

INSTRUCTIONS FOR ACCESSING ONLINE SESSIONS

Contents

Joining the conference..... 2

Presentation options..... 4

Setup and presentation testing 7

Joining the conference

Please disconnect from any VPNs before accessing the online conference.

When accessing the link, you will be asked to enter your name and click the button **Join**. Please enter your full name.

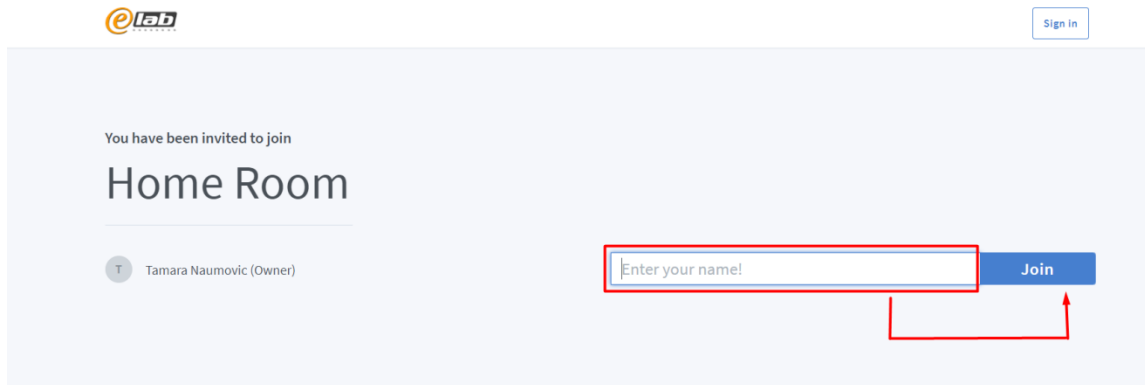


Figure 1 Home page - sign in

After initial joining you will be asked to join the conference with microphone or listen only - please choose **Microphone** option. Browser will ask you for microphone permissions – please allow it.

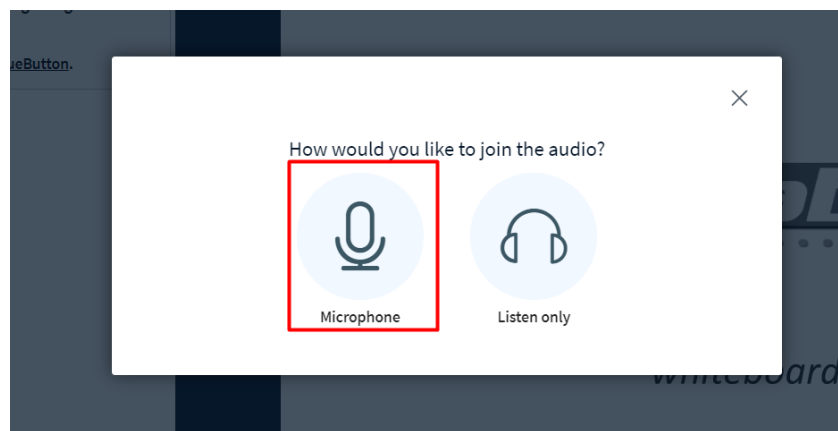


Figure 2 Join with microphone

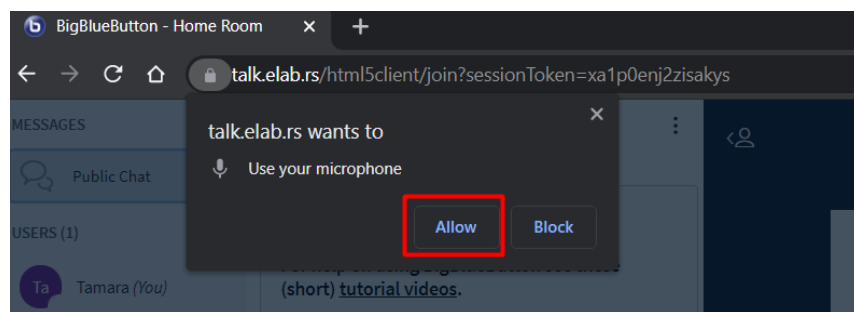


Figure 3 Allow microphone in browser

A window for with echo test will appear. Make sure you can hear yourself and click **Yes**.

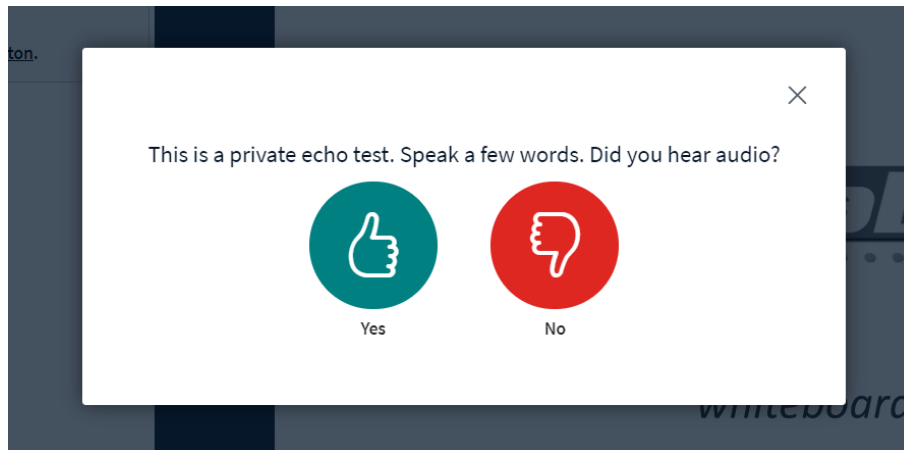


Figure 4 Echo test

If you successfully completed previous steps, you will be joining the conference.

Please mute your microphone when you are not speaking.

Presentation options

Left side of the window shows list of all participants (1), live chat (2), and main window with the presentation options (3).

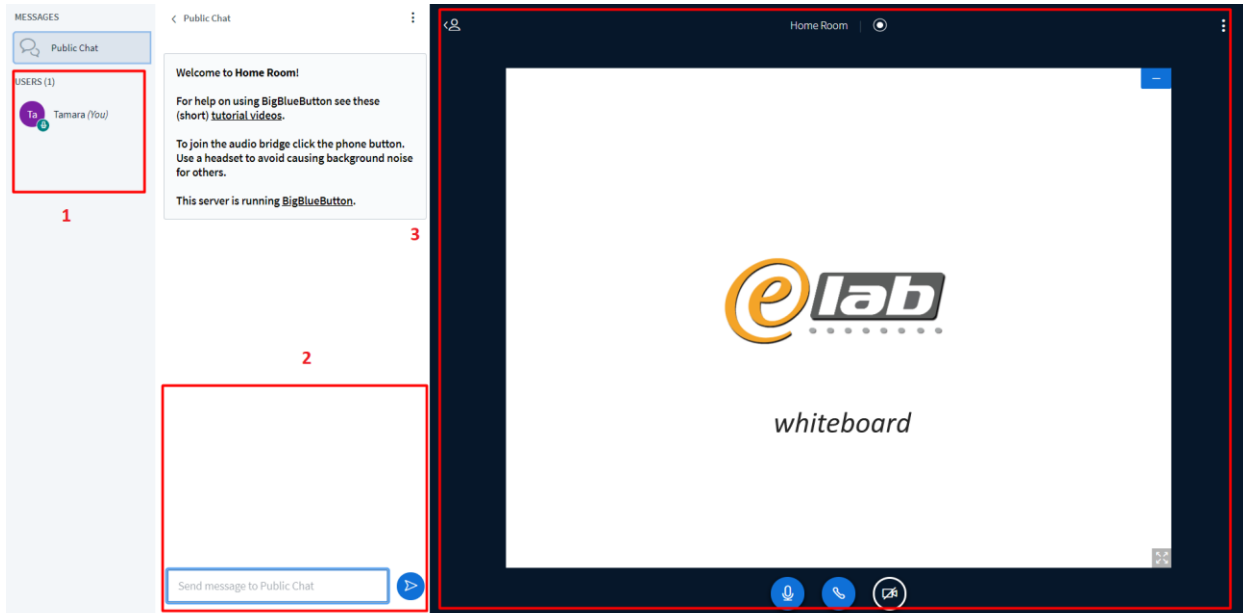


Figure 5 Conference window and options

In the left corner of the main window area **Action (+)** option is available. Clicking on it you are shown three options: Start a poll, Upload presentation and Share an external video.

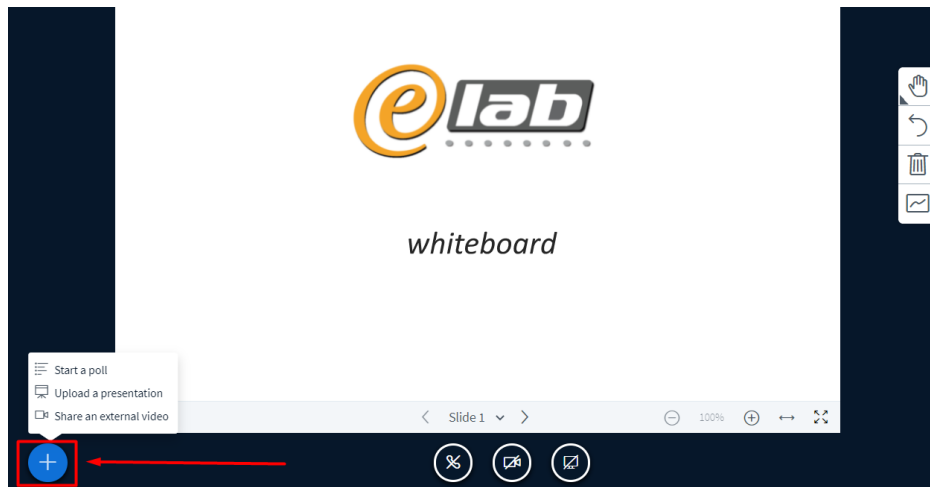


Figure 6 Add action

- **Upload presentation** option allows you to share your presentation to the main screen. Steps for sharing are as follows: choose the presentation from your computer and drag it to the drag window area, or click **brows for files**, upload the presentation clicking the **Upload** button. After

a couple of seconds, your presentation will be visible in the main window. Presentation should be in **PDF** format.

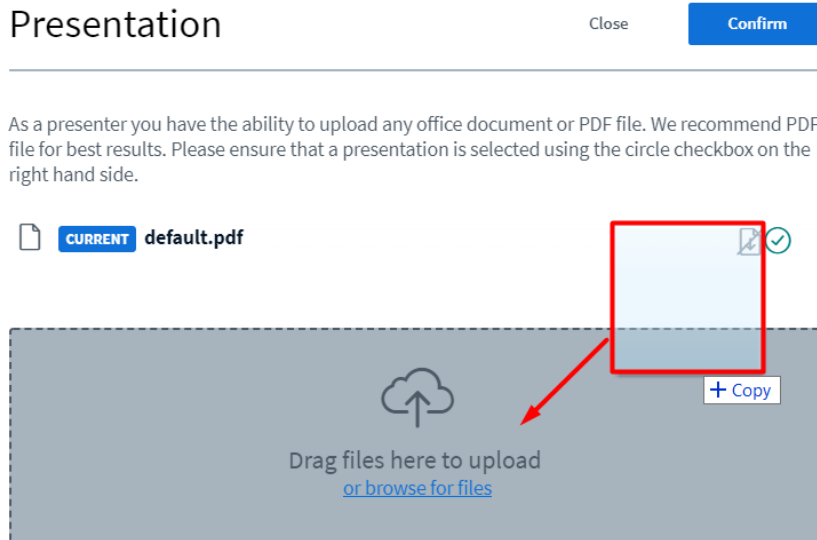


Figure 7 Browse for presentation

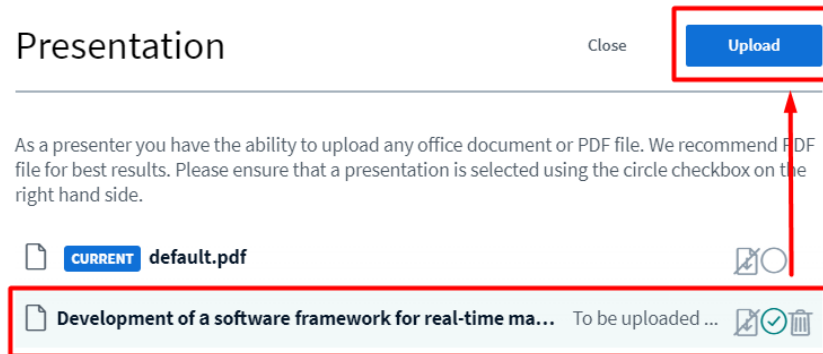


Figure 8 Upload presentation

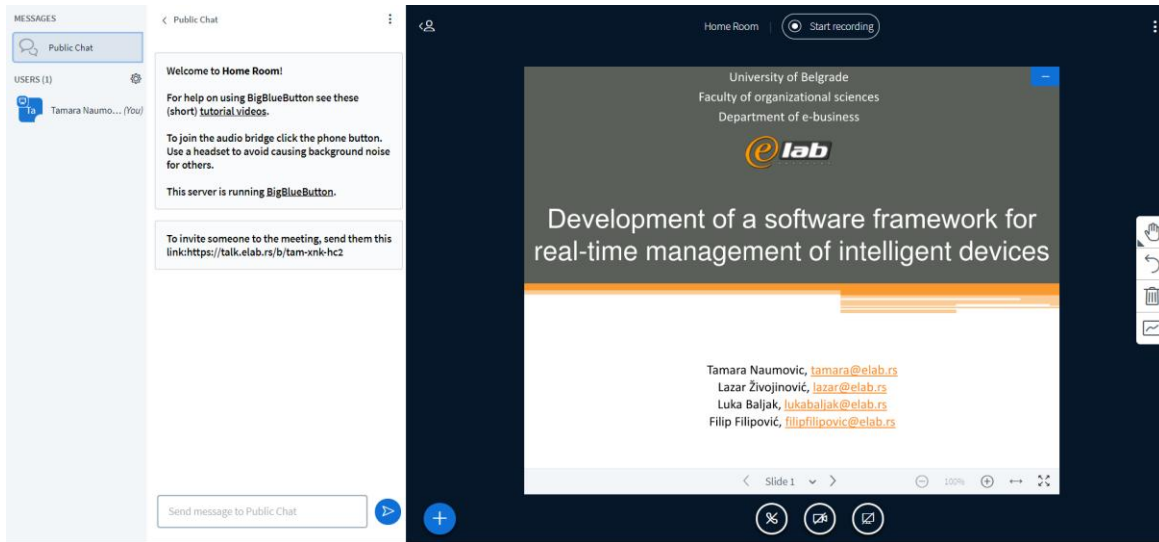
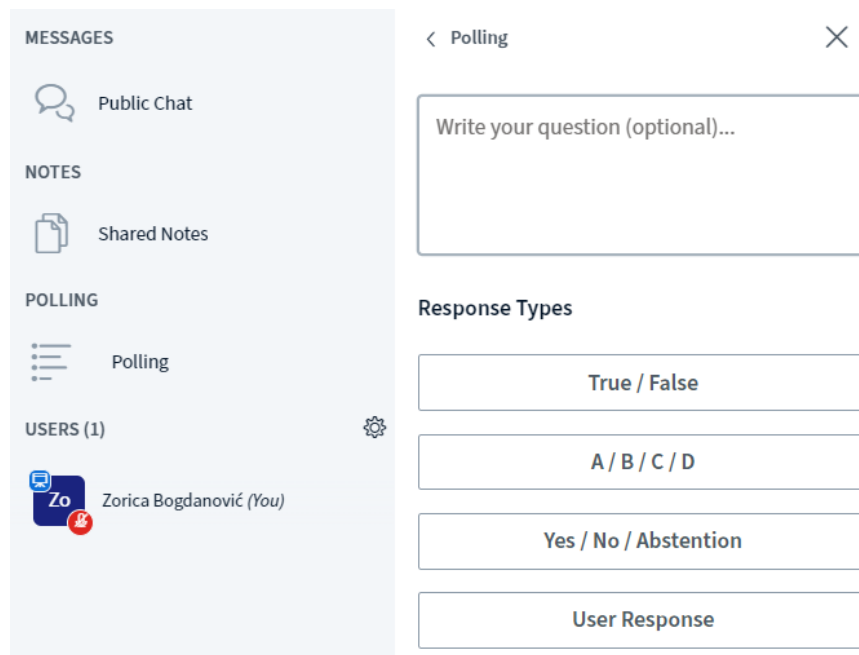


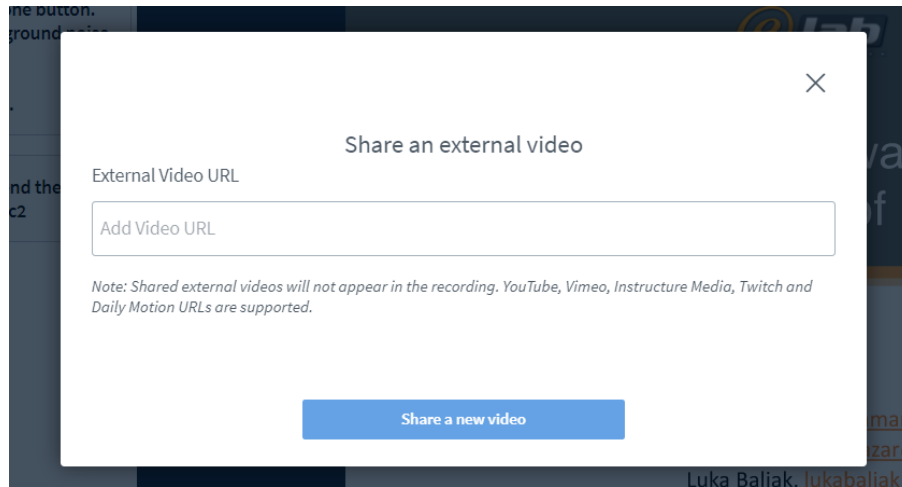
Figure 9 Presentation shown in the main window

Use left and right arrow to navigate through your presentation.

- **Start a poll** option allows you to organize and create a questionnaire for participants.



- **Share an external video** option allows you to share a video to participants. A pop-up window will appear where you can input the link to the video you want to share. Click **Share a new video** to show the video to participants.



Beside Action options, in the bottom part of the main window, you have options to mute yourself, leave audio conference, turn on the web cam and share your screen.



Setup and presentation testing

Links to all online sessions will be available June 12-15th to all participants for presentation setup and testing.

On Thursday 10-11h June 15, participants can test their presentation with technical support on the same provided links.

If you need any real-time assistance during sessions please contact prof.dr Zorica Bogdanović via phone/viber/whatsapp/telegram: +381698893331