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
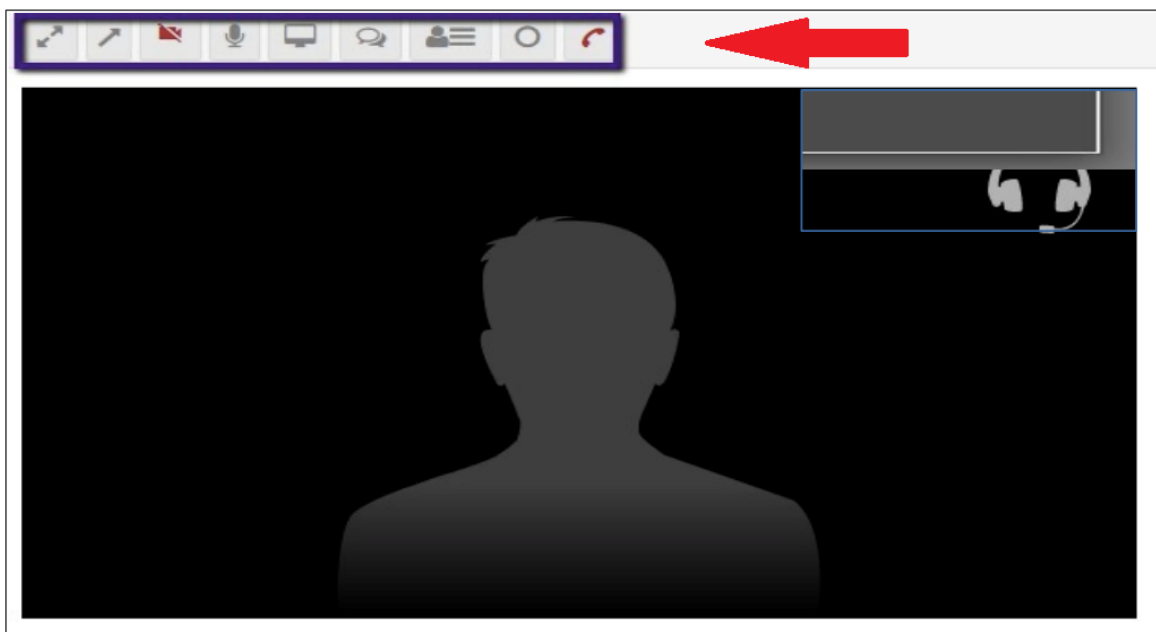   - Ability to do live streaming/webcast (e.g. for teaching)

Fig 1

- When a meeting has finished, you can complete the following steps (not obligated), (first click on the little arrows to open the new screen, Fig 2a):

- 1. Update the meeting status to 'finished', after clicking on button 'Edit' (Fig 2b en 2c)
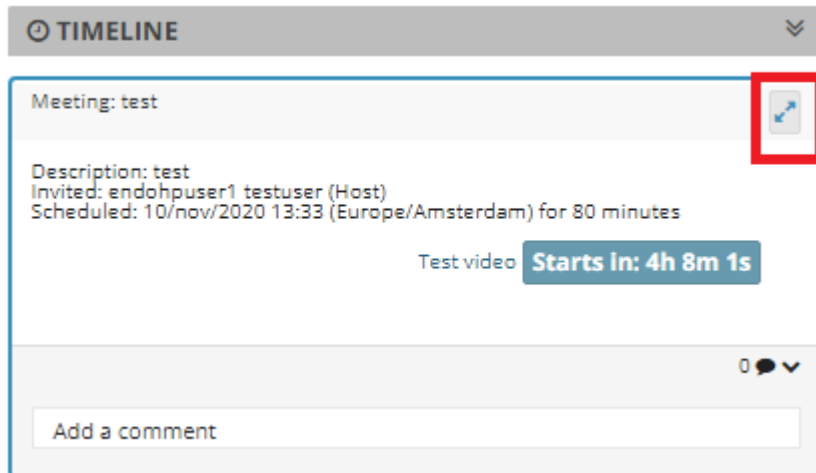- 2. Record a meeting summary via the 'Summary' tab (fig 2d)
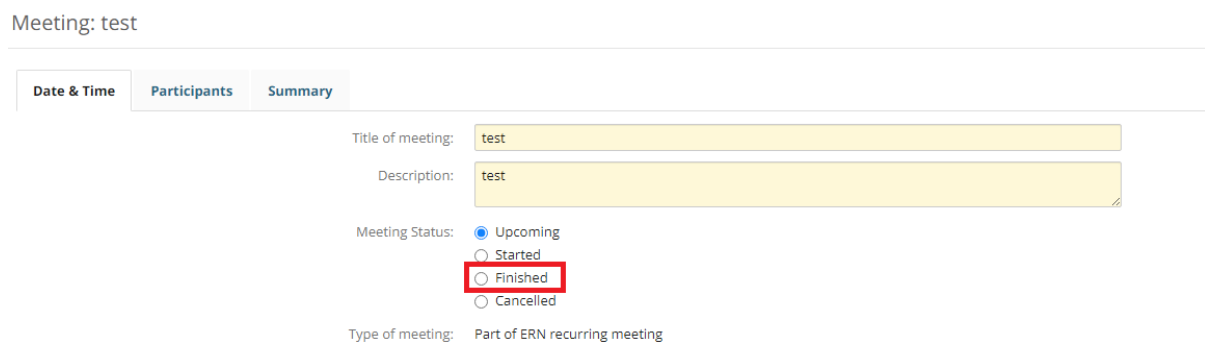

Fig 2a

Fig 2b

Fig 2c

Meeting: test

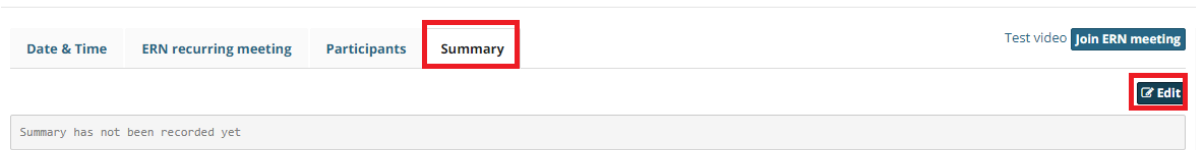| Date & Time | ERN recurring meeting | Participants | Summary | Test video | Join ERN meeting |

Edit

Summary has not been recorded yet

Fig 2d

- 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" which can be found in the Timeline on the right side of the panel