

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

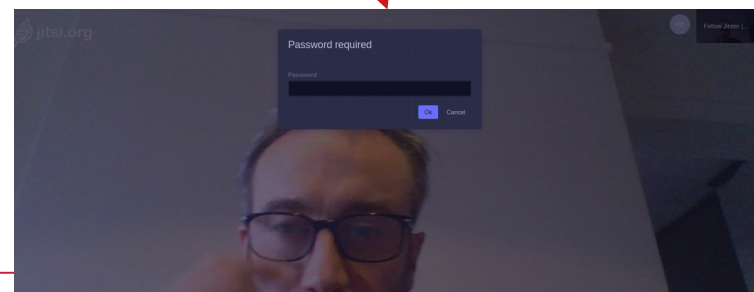
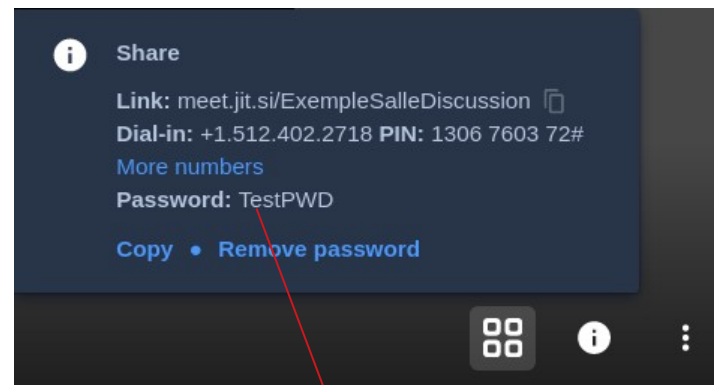
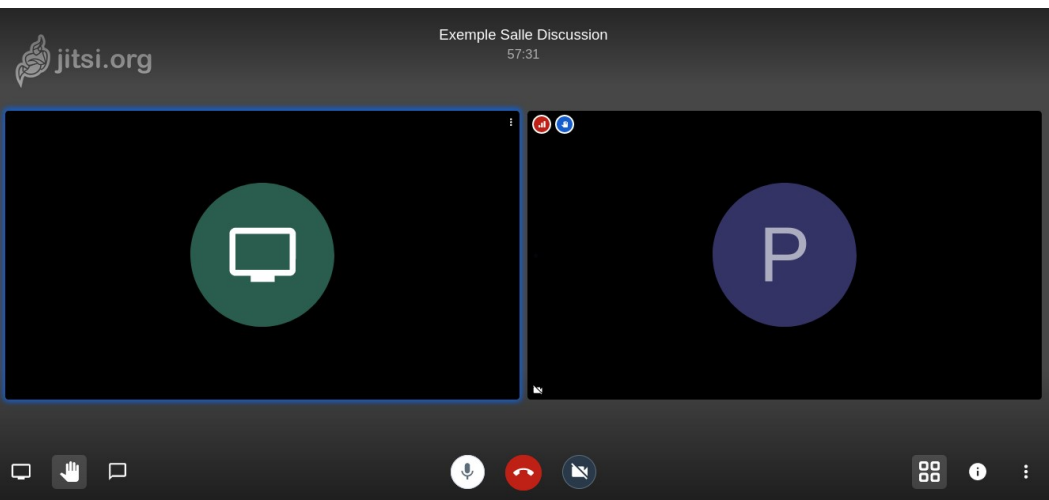
PARTICIPATING IN THE MEETING

ADJUSTMENT OPTIONS FOR A MEETING ROOM



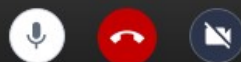
Modify the main window layout to better see participants.

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

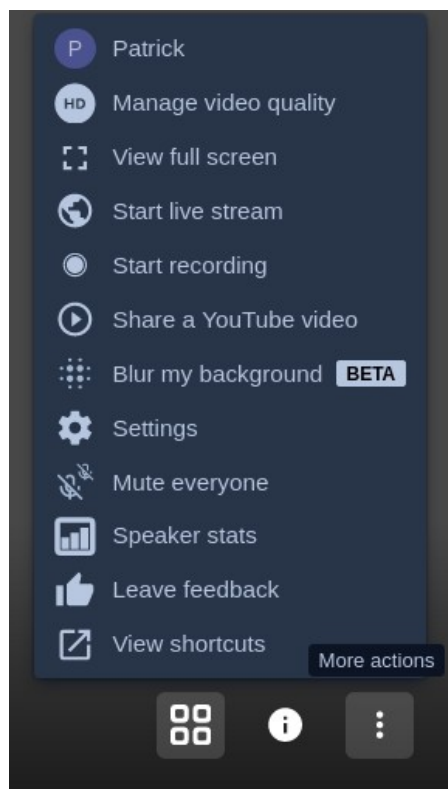


PARTICIPATING IN THE MEETING

ADJUSTMENT OPTIONS FOR A MEETING ROOM



Various options



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

PARTICIPATING IN THE MEETING

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

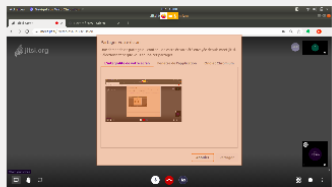


Button to share your screen

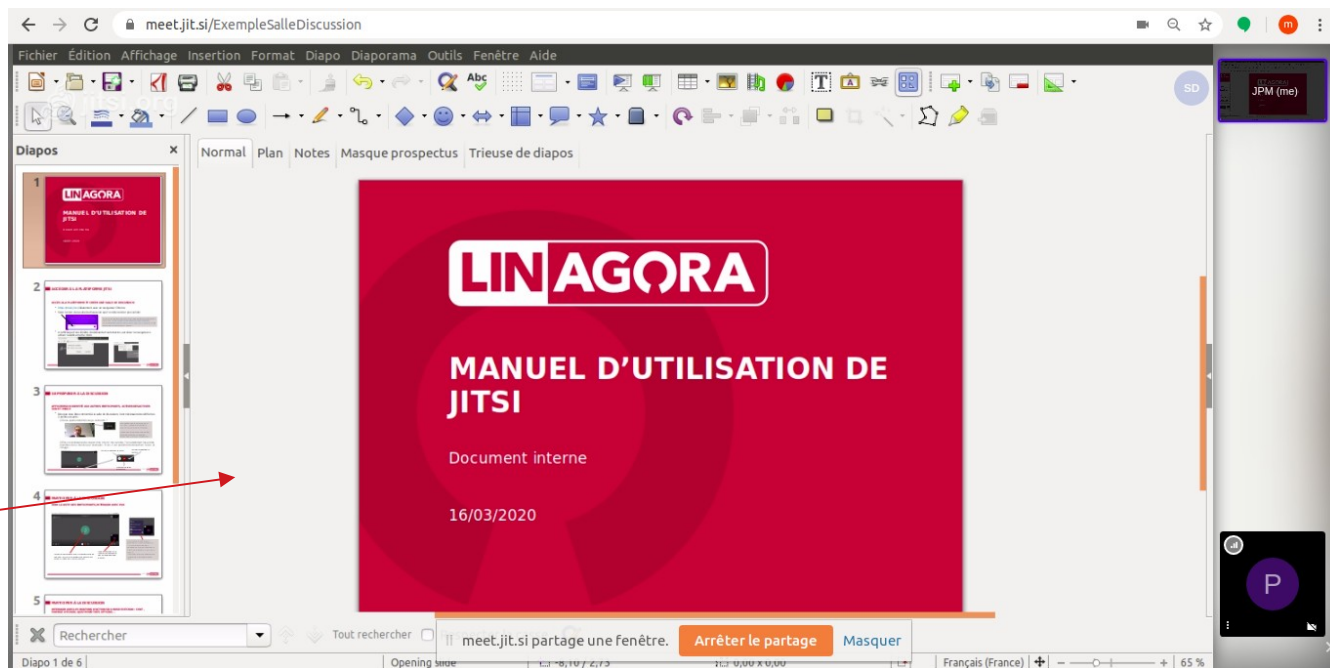
Partager votre écran

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



Annuler Partager



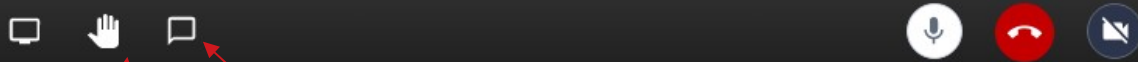
Jitsi allows you to share your entire screen, browser tab or application screen (e.g. libreoffice)

The screen is shared with all meeting participants.

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

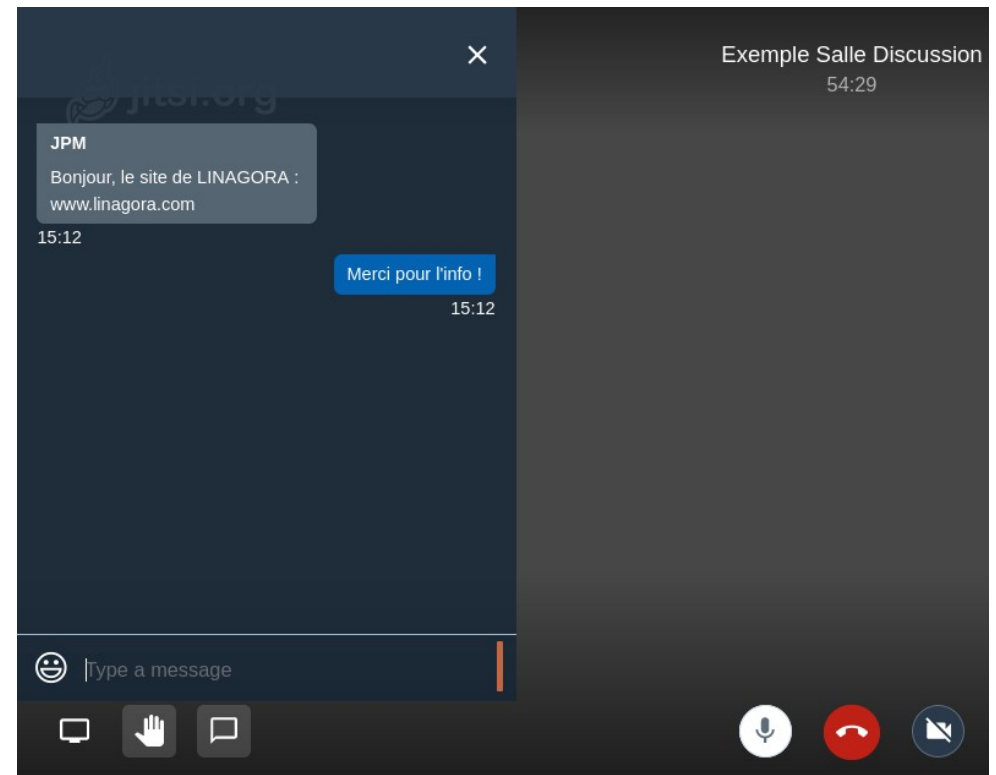
PARTICIPATING IN THE MEETING

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

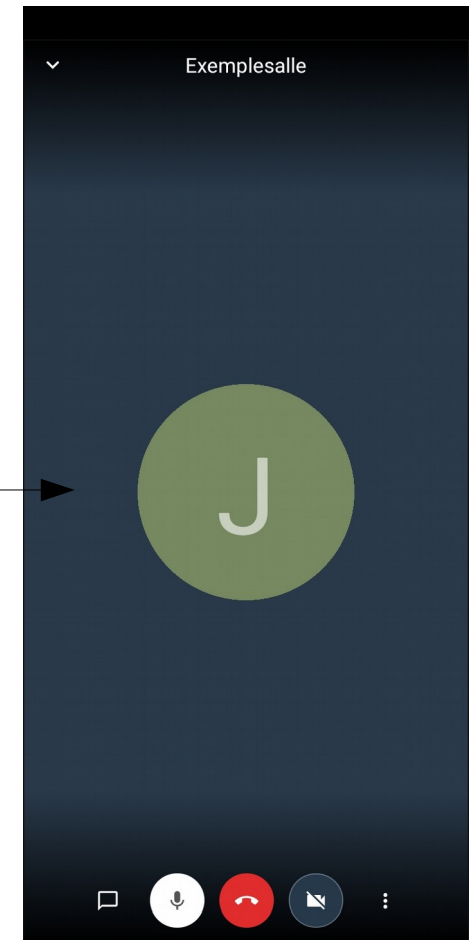
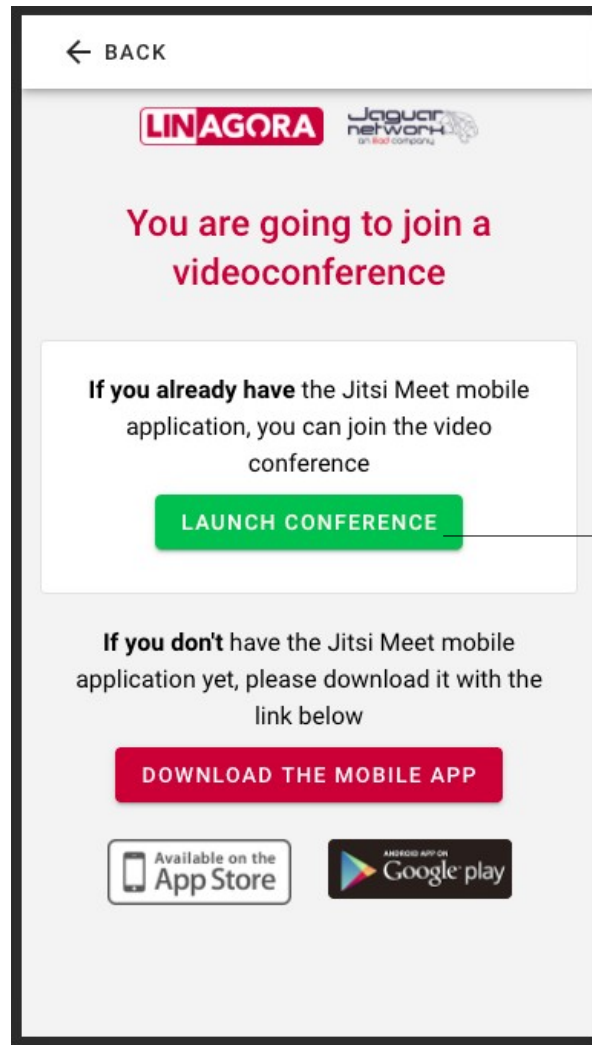
A MOBILE APPLICATION IS AVAILABLE IN APP STORES AND LETS YOU CONNECT TO JITSI MEETING ROOMS FROM YOUR MOBILE DEVICE.



<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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