



How to

Contents

1. Connect to the conference	1
2. Present at the conference	3

1. Connect to the conference

To connect to the conference rooms, we are using Google Meets. For each section, the links will be sent through e-mail. The link should look something like

meet.google.com/kxy-otuy-tnx

where kxy-otuy-tnx is a meeting code, unique to each meeting.

In order to connect to the meeting, please click on the link sent through e-mail or copy paste it into your browser. If you are connected with a google account, a page similar to the one in Figure 1 will load. If not, the system will require signing in with a google account.

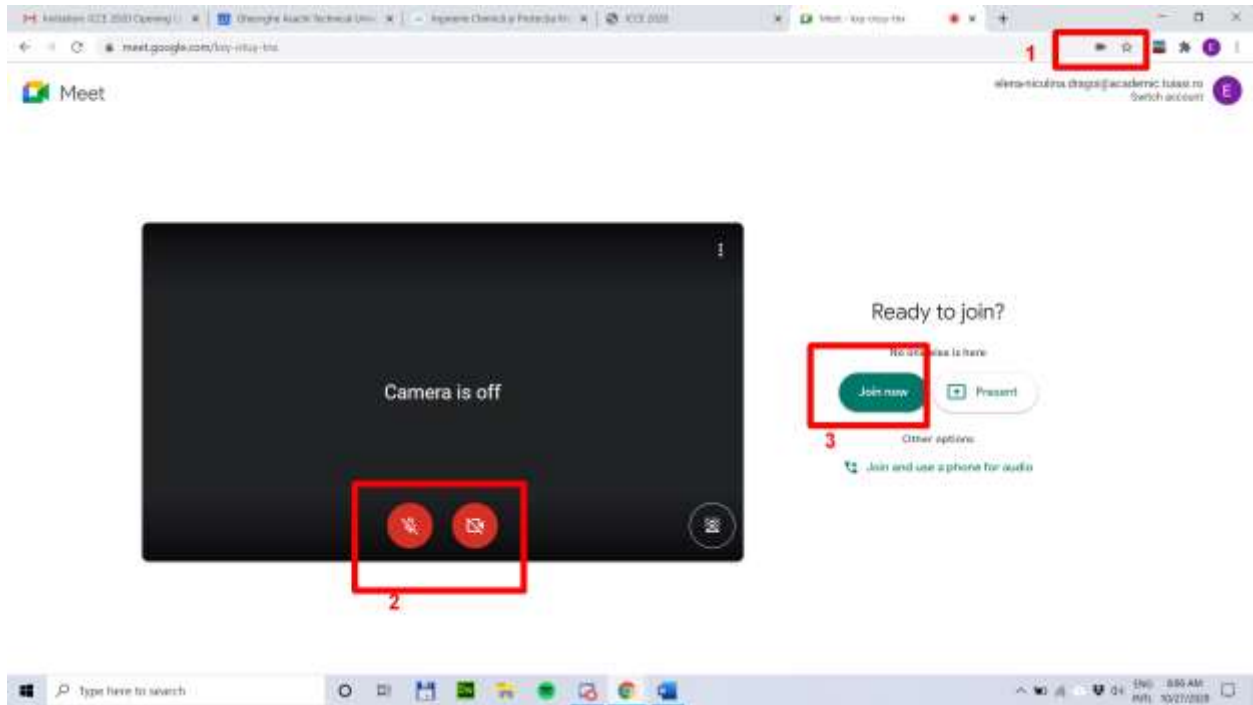


Figure 1. Example of connecting page

Step 1. For the camera and microphone access, the system will ask for permission. Please allow Google Meet to access your camera and microphone. The settings should look like Figure 2.

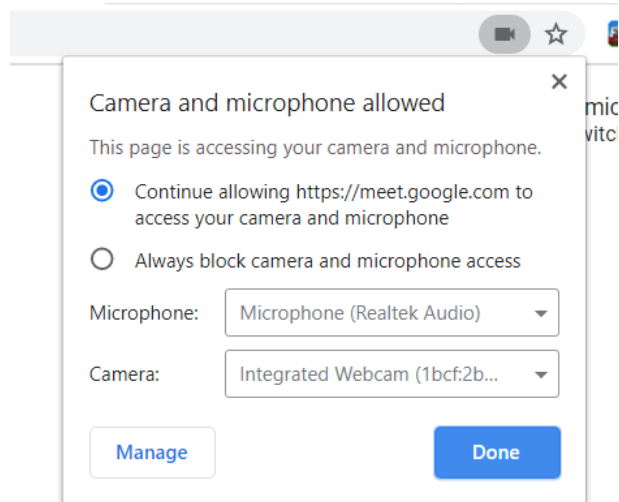


Figure 2. Settings for camera and microphone

Step 2. Before connecting, please deactivate the microphone

Step 3. To connect to the conference, please click on "Join now". A page similar to Figure 3 should load.

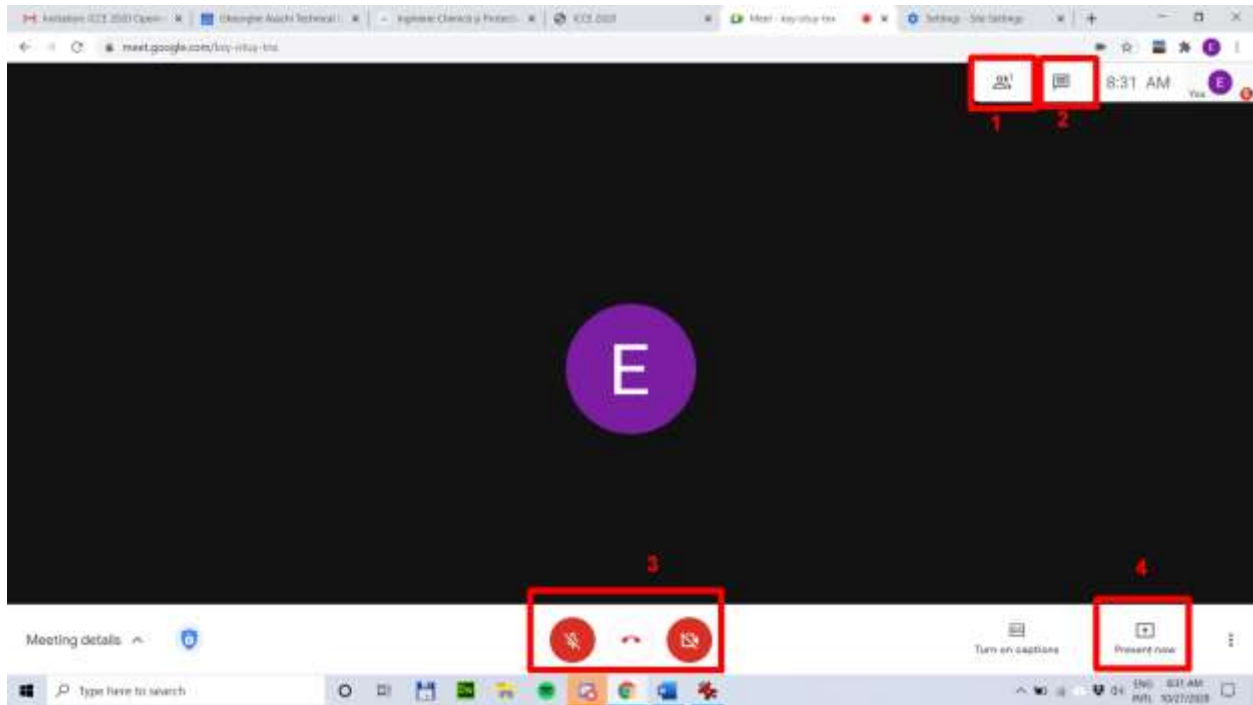


Figure 3. Participant connected

To access different information regarding the meeting, the following options are available (indicated in Figure 3 with 1, 2, 3, and 4).

- 1) This option extends the list of participants connected.
- 2) This option allows the access to the comments section where different comments can be added without disturbing the speaker
- 3) In this case, there are three options, presented from left to right:
 - a. The microphone button allows to activate/deactivate the microphone from your computer
 - b. The button with the phone button allows the user to exit the meeting
 - c. The camera button allows to activate/deactivate the camera from your computer
- 4) The “Present now” button will start a presentation. Google Meet allows just one presentation at a time and if another participant is presenting, you cannot start a new presentation.

2. Present at the conference

Once connected to the conference, there is the possibility to present to the other participants. To do this, please click on the button with number 4 indicated in Figure 3. In this case, 3 options are available, as shown in Figure 4

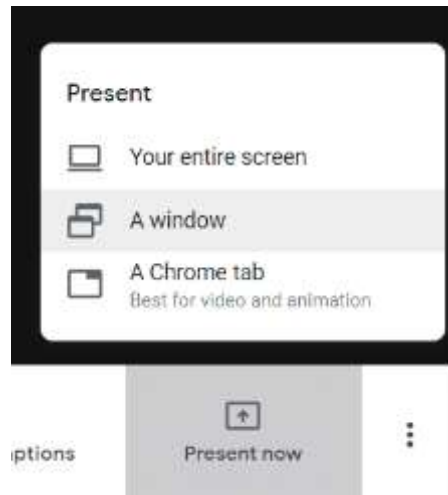


Figure 4. Presentation options

If there are many changes between windows/applications that you want to show during your presentation, “Your entire screen” option is the best suited.

If just a single window/application will be shown, then the “A window” option is best suited. In this case, the desired application must be already open as a form with all the open windows will appear when activating this option (Figure 5)

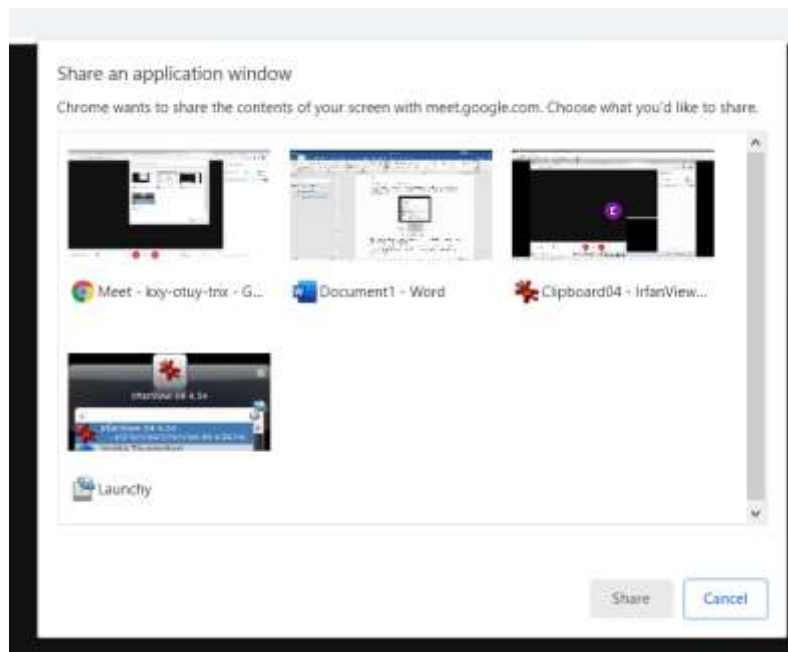


Figure 5. Menu for choosing the application for the “A window” option

Choose from the menu the application you want to show by selecting it and then click on the “Share” button.

Once the presentation is activated (using one of the three options available indicated in Figure 4), the Google Meet will show a message on the bottom screen (Figure 6)

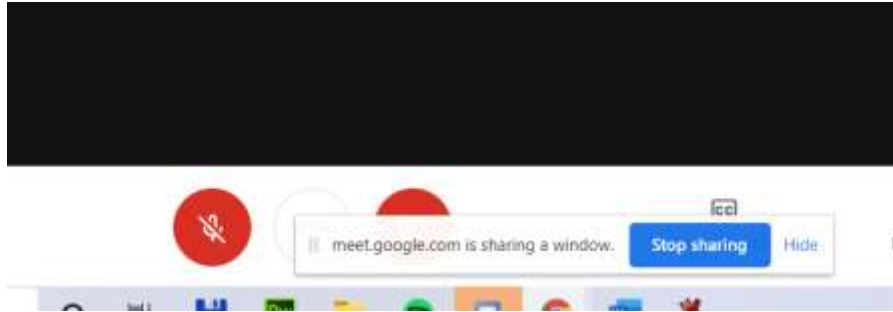


Figure 6. The sharing screen

When your presentation is done, to stop sharing, just click the "Stop sharing" button.