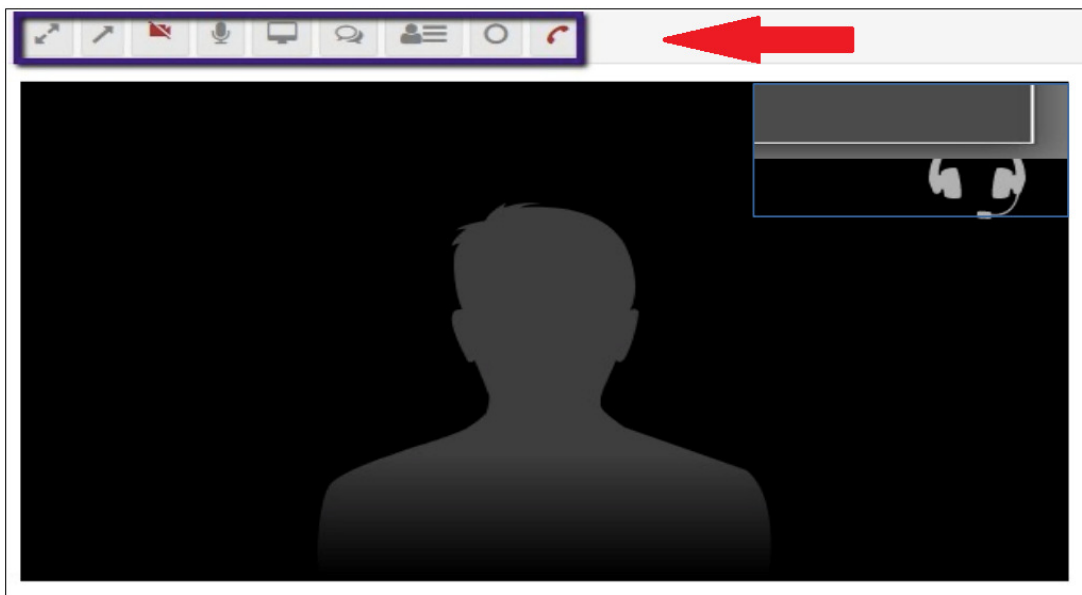


## Host during Video meeting

- Login via <https://cpms.ern-net.eu/login/>
- After joining the meeting, the following features are available on the tool bar of the video
  - Moderator has full control over the meeting to add/mute/remove participants
  - Meeting can be recorded
  - Ability to view who is connected to the meeting
  - Ability to share your screen and documents
  - Ability to do live streaming/webcast (e.g. for teaching)



- When a meeting has finished, complete the following steps:
  - 1. Update the meeting status to 'finished', after clicking on button 'Edit' (see below)
  - 2. Record a meeting summary via the 'Summary' tab (see below)

**TIMELINE**

Meeting: test

Description: test

Invited: endohpuser1 testuser (Host)

Scheduled: 10/nov/2020 13:33 (Europe/Amsterdam) for 80 minutes

Test video

Starts in: 4h 8m 1s

0

Add a comment

Meeting: test

Date & Time

ERN recurring meeting

Participants

Summary

Test video

Join ERN meeting

Meeting comments

Title of meeting:

test

Description:

test

Meeting Status:

Upcoming

Type of meeting:

Part of ERN recurring meeting

ERN meeting duration:

20 minutes

Duration:

5 minutes

When:

07/nov/2020 13:50 (Europe/Amsterdam)

07/Nov/2020 12:50 (UTC)

Meeting Panel:

test ithaca invitation

Add a comment

Edit

Close

Meeting: test

Date & Time

Participants

Summary

Title of meeting:

test

Description:

test

Meeting Status:

☒ Upcoming
 ☐ Started
 ☐ Finished
 ☐ Cancelled

Type of meeting:

Part of ERN recurring meeting

Meeting: test

Date & Time

ERN recurring meeting

Participants

Summary

Test video

Join ERN meeting

Summary has not been recorded yet

Edit

Version 1 / December, 2020

- If the meeting has been recorded by the meeting moderator, the recorded video can be seen in a few minutes after the meeting has been ended. This can be found by going to “My Meetings” in the ERN Dashboard and access the meeting page or clicking on “Meeting Recording” in the Timeline from the Panel view.