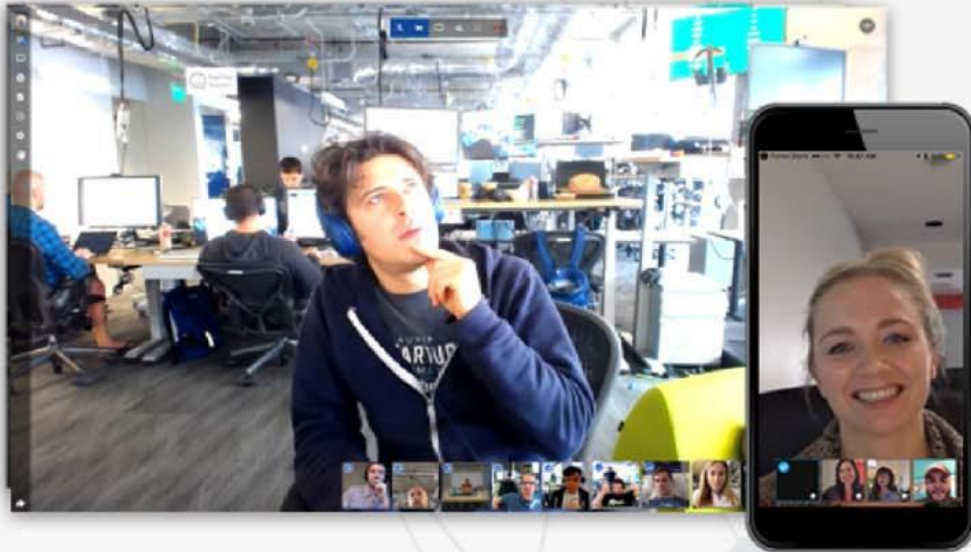




# *Jitsi* Guide

Multi-platform open-source video conferencing



Quick guide to *Jitsi* calls, meetings and office hours

by Peter E. Humphries, March 21, 2020

Note: For Green Party of Washington Spring Gathering participants you will be sent a link and a password to join the meeting so you can skip down to "Getting Started" for information on how to use the Jitsi interface for your best experience.

## Android Client:

1. Open the *Jitsi* application on your Android device.
2. Enter a new name for your meeting “room” to start a new meeting. You can enter the name of an existing meeting room to join a meeting already in progress.

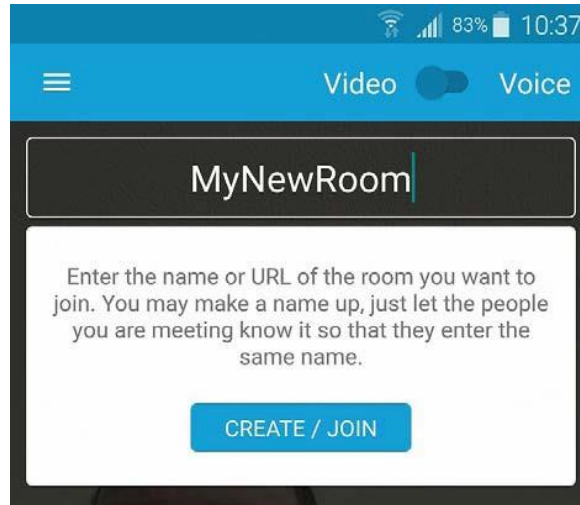


Figure 1 Jitsi Android client

## iOS Client:

1. Open the *Jitsi* application on your iOS device.
2. Enter a new name for your meeting “room” to start a new meeting. You can enter the name of an existing meeting room to join a meeting already in progress.



Figure 2 Jitsi iOS client

# Getting Started

You can host or attend *Jitsi* meetings from your browser or from the *Jitsi* client application on your mobile device.

For more information about *Jitsi* meetings, go to the <https://jitsi.org/> page. Click on **START A CALL** to open a *Jitsi* meeting room!

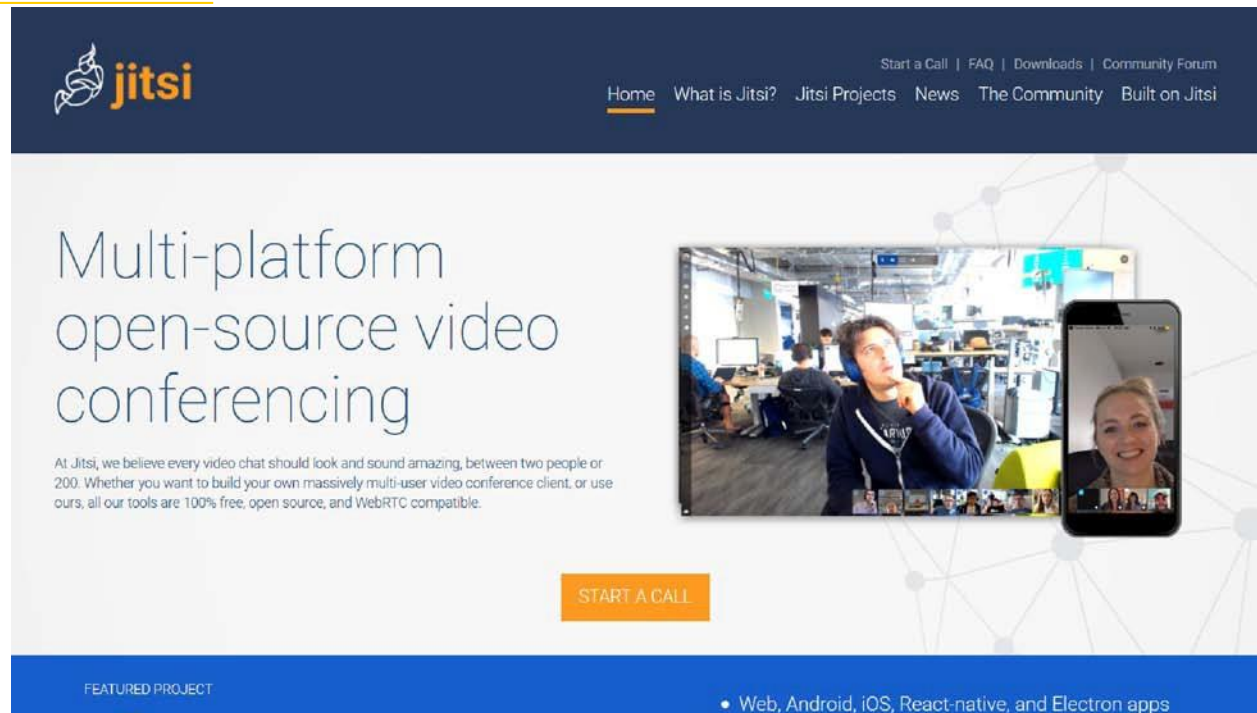


Figure 3 Jitsi home page

*Jitsi* can handle up to 75 participants in a “meeting room.” Practically, fewer should be active participants. For larger groups, *Jitsi* offers easy integration with YouTube’s live streaming service.

# Starting a Meeting

## Web Portal:

1. Go to <https://meet.jit.si/> or click on **START A CALL** if you are on the *Jitsi* home page. You can add “?lang=en-us” to the URL or use the Settings icon (⚙️) to change the display language of *Jitsi* Meet.
2. Type a name (no spaces) for your meeting or leave the suggested random words.
3. Click the **GO** button.

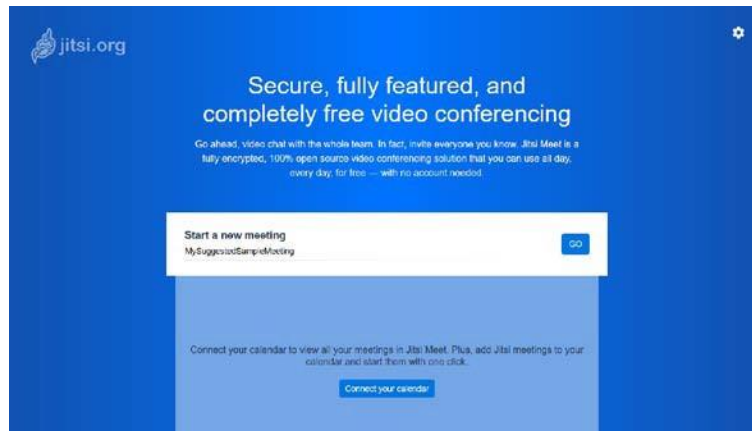


Figure 4 Jisti Meet page

4. Your browser may request permission to use your camera and microphone. You may also need to turn on your camera and microphone if you have used a control on your computer to turn them off.

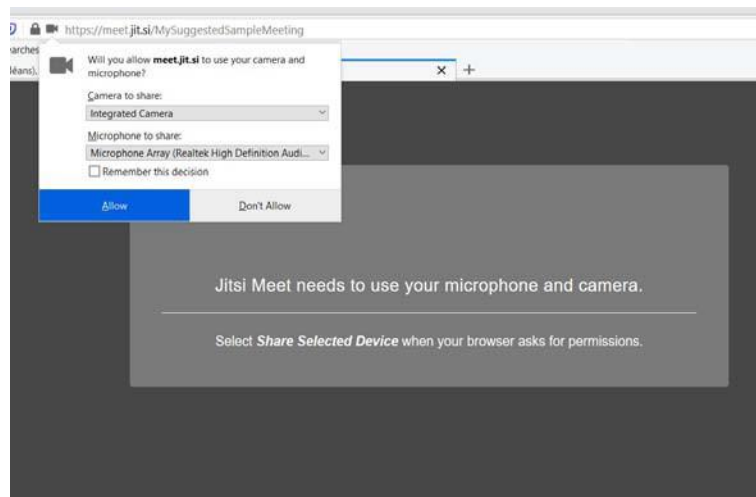


Figure 5 Devise permission dialog

5. Your “meeting room” is open! Click on “Copy” in the information dialog to copy all the meeting details (an invitation prepared in the language of your choice) to your computer’s clipboard so that you can email or otherwise send it to participants. Click the copy icon (📄) beside the link to copy just the meeting’s URL.

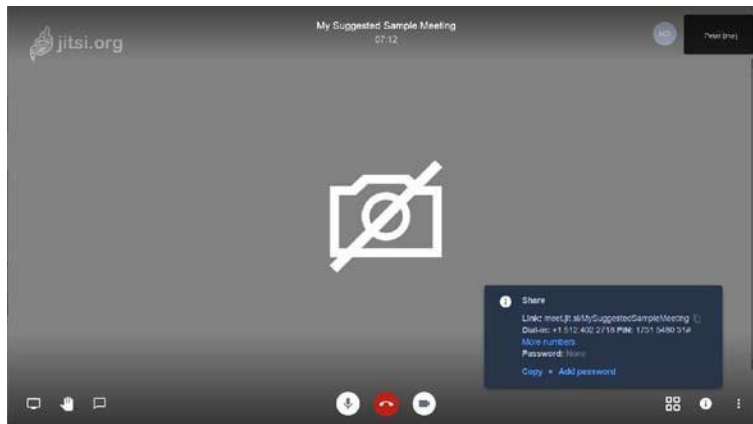


Figure 6 Jitsi meeting information

## Tips for a Successful *Jitsi* Experience

### Before the Meeting or Call

- **Location:** Find a spot away from noise and distractions.
- **Preparedness:** Ensure that your technology is working.
- **Identity:** Use your full name and any relevant affiliation, if appropriate; for example, “John Doe (ACME Ltd).”

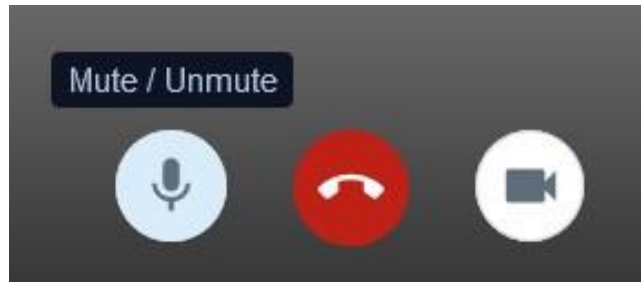
### During the Meeting or Call

- **Mute:** If everyone is not muted upon entry into the *Jitsi* “room,” mute your own line when you are not speaking.
- **Hold:** Do not put the *Jitsi* call “on hold” - if your hold feature plays background music, the hold music will play and will disrupt the meeting for everyone else. Hang up and re-join the meeting after you complete your other call.
- **Video:** Video uses a lot of bandwidth; you can turn off your video to improve the quality of the call.
- **Chat / Raise Hand:** Respond to something or indicate you have something to say with these great features.
- **Tardiness:** If you sign on after the call has started, use the chat, wait for the host to recognize you or wait for a break to sayhello.
- **Troubleshooting:** Chat, email or text someone who is on the call who is not the convenor or coordinator.

## Meeting Control

### Audio (web interface)

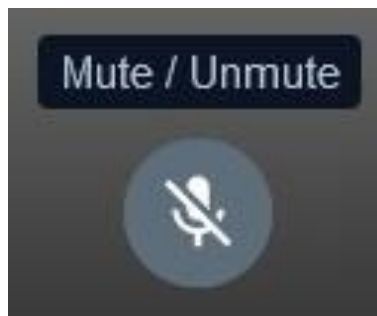
1. You can join a *Jitsi* meeting by computer or by phone. The computer audio works well, most of the time. Join a *Jitsi* meeting.
2. You will join the audio automatically via your computer. Depending upon your settings and the settings of the meeting room, you may be muted.
3. You can mute and un-mute your microphone by clicking on the microphone icon amongst the controls that appear at the bottom of your screen when you move your mouse pointer in the meeting window.



*Figure 7 Jitsi call control*

### How to switch audio

1. If you joined the meeting using your computer's audio, you can switch to use a telephone, at any time. Click the microphone icon to mute your computer's microphone. The icon will change to show a "disabled" microphone.



*Figure 8 Jitsi muted microphone*

2. Click on the information icon (i) to open the meeting information dialog.

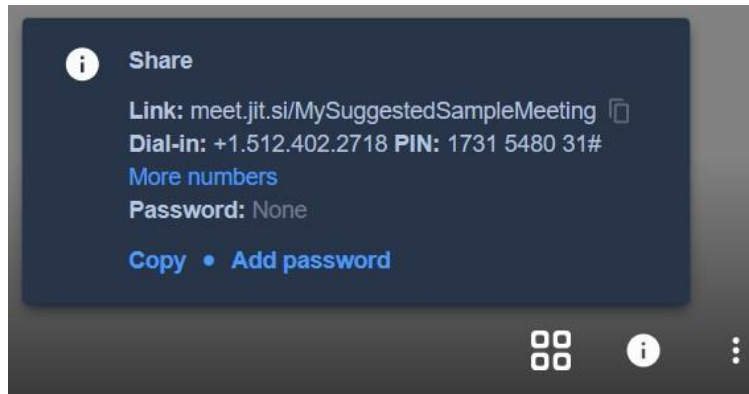


Figure 9 Jitsi muted microphone

3. Click on “More numbers” to open a web page with all available dial- in numbers for your meeting room.

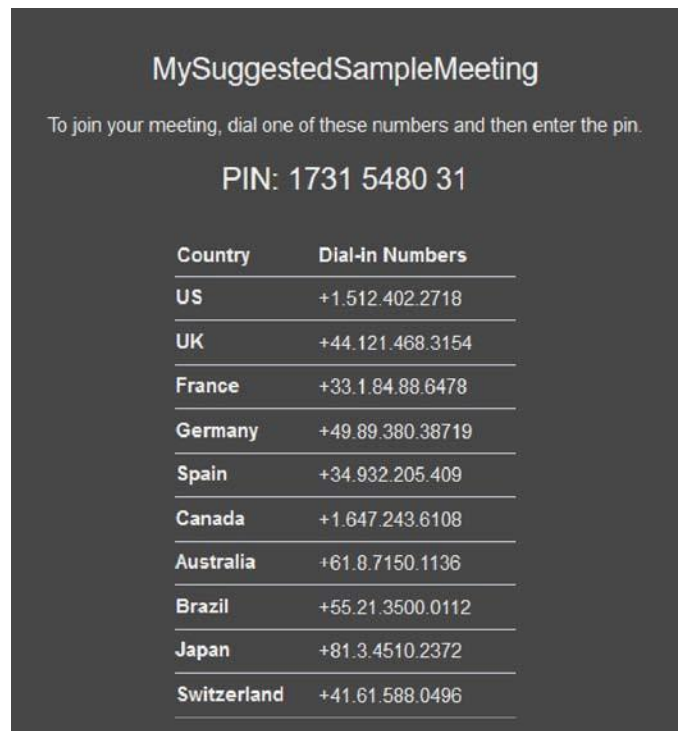


Figure 10 Jitsi dial-in-numbers and PIN (meeting-specific)

4. On your phone, dial the best access number for you, enter the PIN when prompted and press pound (“#”). You will be added to the meeting as an audio-only participant.

## How to join by phone

If you have received an invitation to a *Jitsi* “meeting room,” you can join only the audio portion on your phone if you have an access number and the PIN for the meeting. The meeting organizer can provide these to you, directly.

1. On your phone, dial the best access number for you, enter the PIN when prompted and press pound (“#”). You will be added to the meeting as an audio-only participant.

## Video

You can turn your camera on and off.

1. Click on the camera icon amongst the controls that appear at the bottom of your meeting room window when you move your mouse pointer.
2. The icon will change to show a “disabled” camera, and your video will be replaced with a colored circle with the first letter of your profile name.

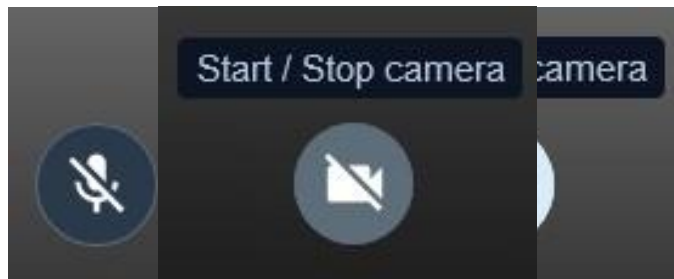


Figure 11 JitFigure 12 Jitsi disabled camea

3. Click on “Start / Stop camera” to start or stop your video at any time.



## Inviting and managing participants

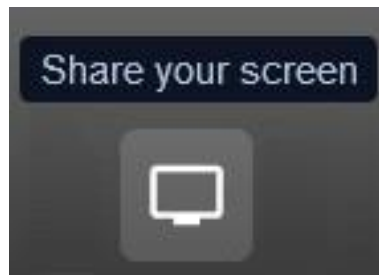
During a meeting or immediately after having started a meeting by opening a “meeting room,” click on the information icon (i) to open the meeting information dialog box, from which you can click on “Copy” to copy all the meeting details (an invitation prepared in the language of your choice) to your computer’s clipboard so that you can email or otherwise send it to participants. Click the copy icon (📄) beside the link to copy just the meeting’s URL.

If you are the meeting host, you can manage participants (mute / un- mute, kick out).

## Sharing your screen

Jitsi allows for screen sharing on desktop, tablet and mobile devices. The host and attendees can share their screens instead of their video by clicking on the Share your screen icon.

When you click on the icon, you will be prompted to share a window or the entire screen.



*Figure 13 Jitsi Share your screen control*

Select what you want to share and “Allow” the sharing, if prompted.

## Keyboard Shortcuts

When you are in a meeting, it can be very handy to use your keyboard to navigate *Jitsi's* features. For example, you can mute your microphone and then use the space bar to “push to talk” when you have something to say.

You do not need to remember them all! You can use the “Keyboard shortcuts” list on the last page of these instructions or press “?” during your call to pull up the **Keyboard shortcuts** reminder.

## Chat

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a message to the entire group.

1. Click on **Chat** to open the chat window.

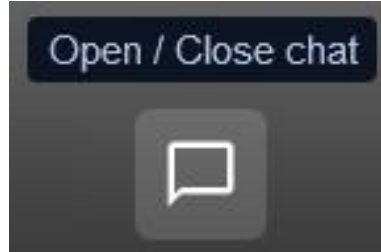


Figure 14 Jitsi Open/Close chat channel

2. Type your message in the Chat dialog and press the “Enter” key on your keyboard to “send” it. You can click on the “smiley” icon to add emoticons to your message.

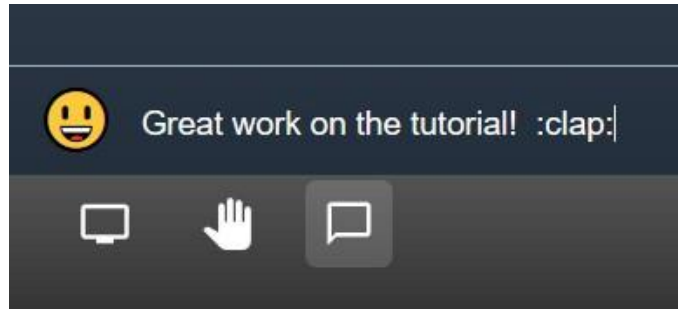


Figure 15 Jitsi Chat message entry

3. Your message appears in the Chat messages list. You can close the Chat overlay by clicking on the **X** in the corner.

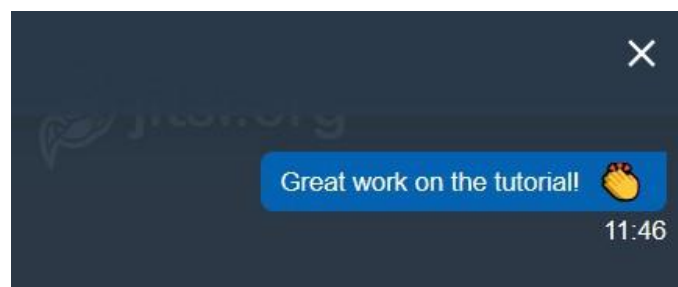
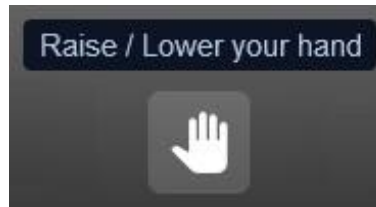


Figure 16 Jitsi Chat message frame

## Nonverbal feedback mechanism

Meeting participants can click on the **Raise / Lower your hand** icon to provide nonverbal feedback to the meeting host and to each other. This icon provides the host with information from the participants without disrupting the flow of the meeting.

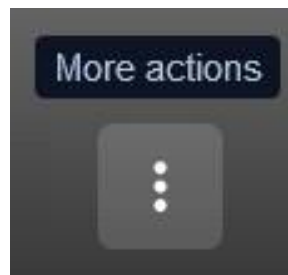


*Figure 17 Jitsi Raise/Lower your hand*

## Additional Settings

### Settings

From the **More actions** icon, you can access your settings by clicking on your name (if you have already set it), the top link in the menu.



*Figure 18 Jitsi ore actions menu icon*

In the “Profile” tab, you can set a name and “gravatar,” in the “Calendar” tab, you can link to calendars to add *Jitsi* meetings to your on-line calendar, in the “Devices” tab, you can select the camera and microphone to use and, in the “More” tab, you can select some “moderator” options and the language for the interface.

### Views

When you are in a call, you can show or hide the video thumbnails, switch to a “tile” view and open and close the chat dialog. You can focus on any of the participants by clicking on a thumbnail or using the keyboard shortcuts to select yourself (“**0**”) or one of the other participants (at least, “**1**” through “**9**”).

## Additional resources and support

For more information about *Jitsi* meetings, go to the <https://jitsi.org> page and click on any of the information and news links.

Additional information can be found in the *Jitsi* community forums:

<https://community.jitsi.org/>



Figure 19 *Jitsi* keyboard shortcuts