

# Brief Guide for Jitsi Meet Conference Platform



Jitsi Meet is the leading open source conferencing platform. It may lack some advanced collaborative tools but it offers all the basic features for multi-party online meetings, with the advantages of being open, free, advert-free and fully encrypted.

It can be used on multiple devices such as laptops & desktops as well as smartphones & tablets. It fully supports Chrome and Firefox browsers.

The Jitsi Meet platform is hosted at <https://meet.jit.si/>. You are NOT required to sign in or register or open an account to use it.

## Getting Ready

When using a Laptop or Desktop, whether Windows or Mac, use the Chrome or Firefox browser. Ensure that your microphone and speakers are functioning correctly: Go to Sound Settings, make sure your input device (microphone) and output device (speakers) are correctly selected and test both devices.



If you are using your smartphone or tablet, first download and install the mobile App “Jitsi Meet” from Google Play (Android) or App Store (iPhone). Grant Jitsi permission to use your Camera and Microphone.

Jitsi meetings via a desktop or laptop, with their larger screens, provides a better experience than a smartphone, especially with many persons in the chat room, when people would be sharing screens or if you need to type some notes during the meeting.

Make sure that your device is connected to internet. If your bandwidth is low, stick to audio chats only and switch off the video option for your conference or decrease the video quality.

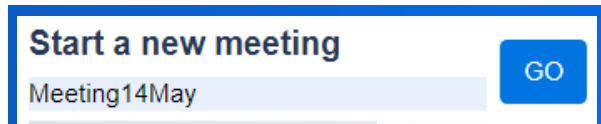
The GOC Jitsi platform best supports Chrome and Firefox browsers only. Safari may just work. Microsoft Edge and Internet Explorer are not currently supported.



## Meeting Host

A Host initiates a meeting for a specified time, assigns a name & password to the room. During the meeting the Host lets participants in, un-mutes them or even ejects participants from the room.

**Laptop:** go to [meet.jit.si](https://meet.jit.si) website, type in a Meeting Name in the ‘Start a new meeting’ field, click GO.



**Phone:** Start the Jitsi Meet App, enter a Room Name in the box ‘Enter room name’ and click ‘Create / Join’ button. Here room is equivalent to a meeting.

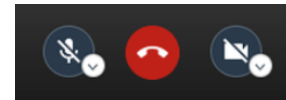
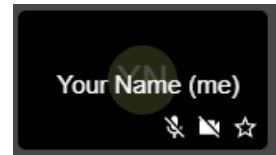
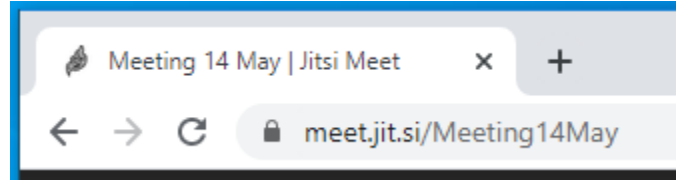
As host, you need to securely send the Name of the Meeting or Room to invite all participants. You can do this a few hours before or on the eve of the actual online meeting.

For confidential meetings, add a Password to stop unauthorized persons to gate-crash in the room.

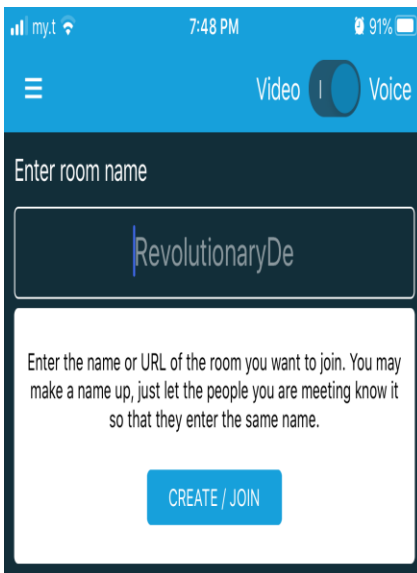
## Join Meeting / Room

### Laptop / Desktop :

- Open Chrome or Firefox web Browser
- In the address bar, type in full in the link sent to you by the Host, for example: [‘https://jitsi.meet.si/Meeting14May’](https://jitsi.meet.si/Meeting14May)
- (last part is the meeting name and is not case sensitive)
- Enter password if requested (for locked meetings)
- Ignore request to install browser extension or plug-in
- To allow others to identify you, Click on ‘Your Name (me)’ in the top right corner of the browser window and type in your name or alias
- Click the Microphone or Camera icon (at top right corner or middle bottom) to toggle Audio or Video on and off



### Smartphone / Tablet



- Start your “Jitsi Meet” App on your phone
- Slide the ‘Video / Voice’ button to Voice (top right)
- Click the 3-bars icons ☰ (top left), click ‘Settings’ and type in your name in the ‘Display Name’ so that other participants can identify you among all participants
- In the box ‘Enter room name’ type in the Meeting / Room Name sent to you by the Host i.e. [‘Meeting14May’](#) (meeting name is not case sensitive)
- Enter password if prompted (for locked meetings)
- Click Camera icon to toggle Video on and off





### NOTE

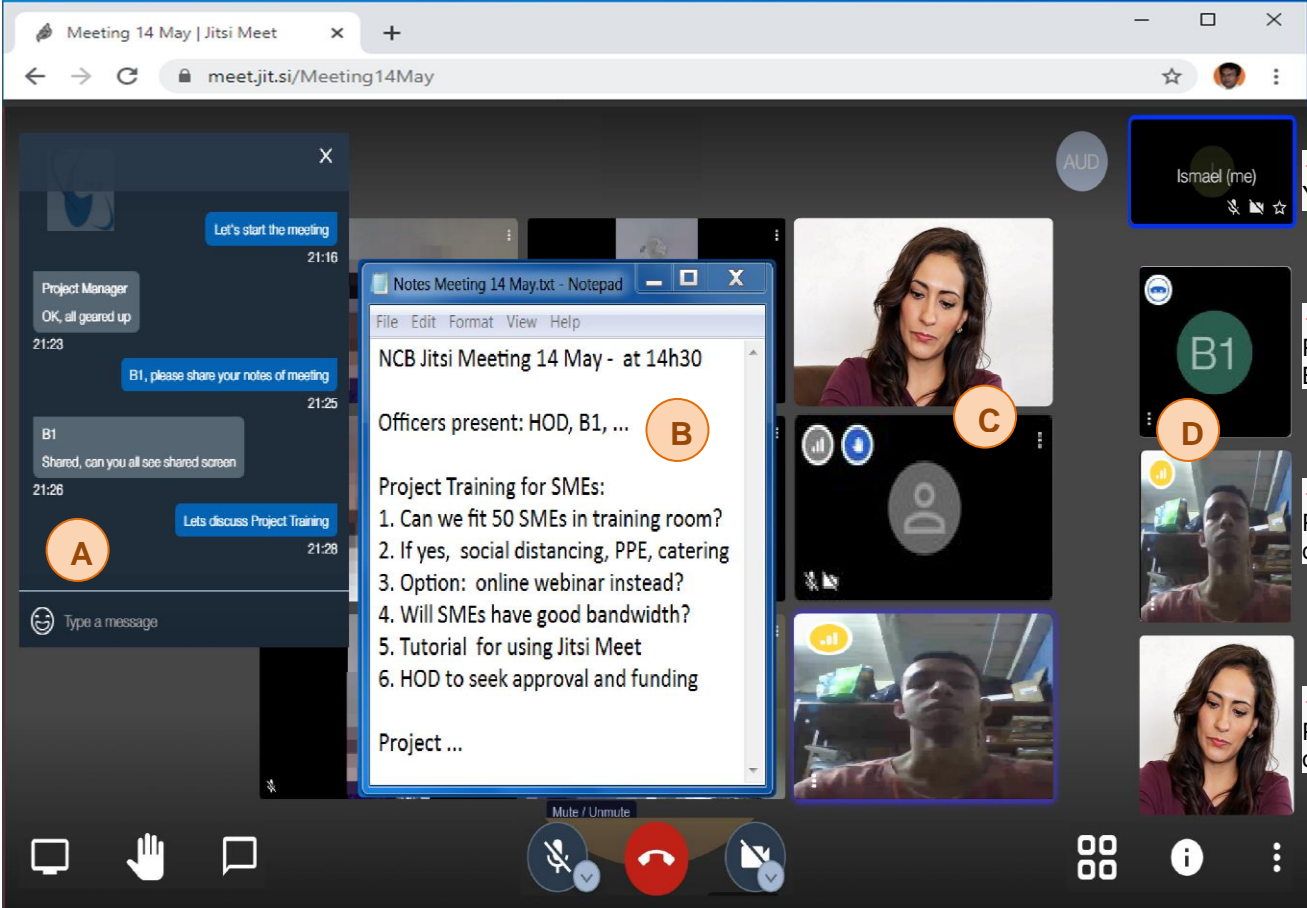
The remaining portion of the Guide refers to a typical browser window with all tool buttons displayed (when hovering your mouse over bottom part of window).

## During the Conference / Meeting

On a laptop or desktop, find below a mix of various elements you will see on your Jitsi browser window (not all at once) depending on the tools and view you select.

On a smartphone, not all tools are visible on the home screen; to access some tools, you will need to click the 3-dotted  icon, then select the 3-bars icons  and select 'More Options'.

Browser Address Bar ▼ Enter URL meeting link



The screenshot shows a Jitsi Meet browser window with the address bar displaying 'meet.jit.si/Meeting14May'. The interface includes a chat window on the left, a central video grid, and a bottom toolbar. A Notepad window is overlaid on the video grid, showing meeting notes. Red arrows point to specific elements: 'You' (top right), 'Participant B1 Audio' (middle right), 'Participant on Video' (bottom right), and 'Participant on Video' (bottom right). The toolbar at the bottom contains icons for screen sharing, hand raising, chat, mute/unmute, leave, and camera control, along with a grid icon for toggling tile view, an info icon, and a settings icon.

- ▲ Share Your Screen
- ▲ Raise / Lower your hand
- ▲ Open / Close chat

- ▲ Mute / Unmute (Mic)
- ▲ Leave (meeting)
- ▲ Start / Stop camera

- ▲ Toggle Tile view
- ▲ Info /Link for meeting
- ▲ More Actions / Settings

**A**  
Chat window  
(all participants)

**B**  
Shared Screen  
of a participant

**C**  
Tiled View  
(wall of persons)

**D**  
Thumbnails  
of participants

Most of Jitsi tools are intuitively easily to understand; we will briefly expand on them:

### [Share Your Screen](#)



Jitsi allows for screen sharing i.e. notes of meeting. Instead of live video feed, a participant can share a screen.

When prompted to share either the entire screen or a window, select a window for a 'clean' uncluttered share.

### [Raise / Lower hand](#)



Online meets may be awkward, as people tend to speak over each other.

Click the "Raise / Lower your hand" tool to signal to other participants that you wish to speak. Once you have finished talking, 'Lower your hand' 😊

### [Open / Close chat](#)



Click this button, type in a message and press "Enter" key to "send" it to ALL participants;

For *1-on-1 private chat* with a participant, hover your mouse over participant's window, click 3-dotted icon ⋮ & select 'Send private message'

### [Mute / Unmute \(mic\)](#)



Background noises from your Microphone can be distracting even if you are not talking and use bandwidth.

If you are not speaking, switch off your Mic. Press space bar to "push to talk" when you have something to say

### [Start / Stop camera](#)



Videos use a lot of bandwidth; turn off your video to improve the quality of call.

Or reduce the video quality from high to low definition in 'Manage video quality' option (click the 3-dotted ⋮ in 'More Actions' button)

### [Leave \(meeting\)](#)



Once the meeting is over as instructed by the Host, click this button to leave the meeting room.

### [Toggle Tile view](#)



The default Jitsi screen shows thumbnail views of participants. Click a thumbnail to zoom in on his/her video or screen shared.

The 'tile' view displays all the participants in the central frame of the browser or on a 'wall'.

Click this button to switch between tile & thumbnail views

### [Share Meeting Link](#)



This button is useful, especially for the meeting Host, to :

- obtain the meeting URL link to share with participants
- password protect meetings to prevent 'bombing'

Host must use secure channels to communicate the meeting link and specially the password.

### [More Actions/ Settings](#)



This tool button allows one to tune some settings such as:

- Changing profile name, accessing calendar etc..
- Change video resolution
- Blur background to hide your home environment
- Speaker stats: view times spoken by participants
- View keyboard shortcuts