Brandenburg University of Technology
Cottbus - Senftenberg

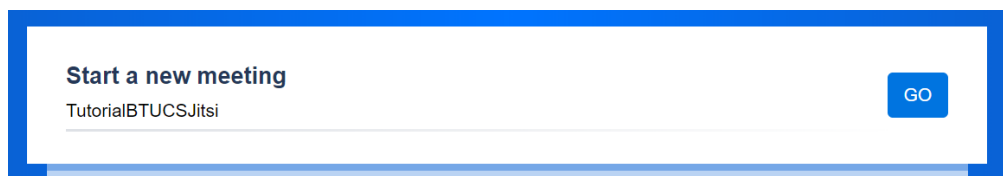**Note:**
In addition to a desktop computer with Internet access, a headset and webcam are recommended. However, the combination of headphones and the built-in microphone of a laptop already eliminates the possibility of sound feedback.

Open the meet.btu web interface in your web browser (we recommend using Chrome): https://meet.b-tu.de. If you have difficulties running it in the browser, you can also use the desktop client for Windows, which can be downloaded under the following link: https://www-docs.b-tu.de/it-services/btuauth/Software/Jitsi/jitsi-meet.exe.

Assign a descriptive **title to your web conference** in the central text field. This title must not contain any special characters and should be as specific as possible. Otherwise, it is possible that other BTU users may choose the same name, thus creating the same room for multiple conferences. Afterwards, open the meeting with a click on *Go*.

**Start a new meeting**
TutorialBTUCSJitsi

GO

You are automatically redirected to the corresponding web conference. By default, the permission request for using your microphone and camera opens. You need to grant these permissions by clicking on *Allow*.

meet.b-tu.de wants to

🎤 Use your microphone

📷 Use your camera

Allow   Block
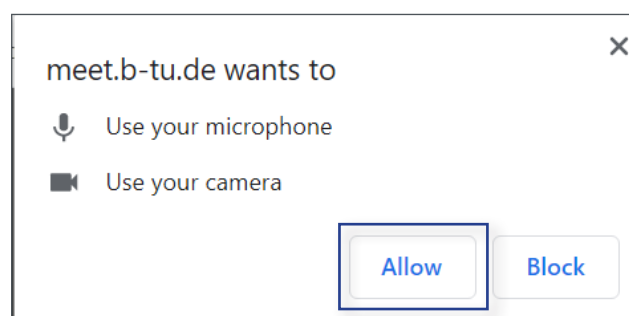
To start a new meeting and **unlock it for participants**, confirm the prompt that appears by clicking on *I am the host.* After this confirmation, you will be asked to authenticate yourself via your central BTU login.

In order to **switch the language** in the meet.btu web interface, open the menu by clicking on the three dots at the bottom right and select *Settings (Einstellungen)*. Then you select the tab *More* (Mehr) and select *Englisch* from the drop-down menu. Confirm your selection by clicking *OK*.
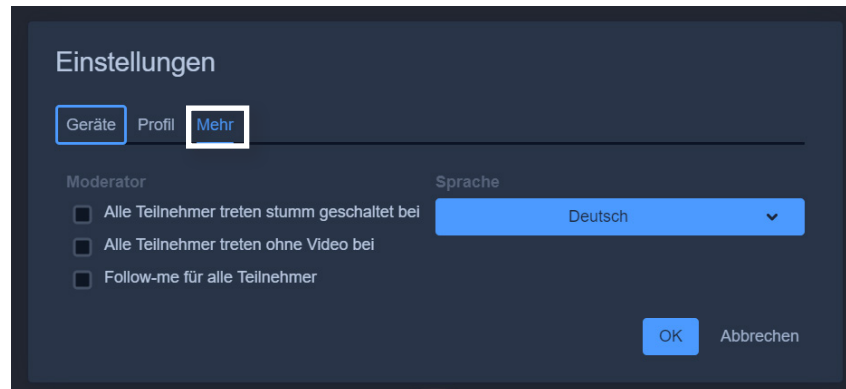
When you **start the meeting**, a pop-up window in the lower right corner displays the link to your web conference. You have the option to copy to your clipboard an automatically generated invitation to your web session by clicking *Copy*. Furthermore, you will be offered the possibility to set a **password** to restrict access to the conference.

Note:
After all participants of a conference have left, the room is automatically reset. The link remains valid, however, and a new room with the same name is created the next time it is entered. Since this process may also reset the password settings, it must be ensured that the host always enters the room first. This way the password remains valid.
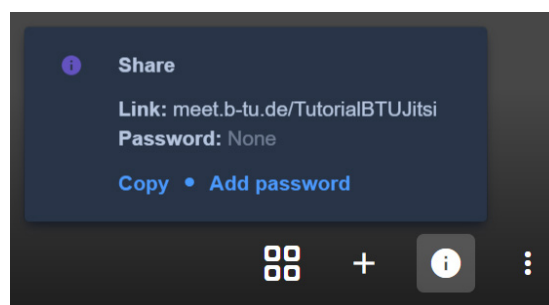
In order to achieve a better overview with a large number of participants, it is often advisable to **personalize access**. To do so, open the menu by clicking on the three dots in the bottom right-hand corner and select the top item *Ich (I)*.

In the opened profile menu you now have the possibility to set a **display name** as well as an e-mail address as contact information for all participants.
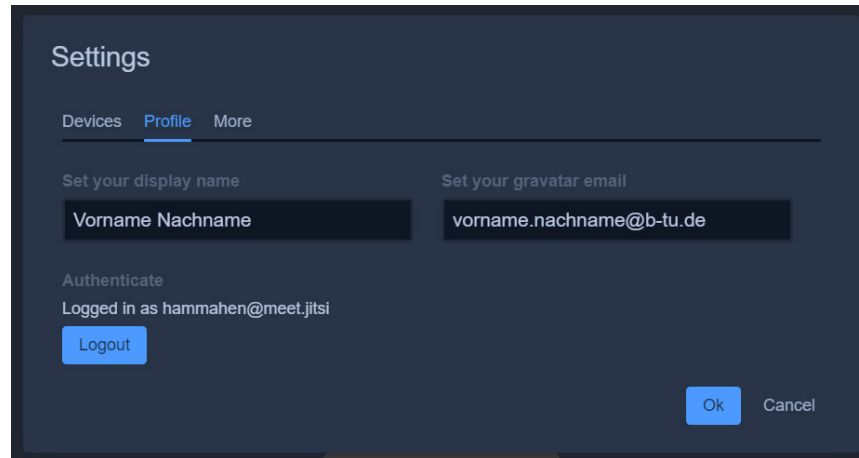

For various reasons it can be useful to deactivate your **microphone and/or webcam**. On the one hand, this reduces the amount of bandwidth needed. This ensures smooth operation even with a weak Internet connection. On the other hand, poor microphones can cause constant background noise during the web conference.

You activate or deactivate the component with a click on the corresponding icon in the central icon bar in the lower part of the screen.
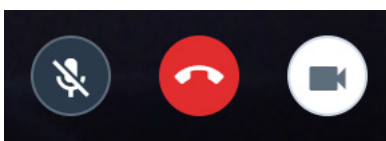

Note: If the microphone is deactivated, you have the option of activating it briefly for the required period of time by holding down the space bar.

In addition to synchronous communication, meet.btu also offers the possibility of asynchronous communication. A **chat** is integrated for this purpose, which can be opened and closed as required by clicking on the icon in the lower left-hand corner.
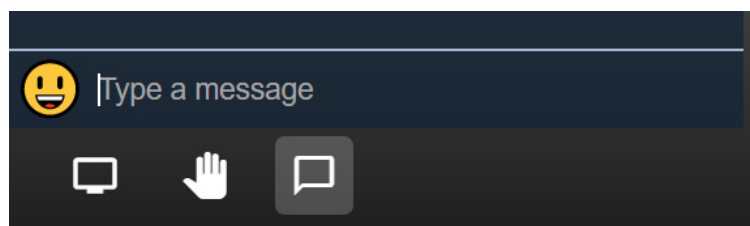
During the conference you can display a **request to speak** by clicking on the hand icon in the lower left-hand corner. Your request to speak will then briefly be displayed as a popup message to the other conference participants. The hand signal icon in the upper left-hand corner of a participant's video screen window indicates that the participant would like to speak.
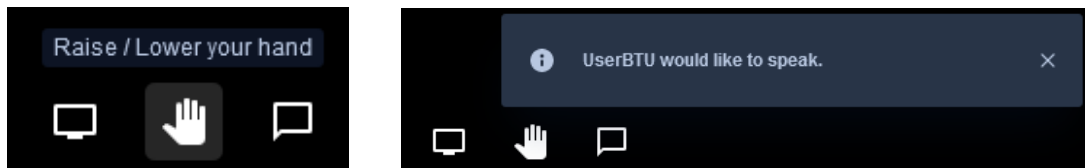
You also have the possibility to **share your screen content** with the group. To do so, select the screen icon in the lower left-hand corner.
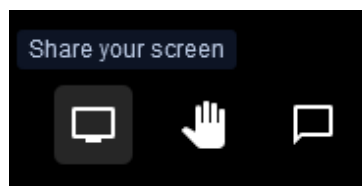

Then, you need to confirm that your browser is allowed to access the screen content. In the selection box you can choose whether the entire screen or only a specific application should be shown. A click on *Allow* starts the screen-sharing.
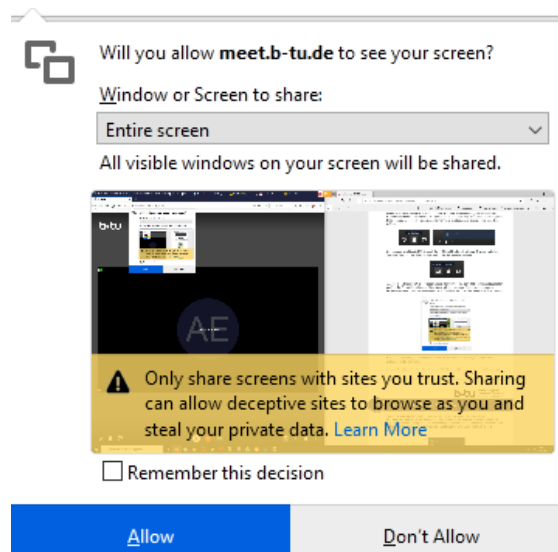
You can cancel the permission at any time by clicking on the screen symbol in the lower left-hand corner again.

If you have created a meeting room yourself, you have additional **hosting rights**. Especially in larger conferences it can be helpful to automatically deactivate the video and audio transmission of other participants when joining. To do so, open the menu by clicking on the three dots at the bottom right and select *Settings*.
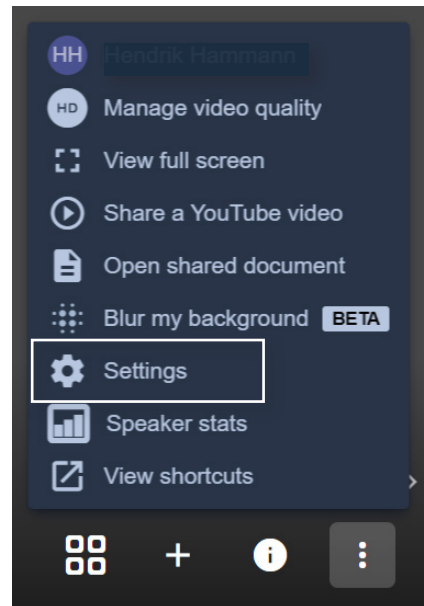
In the tab *More* you can select whether the image or sound transmission should be deactivated for new participants from the beginning.

As a host you can also mute individual participants during the conference. To do so, click on the three dots in the video screen window of the participant in the upper right corner. Select *Mute* from the menu there.
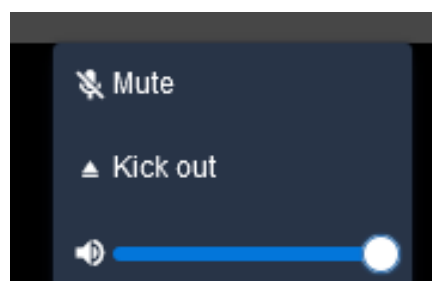
The image and sound transmission can be switched on again at any time by each participant activating the microphone or camera.

On meet.btu you also have the possibility to work together on a text document. To do so, open the menu using the three dots at the bottom right and select *Open shared document*. An **etherpad** opens, where all participants can create and edit a text together.
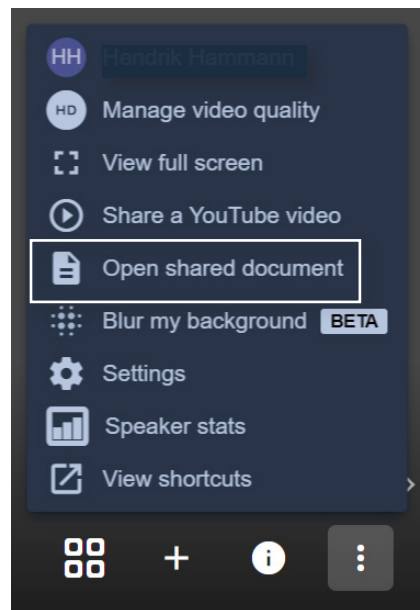
To **leave the meeting**, click on the red handset in the lower center of the screen. After leaving the room, close your browser tab or window.