Brief Whereby Guide

for NatickFOSS Online Meetings



Between the October and November meetings in 2026, our online meetings shifted from using Jitsi Meet to Whereby. Jitsi changed their meeting time limit to 95 minutes. Ours typically go longer.

Fortunately, because both systems use WebRTC protocols, Whereby performs consistently with Jitsi. This guide is an attempt to highlight how the controls work. It will mostly be familiar to users of Jitsi Meet.

Because we are associated with the Boston Linux/Unix user group (https://blu.org) we have been able to purchase a license for Whereby Pro for the next year.

We will be able to have 12 active participants with video streams, and up to 100 total meeting participants and no set time limit for our meetings.

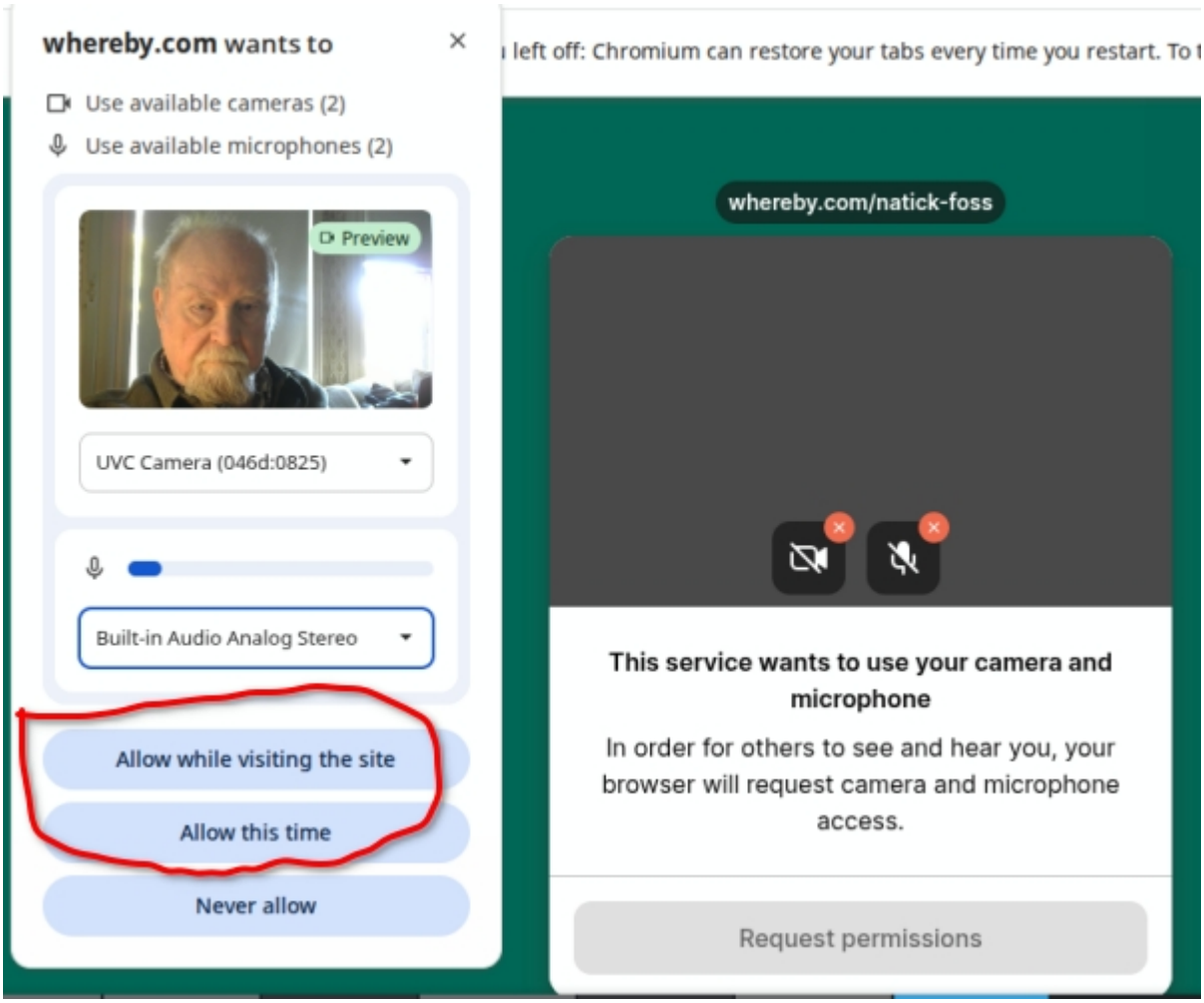
We do plan to record our meetings for those who do not participate on the actual day of the meeting.

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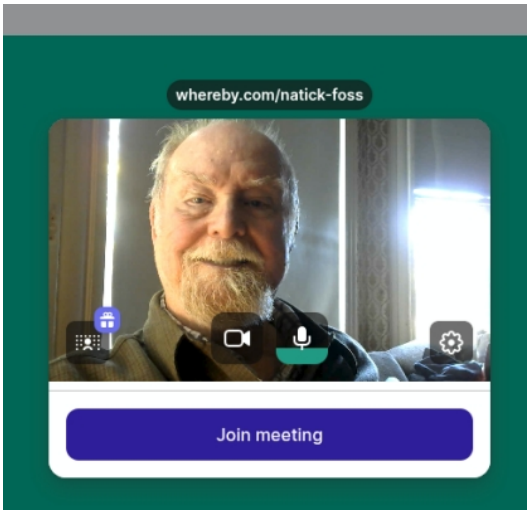
Joining the Meeting

Point your browser (Firefox, and Chromium are recommended) to the NatickFOSS room's address:

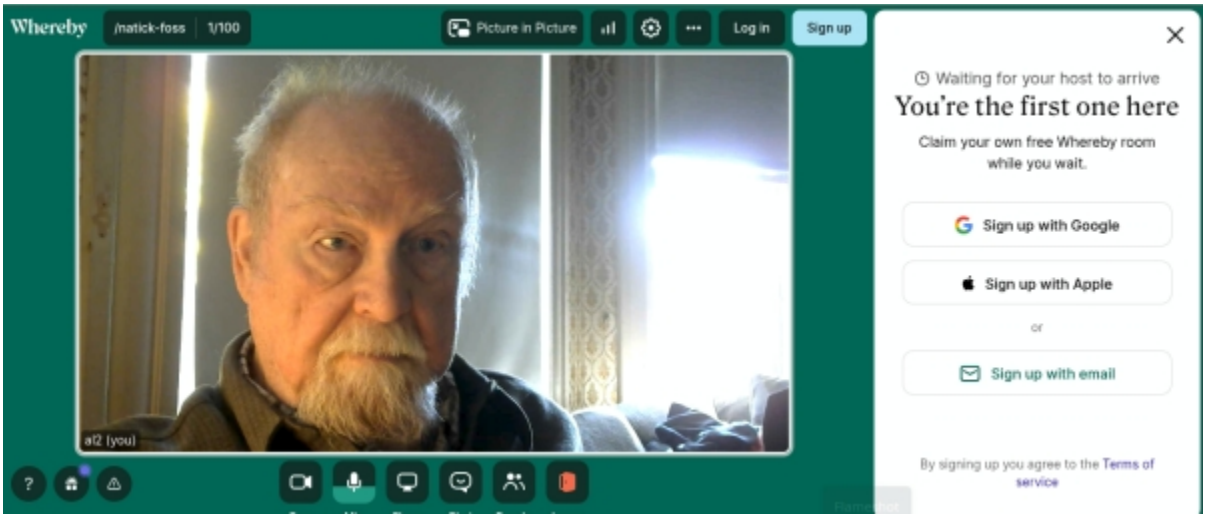
https://whereby.com/natick-foss and set permissions allowing your microphone and camera to be used for the meeting. Carefully choose to allow your camera and microphone.



A small window will open showing a video of your face with a button to join the meeting. Click that.



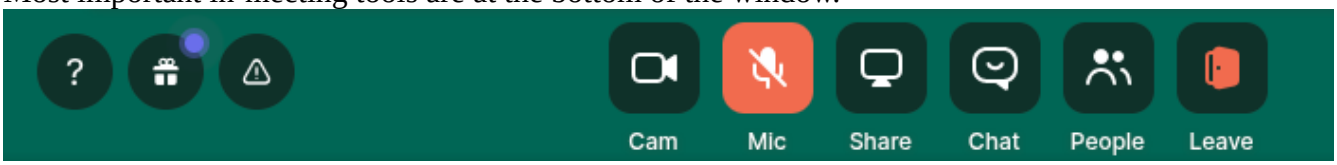
If you join before the meeting starts, you will be told you are waiting for the host. Be patient.



The meeting starts at 3:00pm but there is usually somebody from the board present at 2:45 to try to get technical issues worked out.

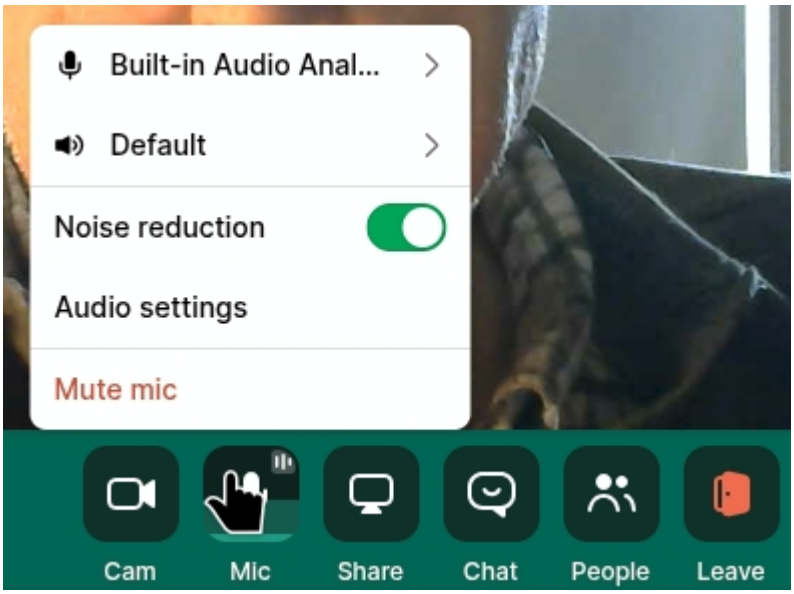
Controls

Most important in-meeting tools are at the bottom of the window.



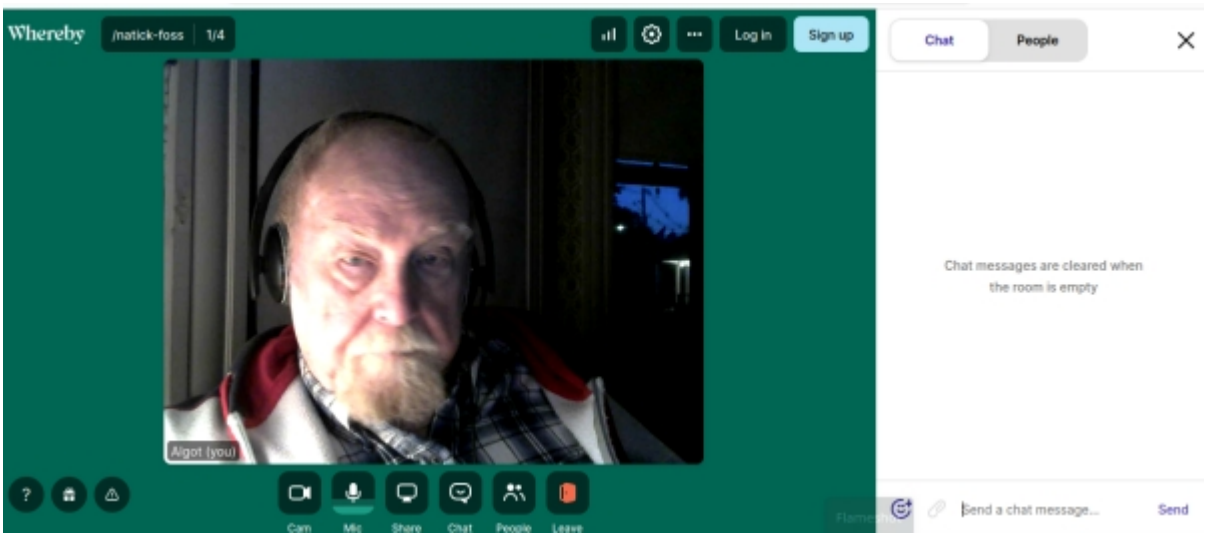
Please learn about the microphone first. As a courtesy to all, mute your microphone when you are mostly listening. It helps to avoid overlapping sounds which frequently cause feedback and “echoing” sound.

Hover over the microphone button. A small popup appears. We recommend you click on the noise reduction slider and then “Mute mic”. During the meeting, you can **press and hold the spacebar** to talk without needing to return to this popup control.



The other controls can be mostly left as-is. We do, however, use the Chat to help when someone has audio problems and to share links and the like.

Go ahead and click to activate the chat panel which appears at the right in Whereby.



When the meeting ends, capture the chat if you wish. Click the chat panel and use Ctrl+A to select all of the chat to your clipboard. You can then paste it into a text editor to save it. Do that before the host leaves the meeting which will end it.