

JITSI MEET CHEAT SHEET



SHARE YOUR SCREEN

On the bottom left corner of the screen, there is an icon shaped like a monitor. This function shares your screen with everyone in the Virtual Meeting Room

Your Entire Screen shares everything that is open on the screen of your device

Application Window shares a specific program window that you choose (ex: Firefox, Microsoft Word) and is open on your device

Chrome Tab Window: Share a specific tab that is open in your web browser



TEXT BASED CHAT

On the bottom left corner of the screen, there is an icon shaped like a chat bubble. This function opens up a text based chat box.

If this is the first time you are using Jitsi Meet, Jitsi will ask you for a name. If you'd like to use this feature, enter in a name or ID that you are comfortable with being displayed in the chat.



END CALL

On the bottom center of the screen, there is a red icon with a telephone symbol on it.

If you press that icon, you will exit the Virtual Meeting Room.





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RAISE YOUR HAND

On the bottom left corner of the screen, there is an icon shaped like a raised hand. Select this icon during meetings to raise your virtual hand if you have questions or at the direction of the presenter.

MUTE / UNMUTE

On the bottom left center of the screen, there is an icon with a microphone on it.

By pressing that button, you can mute or unmute yourself. When the microphone icon has a \ through it, that means you are muted.



WEBCAMERA & VIDEO

On the bottom right center of the screen, there is an icon with a video camera on it.

By pressing that button, you can show or hide yourself from the web camera (if your device has one). When the videocamera icon has a \ through it, that means you are not visible

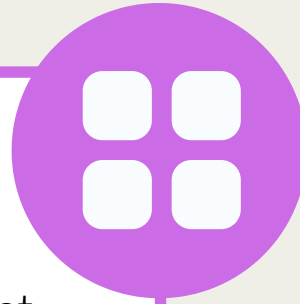


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TILE VIEW

On the bottom right corner, the first icon changes the view so that way you can see everyone in the meeting.



MEETING INFORMATION

On the bottom right corner, the center button that has an “i” for information. This will show you the details of the meeting, including the URL for the chat and any dial-in information.

Library staff may assign password to prevent individuals from joining.



SETTINGS

On the bottom right corner, there is a selection with three dots stacked on top of each other. This opens up Settings where you can blur your background, modify your display name and more.

