



# District 56

Serving Southeast Texas

## Free On-Line Meeting Option: No Time Limits or Account Needed

District 56 is encouraging all clubs to meet virtually. Not sure how to do that? Read on for more information about a free on-line meeting option that does not have time limits and does not require an account.

**Note:** The choice of which on-line meeting/video conferencing tool is up to each individual club. The purpose of this document is to provide a free alternative for those clubs who may not have a choice or know where to start.

### How to Setup Jitsi Meet

1. Click on this [Jitsi Meet](https://jitsi.org/jitsi-meet/) link (<https://jitsi.org/jitsi-meet/>)
2. Click on **"Start a Call"**



More secure, more flexible, and completely free video conferencing.



3. Under **"Start a new meeting"**, enter the name of your club (example: JSCToastmastersOnLineMeeting) and click **"Go"**



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## Secure, fully featured, and completely free video conferencing

Go ahead, video chat with the whole team. In fact, invite everyone you know. Jitsi Meet is a fully encrypted, 100% open source video conferencing solution that you can use all day, every day, for free — with no account needed.

### Start a new meeting

JSCToastmastersOnLineMeeting

GO

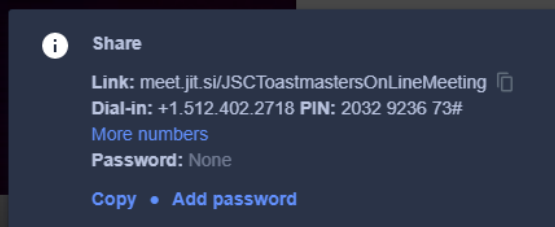
Connect your calendar to view all your meetings in Jitsi Meet. Plus, add Jitsi meetings to your calendar and start them with one click.

Connect your calendar

Calendar

Recent

4. Your on-line meeting is setup and ready to share! In the bottom right hand corner of your monitor, a “**Share**” dialog box will appear with a:
- Meeting link
  - Dial in phone number and pin number
  - Options to copy link
  - Option to add a password

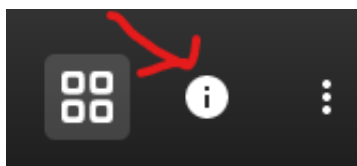




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**NOTE:** Need this information again, just click



5. It is recommended to share your club meeting link on your meeting invite, website and all social media pages (i.e., Facebook, Linked In, Meetup, etc). This will allow all prospective and current members to login simply by clicking your link.

Below is a sample club message that you can post on your club website.

## FIRM SPEAKERS TOASTMASTERS IS NOW MEETING

### ONLINE!!

"CONNECT" WITH US ONLINE EVERY TUESDAY  
SIGN IN BETWEEN  
11:30am and 11:40am  
to receive meeting instructions

Meeting starts at 11:45AM  
Meeting is adjourned at 12:45PM

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

No app or software to download; just click the link from your PC.  
(Note: If you join by phone, you may be prompted to download the app.)

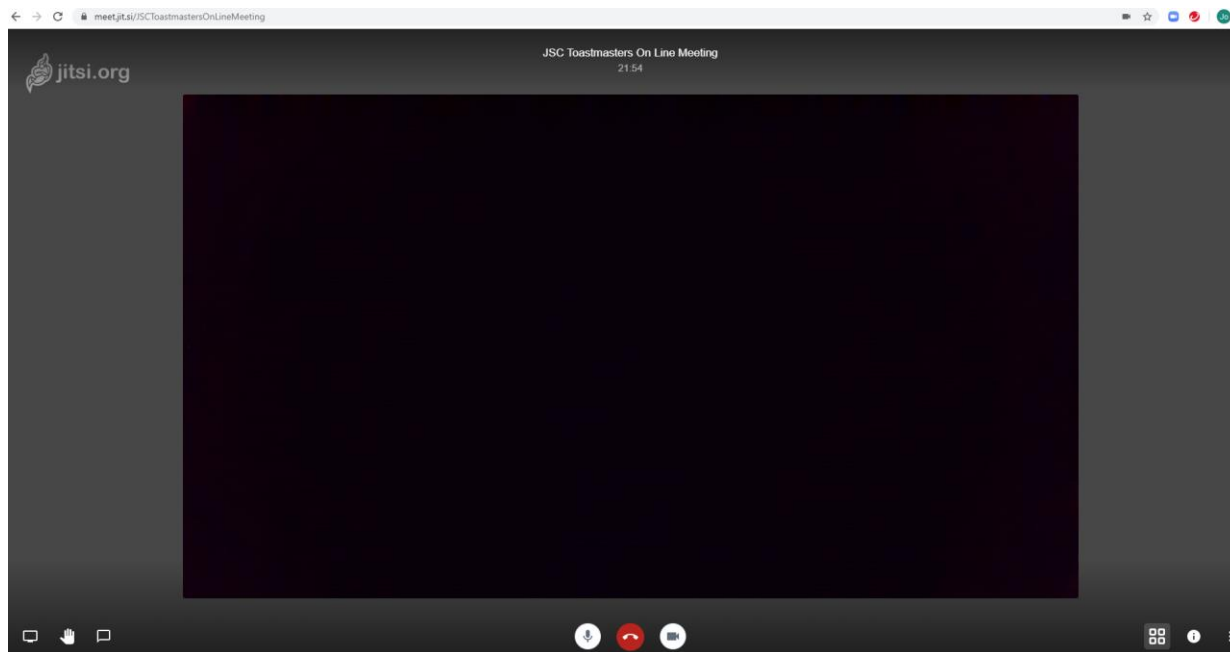
To join by phone instead, tap this: +1.512.402.2718,,3431421613#







## How to Login to Your Club Meeting using Jitsi Meet

1. Login to your club meeting by simply clicking the link posted on your club website, meeting invitation and/or all social media page.
2. If you are using a mobile phone, you will be prompted to download the app
3. All unsupported web browsers will receive a "Browser Warning", instructing the latest version of Chrome or Chromium

## How to Maneuver within Jitsi Meet





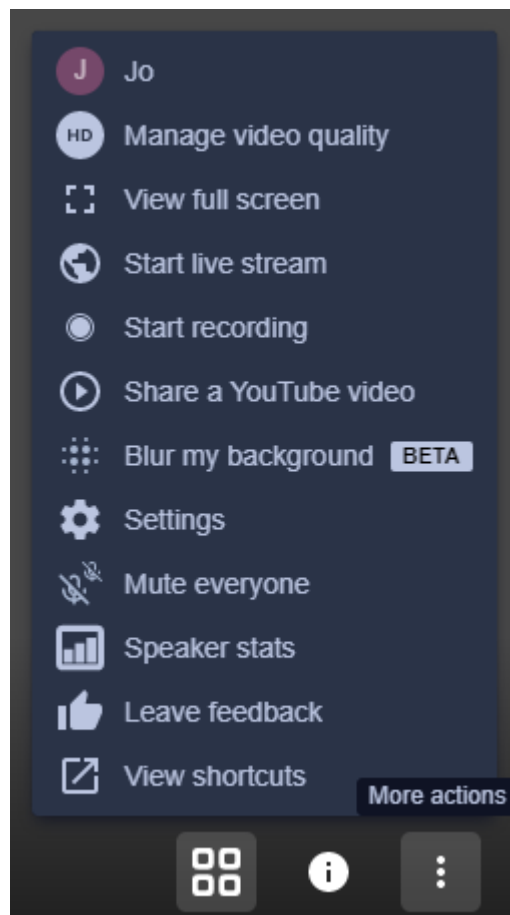
1. There are 9 icons on the bottom page (reading left to right); hover over the icon and a description of the icon appears
  - a.  Share your screen
  - b.  Raise/lower your hand
  - c.  Open/close chat (to everyone)
  - d.  Mute/unmute



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- e.  Leave
- f.  Start/stop camera
- g.  Toggle tile view
- h.  Share link and dial-in info for this meeting
- i.  More action

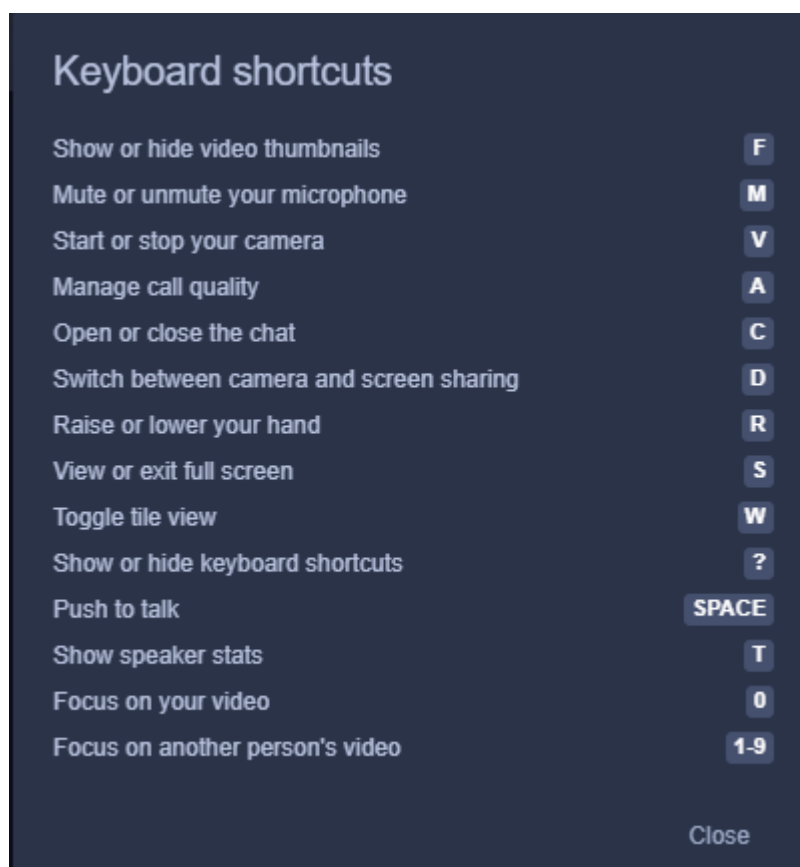




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j. View shortcuts

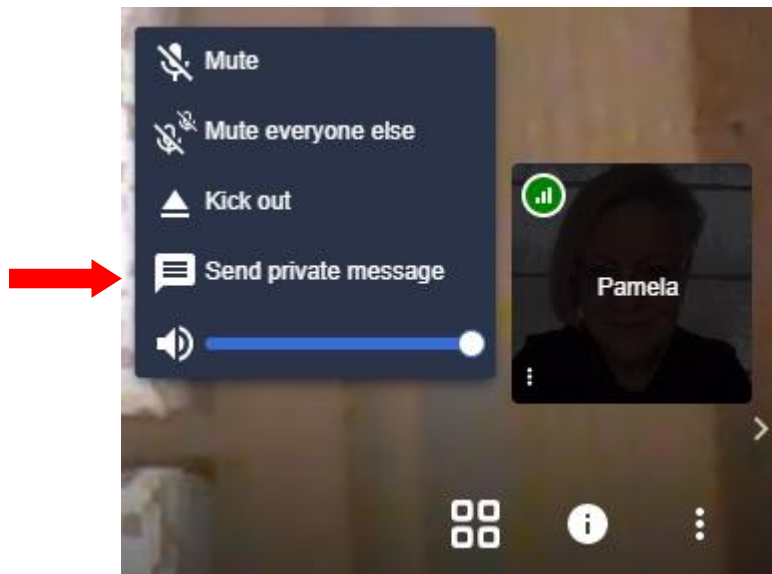


2. How to send a private chat message

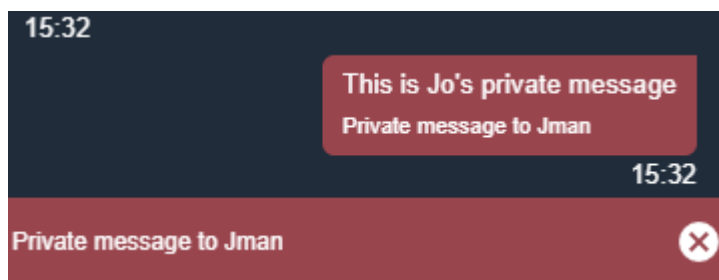
a. Click on the 3 dots of the person you wish to send a private message



b. Click on **"Send private message"**



**Note:** Private messages are identified as such and are in a different color.



### 3. [Jitsi FAQs](#)