

A brief guide to using Jitsi Meet Video Conferencing Software

Jitsi Meet

This is the software we have been using to pray and meet together either by group phone or video chat. It is available for both android and apple smart phones, ipads and their equivalents. And can also be used on any computer. Once you get used to it, it seems to work well. And has been used for meetings, prayers, and social time together.

Some brief, non exhaustive notes, follow. They could be read in conjunction with the more detailed user guide found [here](#) for 8x8 Video Meetings which use the same underlying software (hence although some details differ, many do not).

To create a meeting (on my android phone and **before** other people join)

- I open the app.
- I type in a room name where it says Enter room name, e.g., stjamesmp (the name of the room we use for morning prayer).
- The meeting is open.
- I then go into the options, for me, 3 vertical dots at the bottom right of my screen.
- I select More Options.
- I select Add meeting Password.
- I enter ***** (the password used for morning prayer or Sunday Worship, see our website for it or contact office@stjameschristleton.org.uk).
- Then, other people can join the meeting.

To join a meeting

- I open the app.
- I type in a room name where it says Enter room name
- I enter the password, if one is set.
- Then, I am in the meeting with others.

Understanding the Main Meeting Room Buttons

- For me, there are 3 key circular icons at the bottom of my phone screen.
- A red one with a phone inside. If I press this I leave the meeting.
- To the left of the red icon, there is a white circular icon with a microphone in. If I press this once, it darkens and my microphone is muted – I can scream and shout without being heard.
- To the right of the red icon, there is a white circular icon with a video in. If I press this once, it darkens and my video is muted – I can stand up!
- The use of these icons allows you to have a group phone chat only or a full video conference.

Tips for running a meeting

- Only open one “line” in a house at a time? This seemed to help. So, if there are two of you in the meeting in the same house, use a single “line”/video/call; don’t run the software twice; for reasons of feedback?
- Always try to have only one person speaking at a time (we have now adapted our prayer time to take account of this). You can either put your hand in the air to speak if this can be seen or in the extra options select raise your hand. This puts a raised hand in your video feed for others to see. For me, on the phone, this is accessed by pressing the 3 vertical dots, noted above, and then select raise your hand.
- Mute your microphone when you are not talking, press on and off the white circular microphone icon.

Other References:

<https://mashable.com/article/how-to-use-jitsi-meet-zoom-alternative/?europa=true>