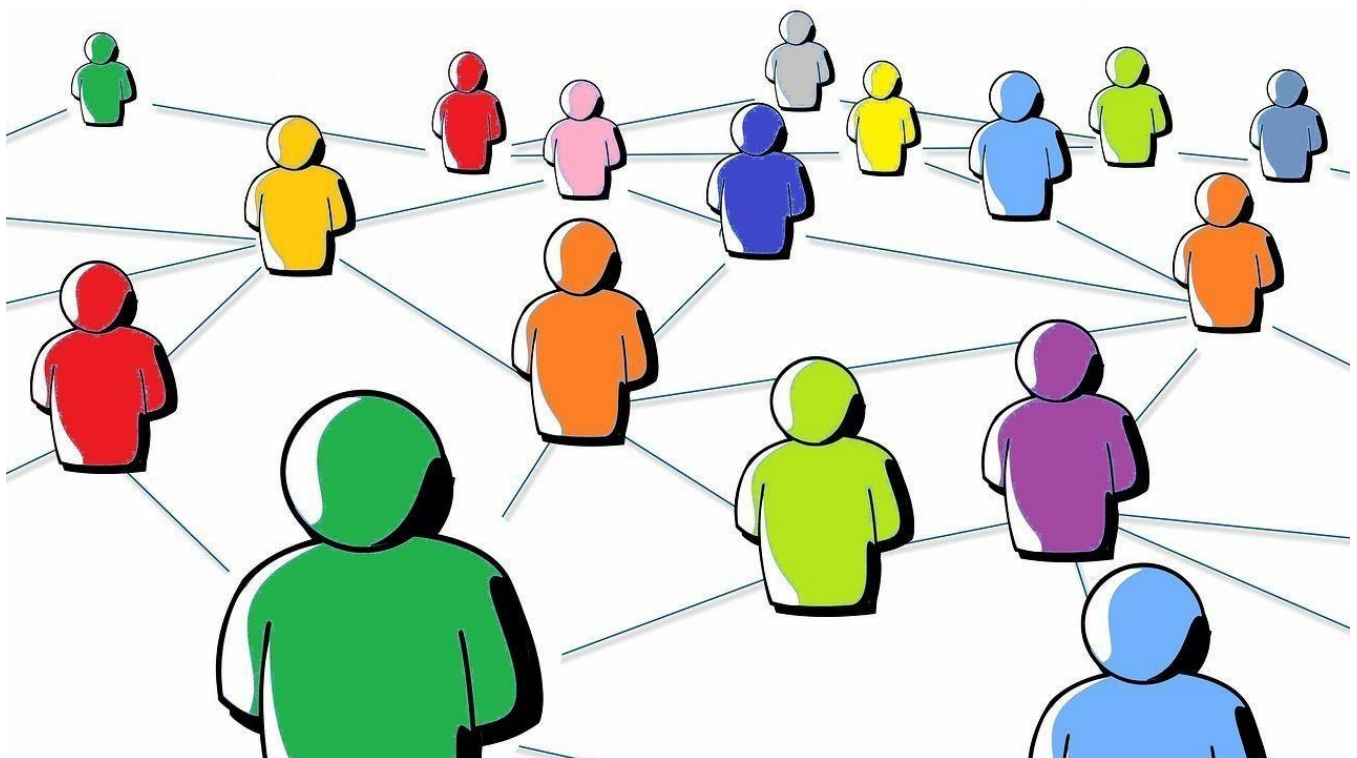


VIDEOCONFERENCING GUIDE

VICTORIA SOCIAL ANXIETY MEETUP

Gordo
April 2020



Introduction

There are many videoconferencing options available, including Jitsi, Skype, WhatsApp, Zoom, and others. Jitsi is recommended as it is a free and open source (FOSS) videoconferencing solution, that doesn't require user registration or collect personal information, and does not restrict the number of participants or duration of the chat^{1,2}. Jitsi runs on Windows, Mac, and Linux operating systems via the Google Chrome browser³ and apps are also available for Android and iOS.

Downloads

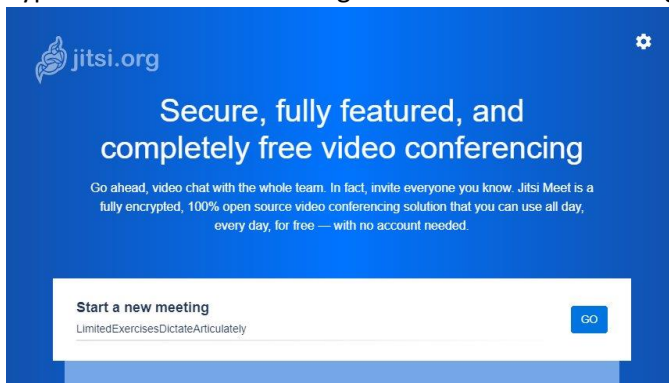
- Google Chrome: <https://www.google.com/chrome/index.html>
- Android: <https://play.google.com/store/apps/details?id=org.jitsi.meet>
- iOS: <https://apps.apple.com/us/app/jitsi-meet/id1165103905>

Start A Video Chat

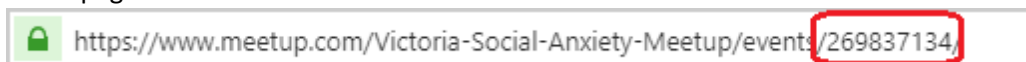
Start the video conference at least 15 minutes before the Meetup. The first participant (you) becomes the moderator and can set the password.

Google Chrome Browser

1. Visit <https://meet.jit.si/>.
2. Type a name for the meeting in the **Start a new meeting** text box, and then press **Go**.



For consistency, I use "vasm" followed by the Meetup event ID, which can be found in the URI of the event page.

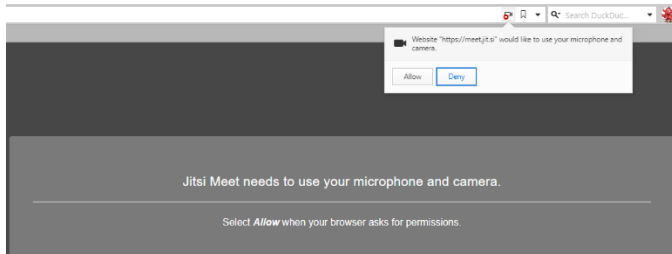


¹ Skype: requires users to register and videoconferences are limited to 50 people per session.

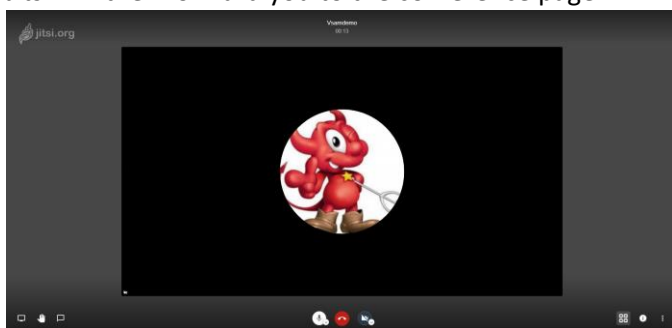
² Zoom: no user registration required but videoconferences are limited to 100 people and 40 minutes per session.

³ Jitsi should work with any Chromium based browser, such as, Vivaldi, Opera, Brave, Yandex, etc. Firefox and Safari have compatibility issues and Internet Explorer and other browsers are untested.










- Press **Allow** when prompted with, “Website <https://meet.jit.si> would like to use your microphone and camera.” (You will only need to approve access the first time you use Jitsi.)



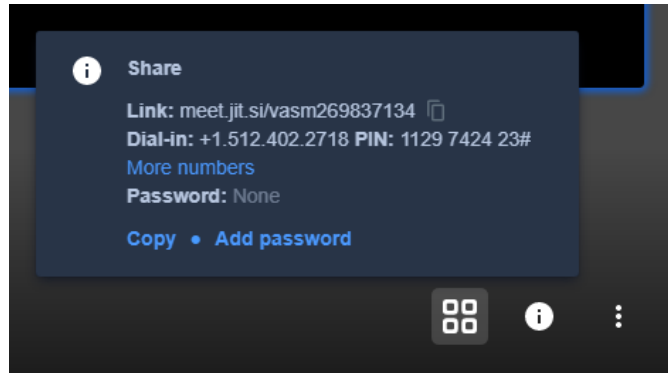
Jitsi will then forward you to the conference page.



The controls across the bottom of the screen are as follows (from left to right):

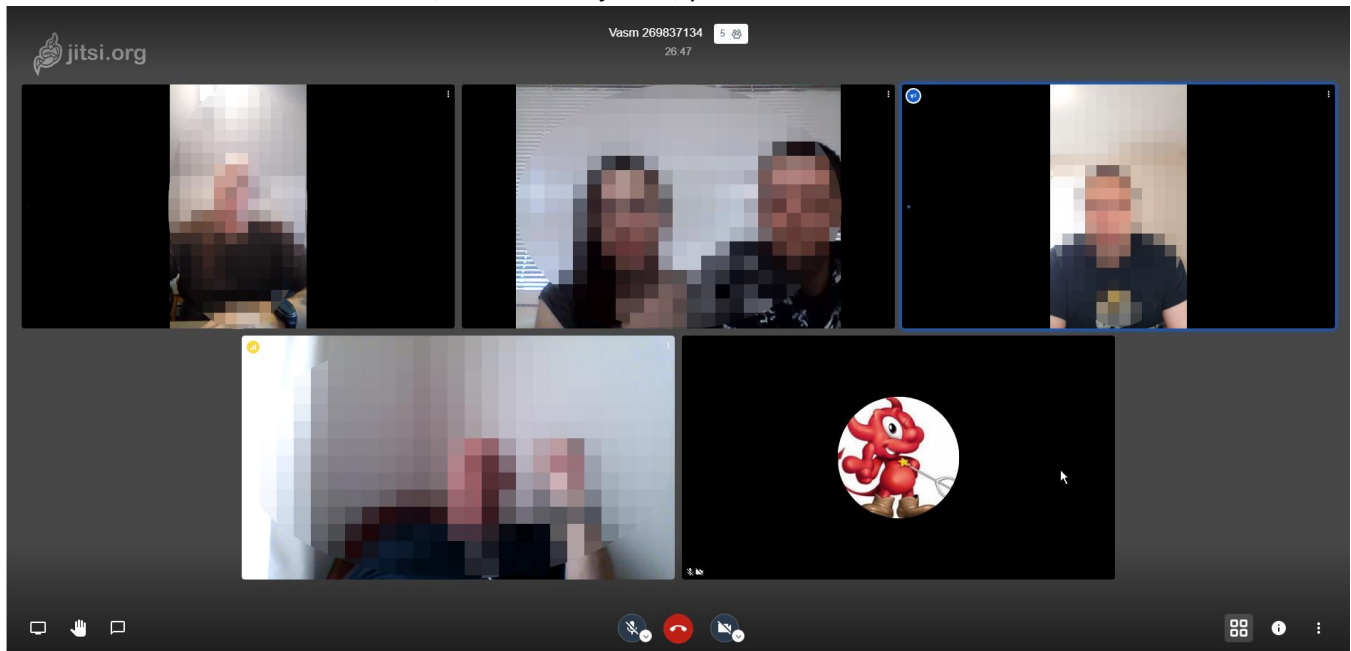
	Share your screen (with the other participants)
	Raise / Lower your hand
	Open / Close chat
	Mute / Unmute
	Leave
	Start / Stop camera
	Toggle tile view
	Share link and dial-in info for this meeting
	More actions

4. Click on the **Share link and dial-in info for this meeting** to set a password, then
 - a. Click the **Add password** link



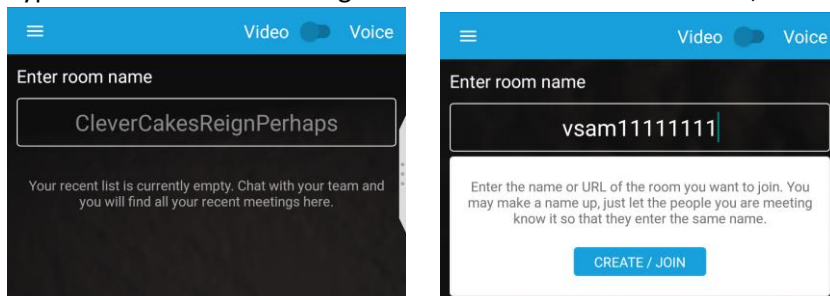
- b. Type a password and press **ENTER**.

Your virtual event is now online and, as members join in, your conference should look like this.




Phone App⁴

1. Open the Jitsi Meet app. (You may be prompted to allow access to your camera and microphone on first launching the app.)
2. Type a name for the meeting in the **Enter room name** text box, and then press **CREATE / JOIN**.

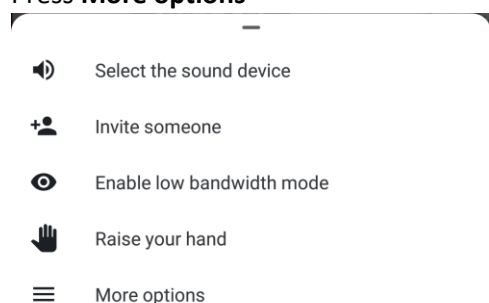


Jitsi will then forward you to the conference page.

The controls across the bottom of the screen are as follows (from left to right):

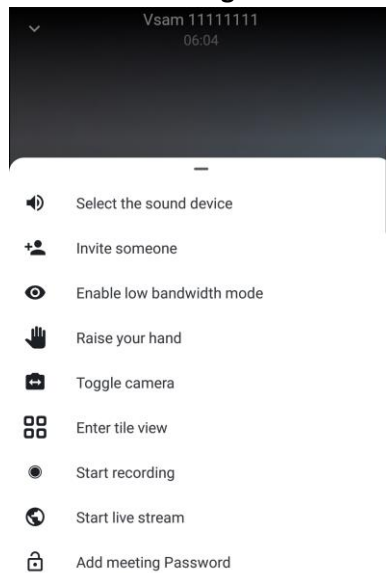
	Open / Close chat
	Mute / Unmute
	Leave
	Start / Stop camera
	More actions

3. Press on the **More actions** menu to set a password, then
 - a. Press **More options**

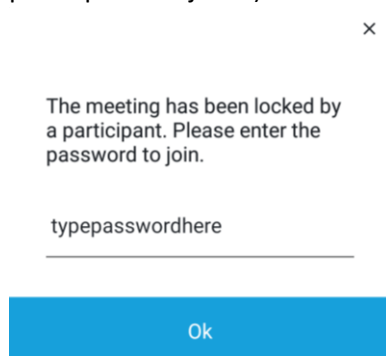


⁴ Tested on an Android phone; iPhone app should be similar.

b. Press **Add meeting Password**



c. Type a password and then press OK. (Ignore the prompt, “This meeting has been locked by a participant. Please enter the password to join.” It should read, “Enter a meeting password for participants to join.”)



4. Your virtual event is now online and, as members join in, your conference should look like this.



Security

Jitsi is susceptible to Zoombombing style intrusions by bad actors. To prevent these intrusions, remember to set a password; create a meeting with a hard to guess name; and, share the link and password with our group only.

Participant Guidelines

Send the following list of guidelines with the Jitsi meeting link and password to those attending.

"Please follow these guidelines for the chat:

- *Never share the link / password.*
- *Connect no earlier than 15 minutes before.*
- *Introduce yourself when you connect.*
- *Start speaking when there's a natural pause. If you can't squeeze in, use the "raise hand" button and everyone watch for the raised hands to let people in.*
- *Allow people to speak without interruption.*
- *Consider muting your microphone when you're not speaking and, if you're using Jitsi on your cell phone, turn off vibrating / audio notifications as these are picked up by the microphone too.*
- *Let us know when you leave the chat. (You're welcome to leave at any time. I just want to know so we don't assume it's a technical issue.)"*

Tips & Tricks

- Link your profile to your Gravatar (<https://gravatar.com>) account, if you have one and are comfortable doing so⁵.
- Mute the audio and disable video as you wait for the first person to join.
- Create a password with characters that is easy to enter. Avoid '1', lowercase 'l', or uppercase 'i'; and, '0' zero or uppercase 'o'. Since the password is to guard against interlopers, you don't need to use special characters either.



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⁵ I have done this and that's why you see a cartoon devil when my video is disabled.