

During April and perhaps beyond, meetings at the Community/Senior Center are not possible. **We are going to try to provide an online live meeting alternative.**

**TO VIEW** the meeting **live at 3PM** or at later date, use a browser for YouTube. **It's that simple!**  
**For April 2nd the link is:** <https://www.youtube.com/watch?v=C8ZTmk4uXH4>

-----**Do not try to view 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 open source **Chromium** browser which is our choice.

Or use **Chrome**, the commercial version from Google, also works fine.

We are sad to report that **Firefox** performs worse. It is less stable at this time.

**(DO NOT USE Firefox for our Meetings, please!)** We want to avoid problems.

**Linux** users can install Chromium from their distribution's software repositories.

**Windows:** probably best to use Chrome unless you are adventurous. Edge does not work at this time.

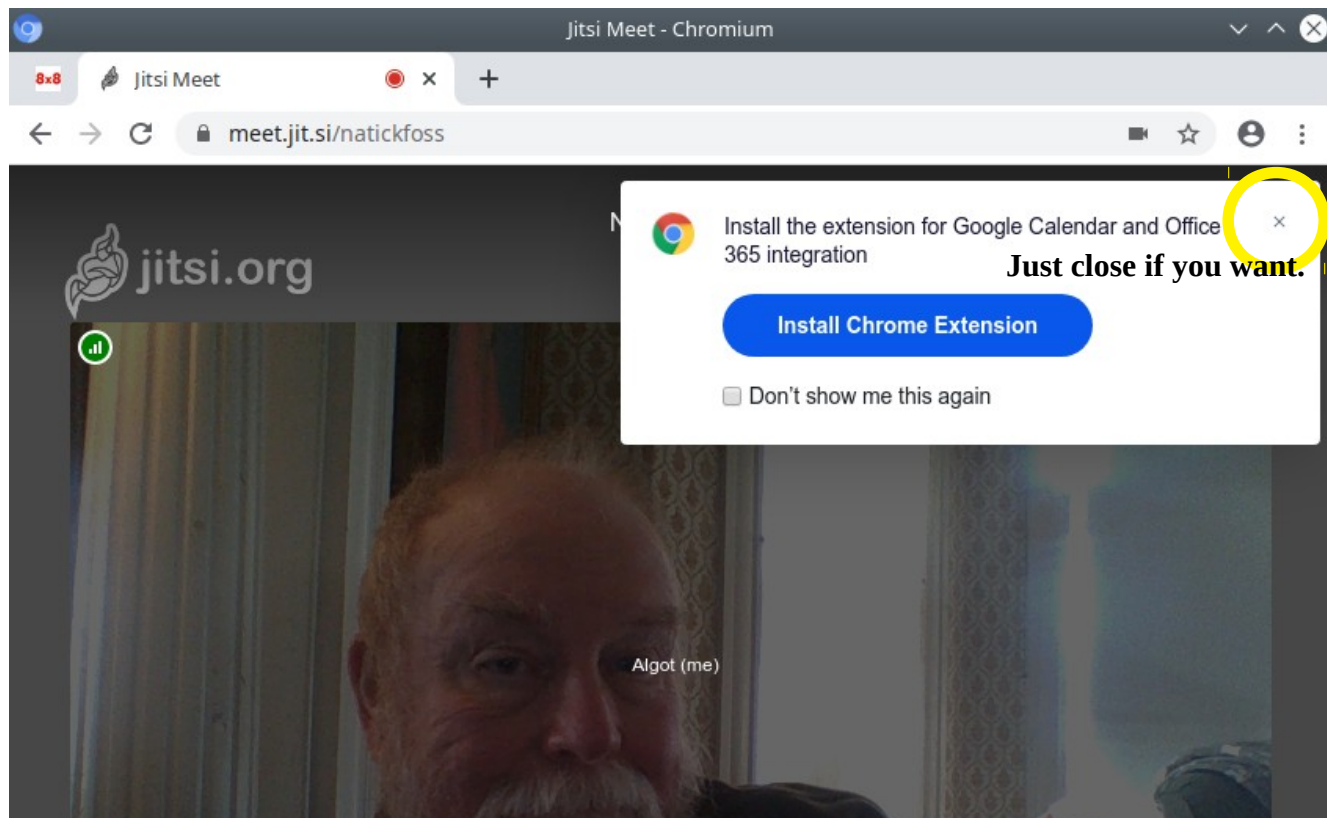
**Macintosh:** install Chrome, please. We have heard Safari does not work.

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.




The first time you use Chromium or Chrome with Jitsi Meet you will be asked if you want to install an extension. **The extension is optional.** We will NOT need the features for our meetings.



If you test ahead of time, you will only see yourself on screen. If you come in at 2PM, there will be other people's images on the window with you.

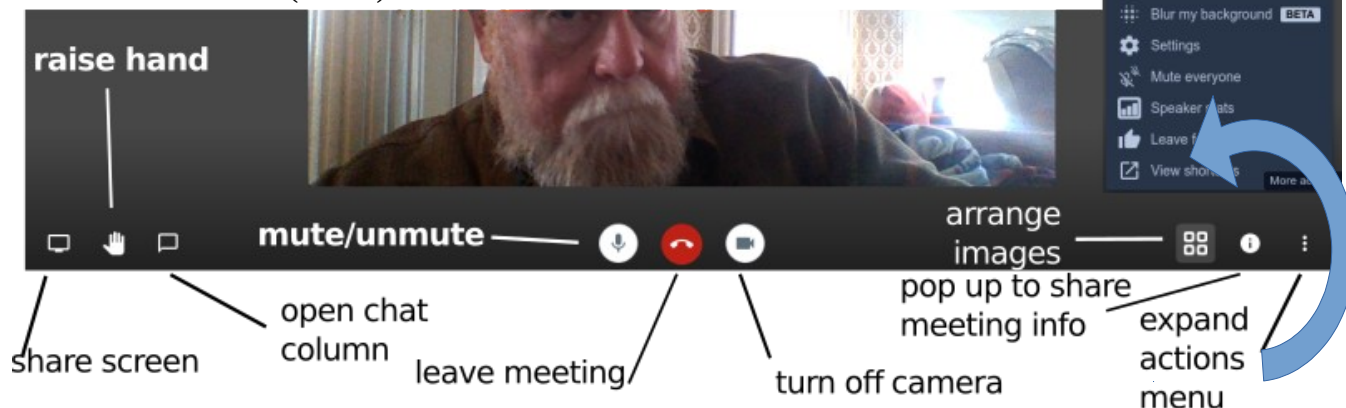
Our main goal from 2-3PM is to help get people comfortable with the meeting process and to help troubleshoot issues. This time and the goals are subject to change as we all gain more experience.

## Online Meeting Etiquette and Recommendations

- Identify yourself (use chat tool to add your name or ask how to do it, "Fellow Jitsi").
- 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.

## Main Jitsi Meet Screen Buttons

**Ctrl +** expands text in a browser window, zooming in to make icons and text easier to read. **Ctrl -** (minus) zooms back out.

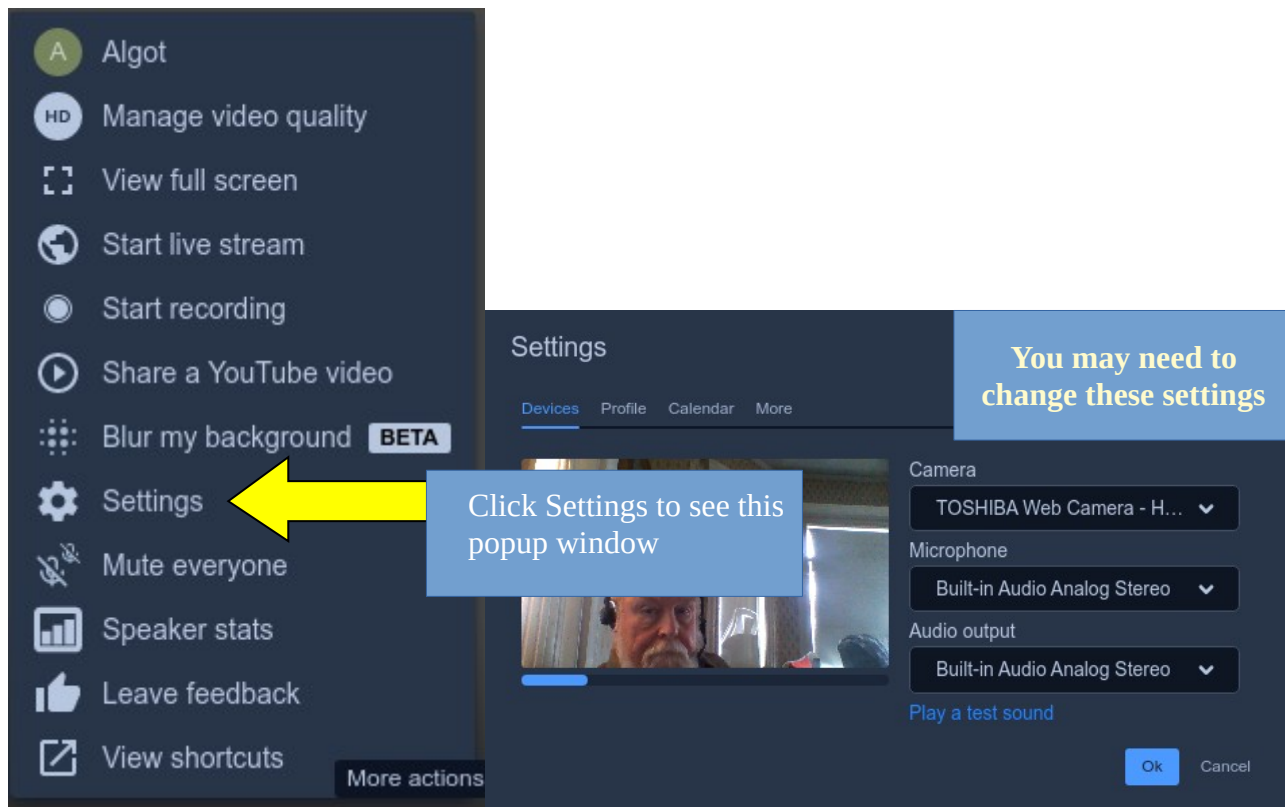


While we get used to the process, we won't be polished, but also hope to work out the kinks so future online meetings will work smoothly and you will be able to **join us** through Jitsi Meet or even just watch the video feed shared out through YouTube. Look to email for the YouTube address each month.

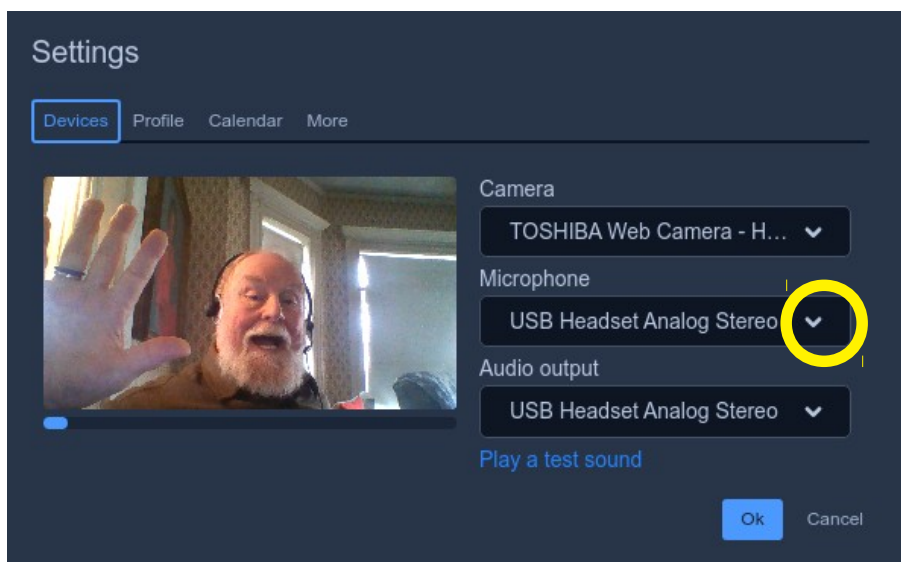
### Common Cures:

- Refresh the browser screen.
- (a) Leave meeting, (red phone icon). (b) log out of your computer and log back in (c) restart Chromium and rejoin the meeting <https://meet.jit.si/natickfoos>
- 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.

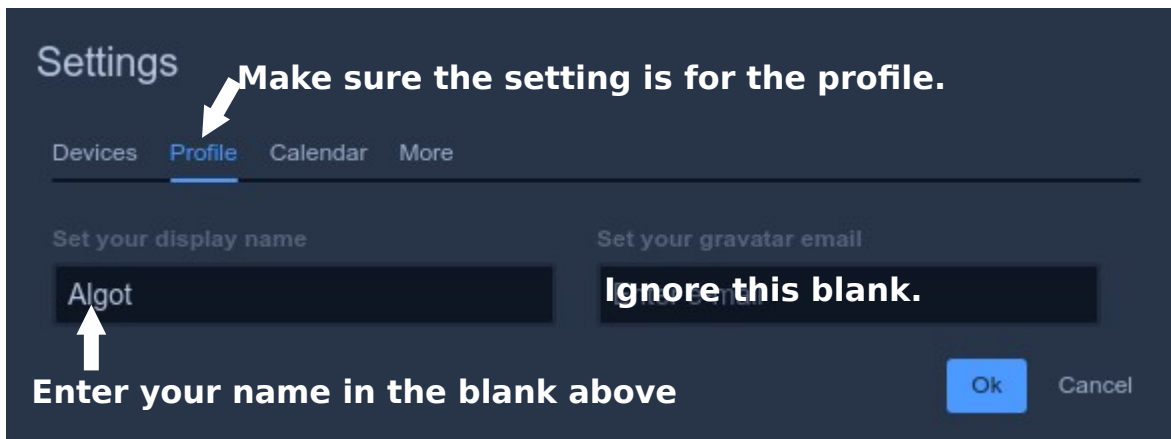


To make the necessary changes, pull down the **Microphone** options, and pick the appropriate headset input.

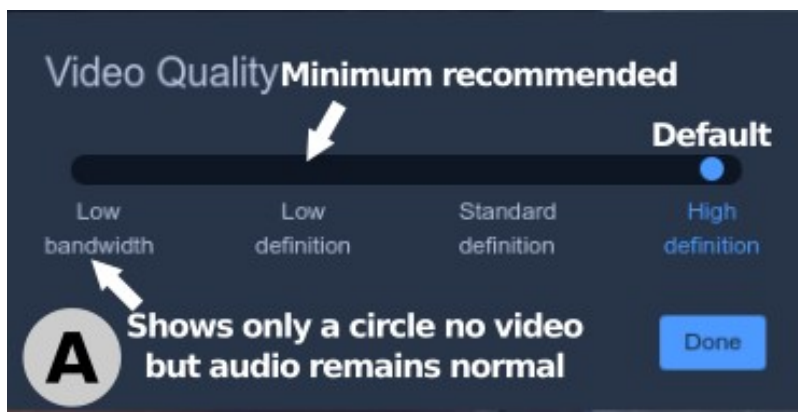
Then do the same for the **Audio output**.

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.



Version: 2020-04-03 – Algot Runeman – Blame him for errors or omissions.

Meeting Planning Team: Dick and Jill Miller, Jerry Feldman, Bob Primak and Dennis Payne, John Thompson