

While there is pandemic risk in public gatherings, we are meeting online instead of at the Community/Senior Center.

TO VIEW the meeting live at 3PM or at later date, use Firefox or another web browser to view us on YouTube. **It's that simple!**

The monthly link will look much like: <https://www.youtube.com/watch?v=C8ZTmk4uXH4>"

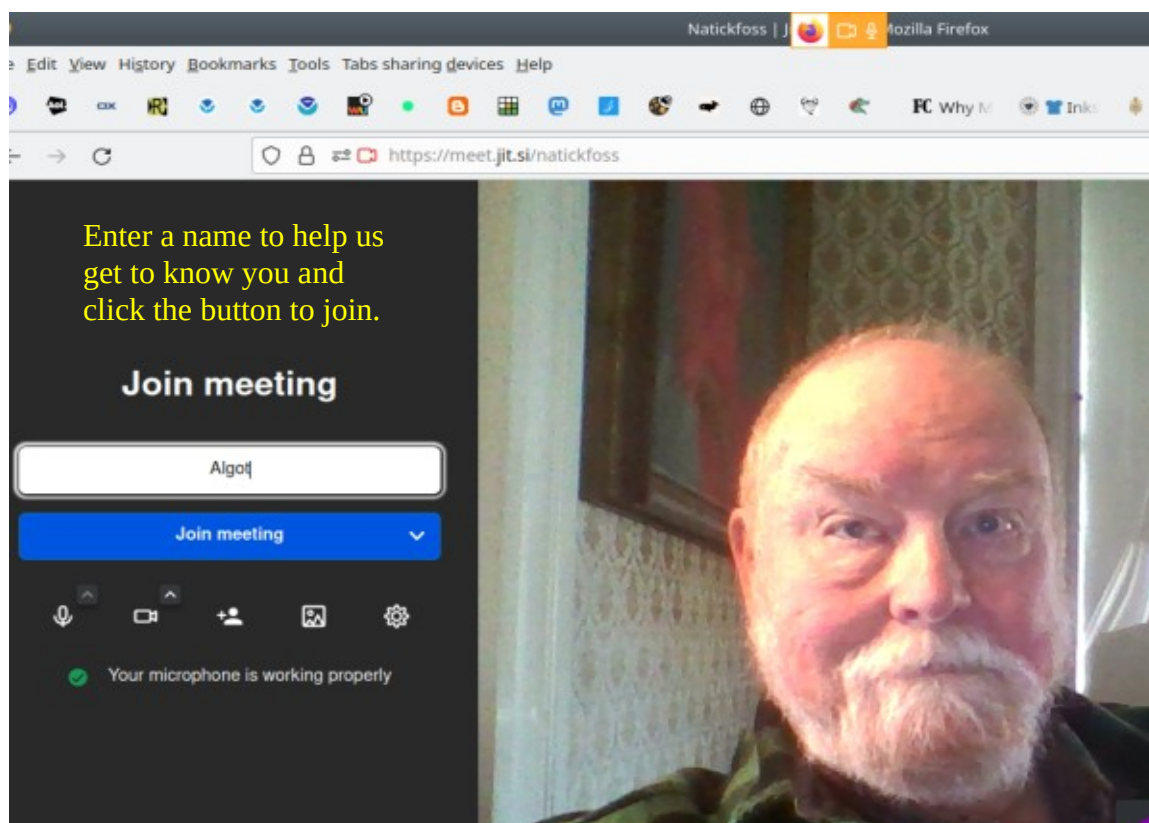
-----**Do not try to view on Youtube AND participate at the same time!**-----

TO PARTICIPATE: We will use a service called **Jitsi Meet**. It is open source and runs in a browser. Use up-to-date open source **Firefox** browser for participation. It is our choice. The alternate **Chromium** browser is giving some of our members difficulty. For now, avoid it **especially if you plan to present and share your screen with the group.**

Once your browser is installed, launch it and enter (copy from here, paste in browser) this link:

<https://meet.jit.si/natickfoss>




...or, just use any browser to go to the YouTube channel to just watch.



If you test ahead of time, you will only see yourself on screen. If you come in after 2:45PM, there will be other people's images on the window with you (once you join the meeting).

Our main goal from 2:45 to 3PM is to help get people comfortable with the meeting process and to help troubleshoot issues. This time and the goals are subject to change as we all gain more experience.

Online Meeting Etiquette and Recommendations

- Identify yourself (use chat tool to add your name or ask how to do it, “Fellow Jitser”).
- Plug in a headset with a microphone for the best sound quality for all of us.
- **Start or re-start your computer just before you launch the browser for the meeting.**
- After the initial testing time, **mute your microphone.**  → 
- Use the included chat tool to ask questions. 
- Raise your hand or tap the “raise hand” icon and wait to be asked. (**UNMUTE** of course.)
- Dick will be sharing windows from his screen, so DON’T share yours unless asked to do so.

Jitsi Meet is a “cloud” application. It will update automatically. Control tools below will change.



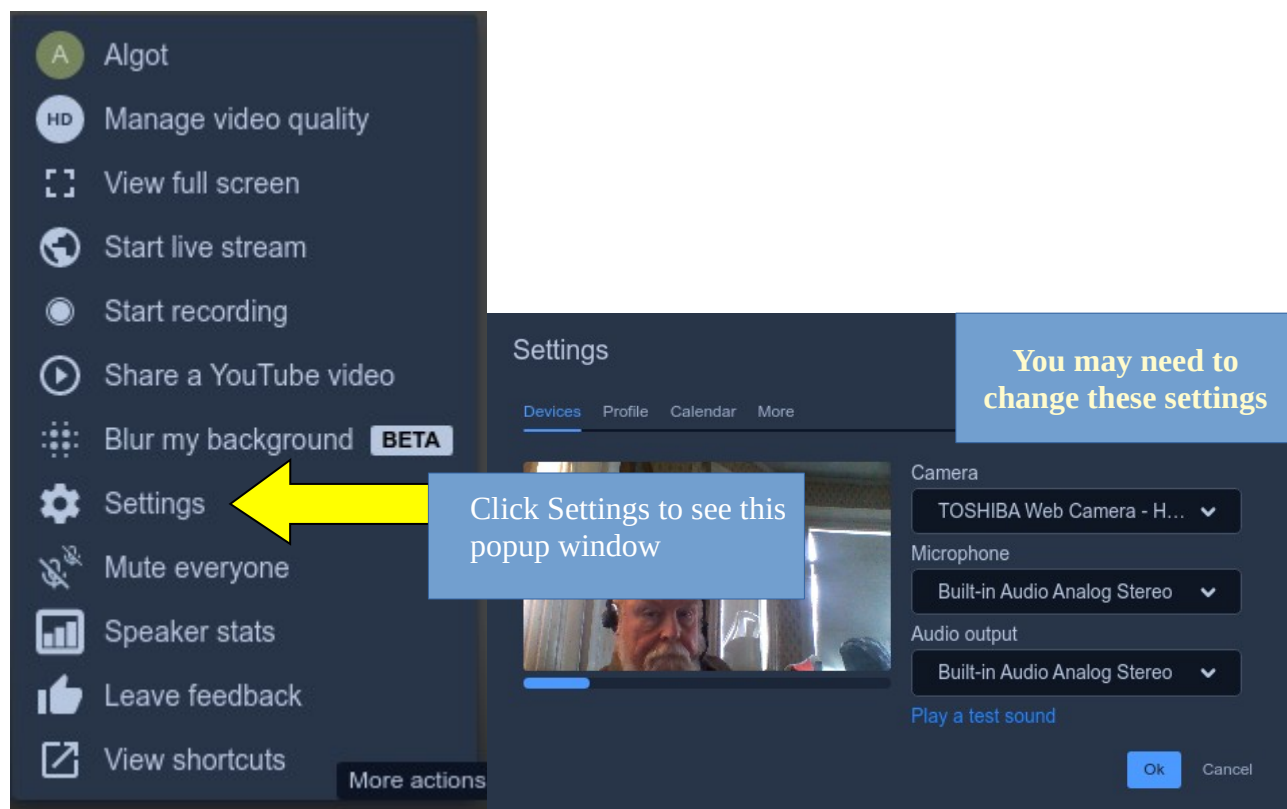
You will need to practice. You can link to the room at non-meeting times to explore Jitsi Meet by yourself or with a few friends. Have fun.

We won't be polished, but also hope to work out the kinks so future online meetings will work smoothly and you will be able to **join us** through Jitsi Meet or even just watch the video feed shared out through YouTube. Look to email for the YouTube address each month.

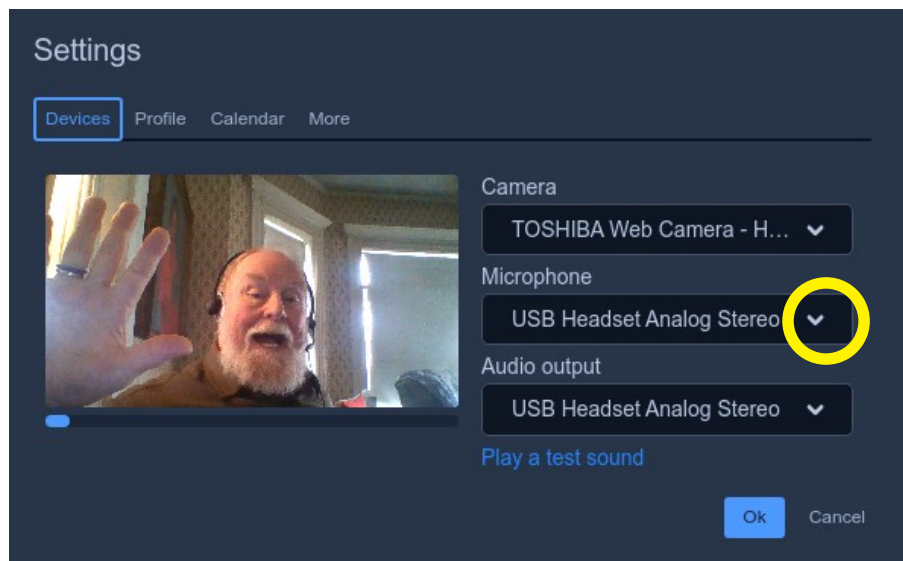
Common Cures:

- Refresh the browser screen.
- (a) Leave meeting, (red phone icon). (b) log out of your computer and log back in (c) restart browser and rejoin the meeting <https://meet.jit.si/natickfoss>
- Restart computer and rejoin as above.
- Check your audio inputs and outputs in your operating system's settings tool. (more below)

In order to get some headsets to work during a meeting, it is necessary to adjust the Jitsi Meet **Settings** which are found using the **three-dot icon** in the bottom right corner of the browser window **when you hover your mouse pointer over the window**. Clicking that icon pops up the following menu of options.



Unfortunately, in the image above, the default settings for both the **Microphone** and **Audio output** do not work for my USB headset even though I have plugged it in, so I needed to fix the settings. SEE BELOW.

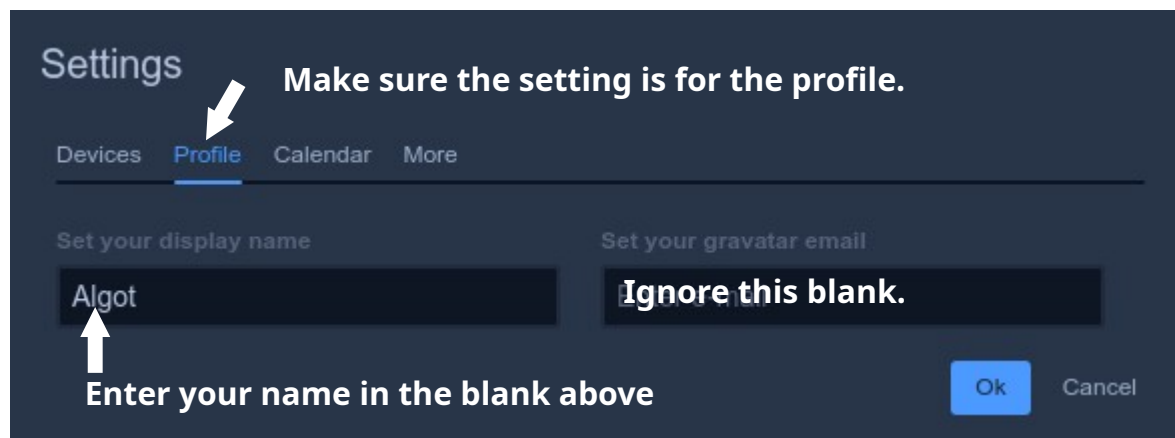


To make the necessary changes, pull down the **Microphone** options, and pick the appropriate headset input.

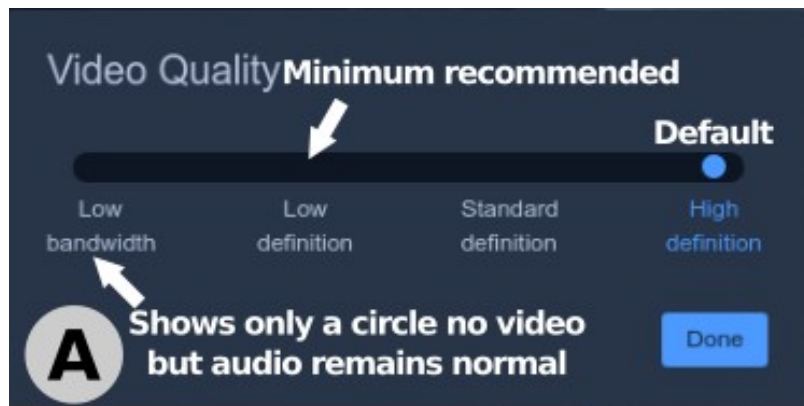
Then do the same for the **Audio output**.

Click **OK**, of course.

On the same **Settings** popup window, you can choose **Profile** to make sure the rest of us can see your name on your image.



In the event of a big crowd, we may want to suggest changing the **Manage video quality** setting.



Meeting Planning Team:

Dick and Jill Miller, Jerry Feldman, Bob Primak, Dennis Payne, John Thompson and Ed Piecewicz

Guide Version: 2022-09-05
Algot Runeman

Reach out to him for errors or omissions.

As you practice with Jitsi, you may want to learn the keyboard controls for some common actions. The image below shows the shortcuts which are currently available as of this edition of the guide.

