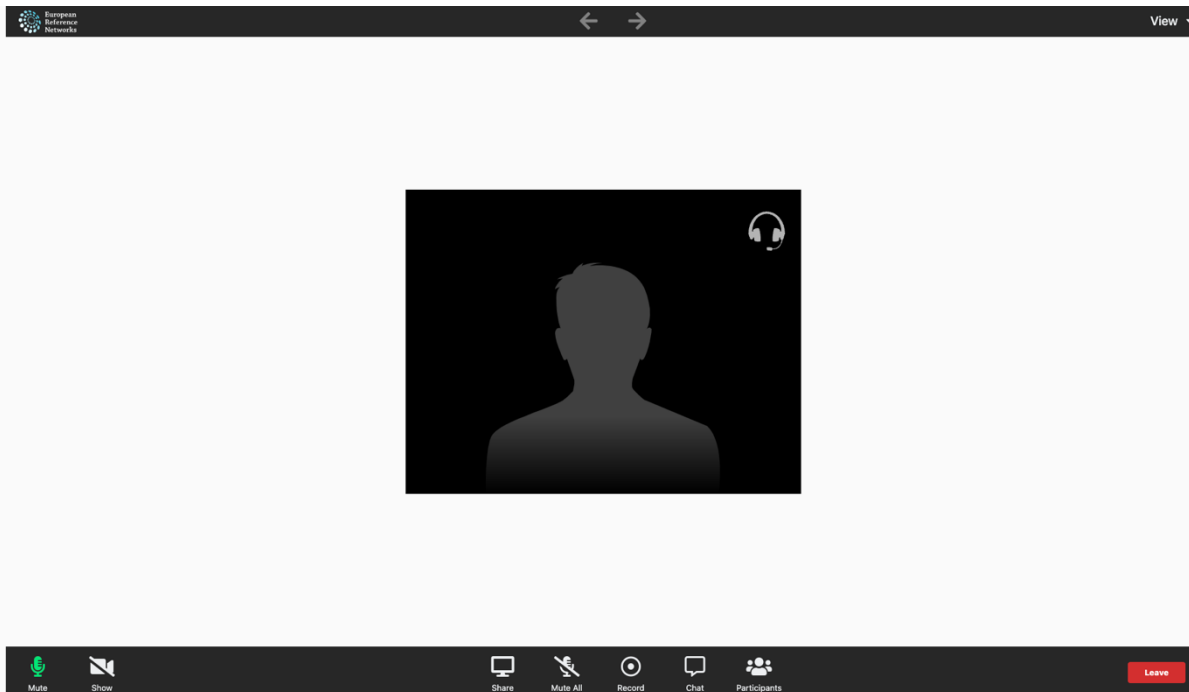


Host during Video meeting

- Login via <https://cpms.ern-net.eu/login/>
- After joining the meeting, the following features are available on the tool bar of the video
 - (Un)mute yourself and turn your camera on/off
 - Share your screen and documents
 - Moderator has full control over the meeting to add/mute/remove participants
 - Meeting can be recorded
 - Use the chat function
 - View participants



- When a meeting has finished, you can complete the following steps (not obligated)
 - Update the meeting status to 'finished', after clicking on button 'Edit'

Meeting: test ✕

(Test video)

[Join Meeting](#)

Date & Time

Participants

Summary

* Title of meeting: test

Description:

Meeting Status: Upcoming

Type of meeting: Individual meeting

* Duration: 10 minutes

* When: 21/Aug/2024 09:45 (Europe/Tallinn)
21/Aug/2024 06:45 (UTC)Meeting Panel: [Adult case - Pituitary Adenoma](#)[Edit](#)[Cancel Meeting](#)[Close](#)Meeting: test ✕

Date & Time

Participants

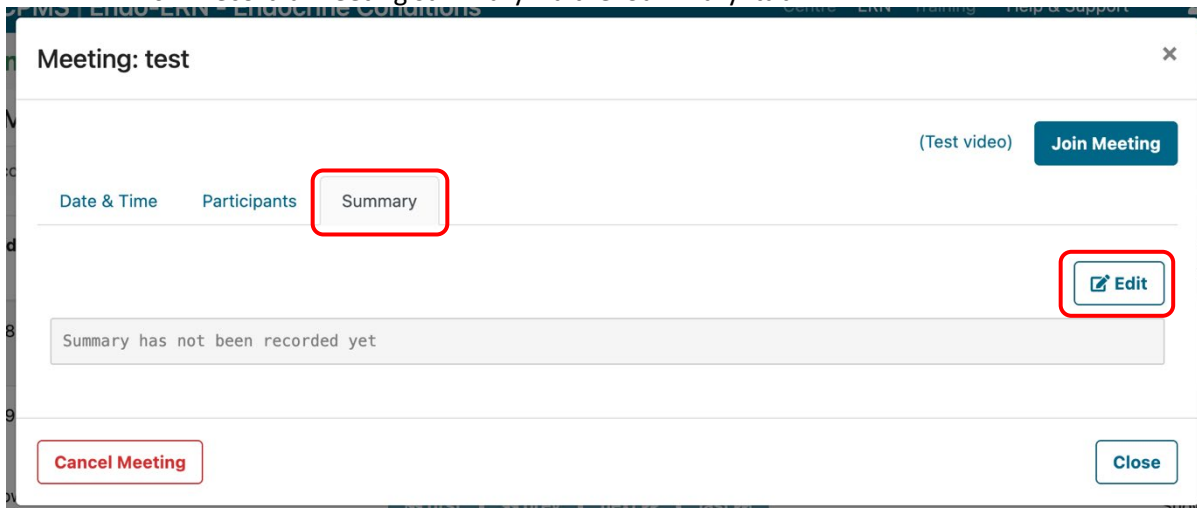
Summary

* Title of meeting: Description: Meeting Status: Upcoming Started **Finished**

Type of meeting: Individual meeting

* Duration: minutes* When: ✓ [Cancel](#)[Update](#)

- Record a meeting summary via the 'Summary' tab



- 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