1. Use the link, which you have gotten. The link will look similarly to this: https://meetings.tsi.lv/b/sup-fzk-f6d . Please, use the latest versions of **Chrome or FireFox**. The Internet Explorer, Edge and Safari are not working properly!!!
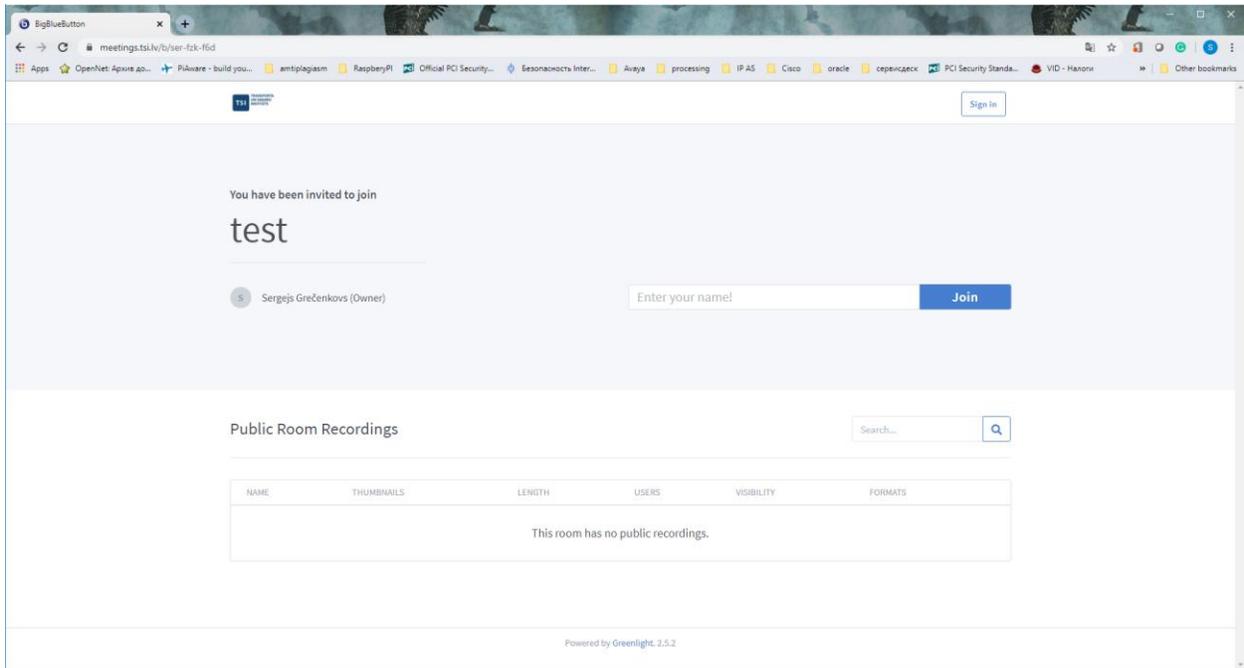

2. In the field "Join" enter the name under which you will want to participate in the videoconference. Then, press "Join" button.
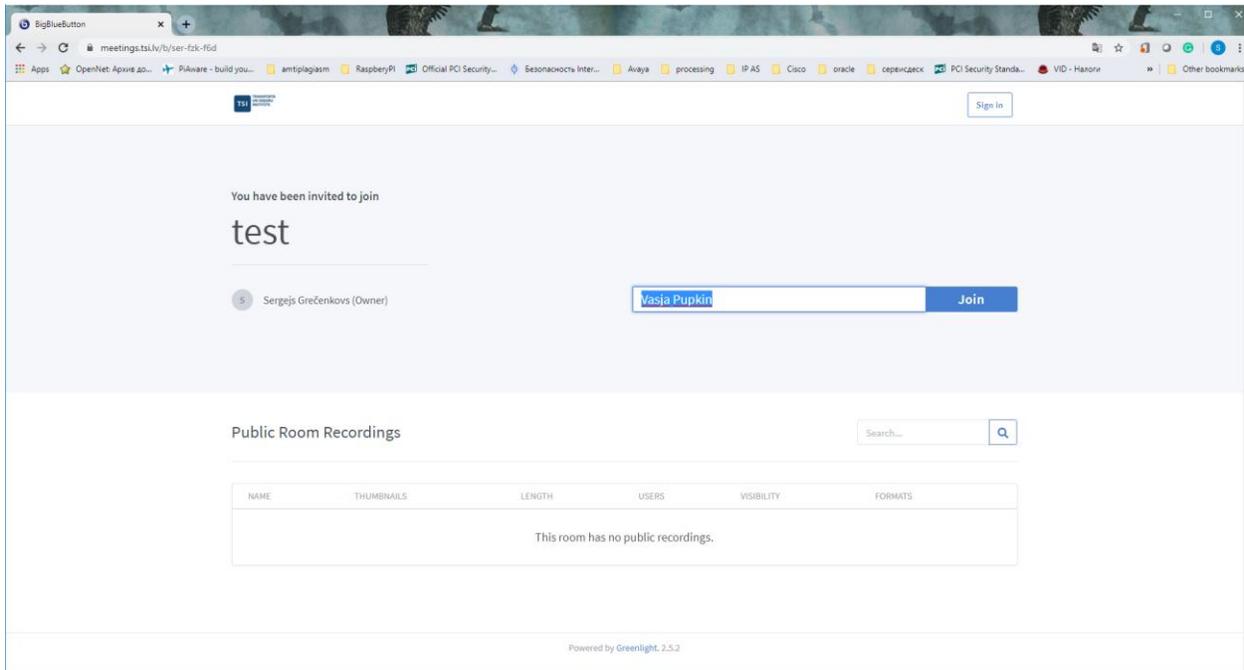
3. If the videoconference has not yet started, you will see the following interface on the screen. Please, wait until the organiser (moderator) starts the videoconference.
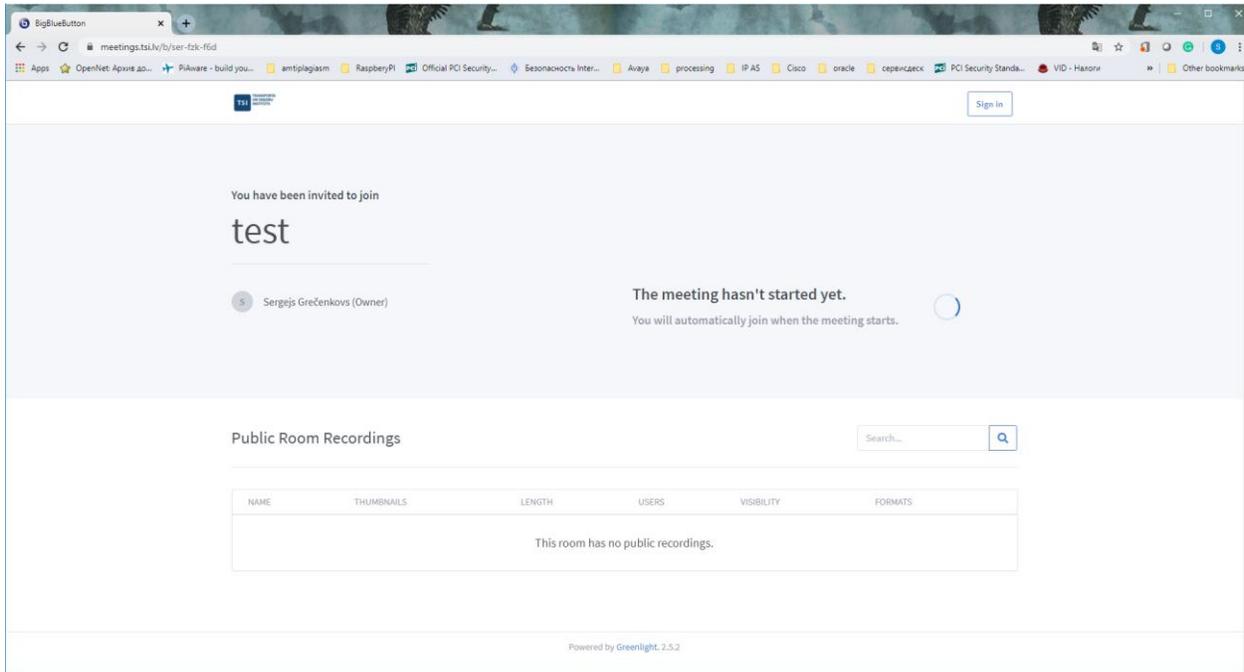

4. If the organiser (moderator) has started the videoconference, the following screen will appear (see below). If you are willing to participate by speaking or presenting, please, choose to join with a microphone. However, keeping it turned off whenever possible turn it on only when you have to use it.
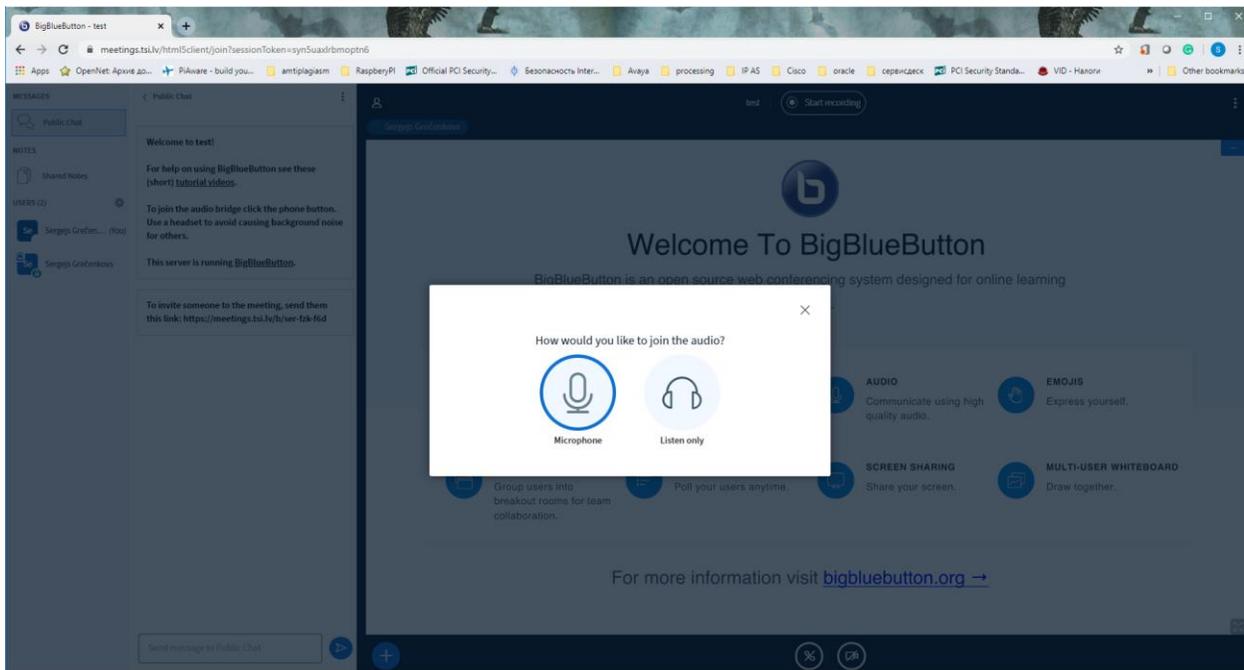
5. The microphone window looks as follows. If you have no sound issues, answer yes. If you have any troubles with a sound, check instructions for solving issues with the videoconference.
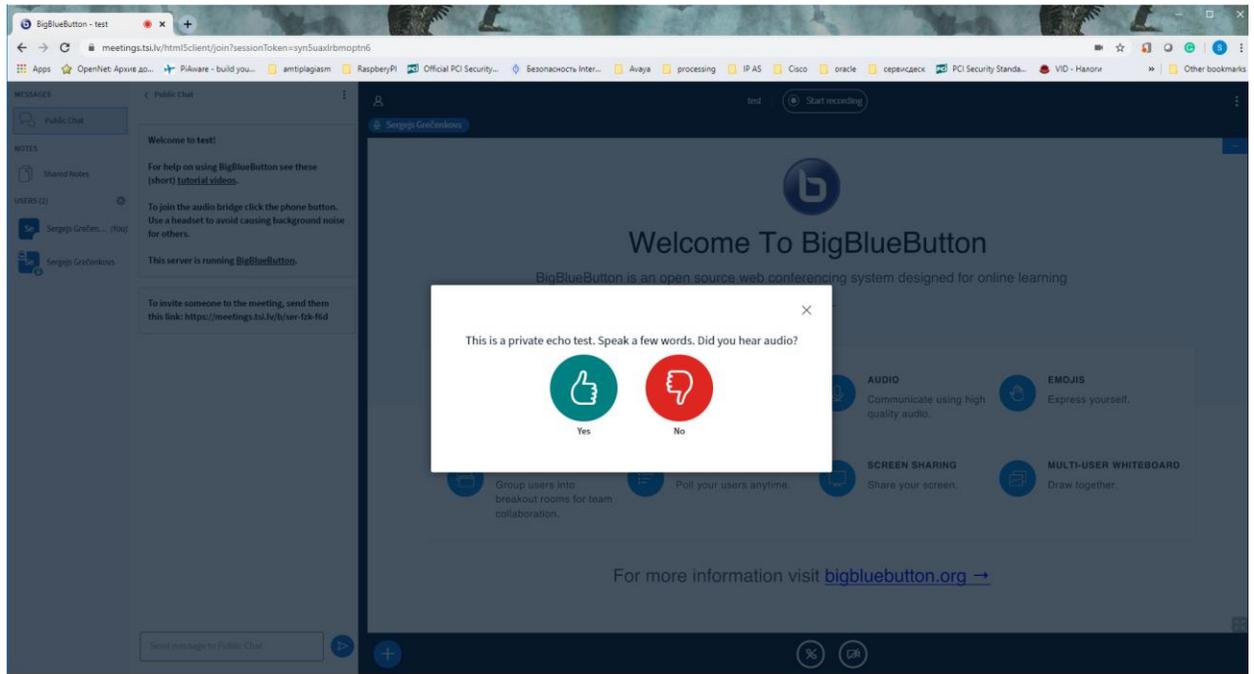
6. You are now ready to participate in the videoconference. Turn on the video camera, if necessary.
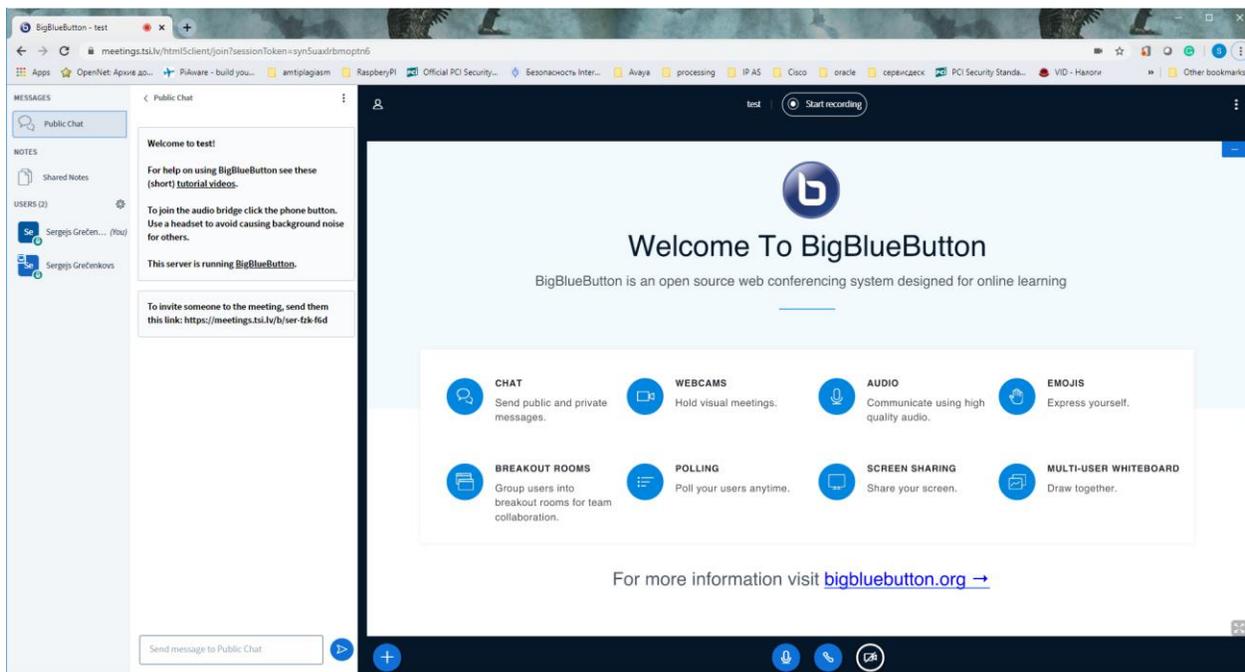
7. When it is your turn to present, you will be informed about it. Then you will have an opportunity to upload your presentation. Press the blue button with a plus ("+") on it and choose "add presentation".
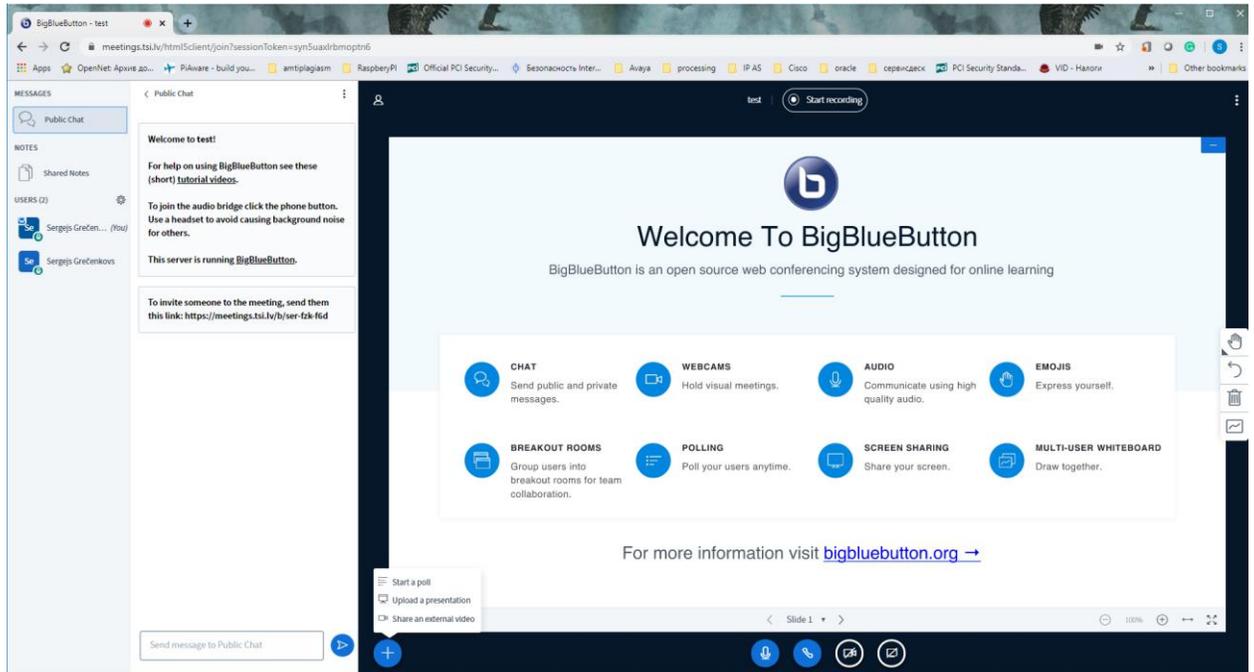

8. Choose the presentation, which you want to present. Please, save all your presentations in the .pdf format in advance in order to avoid any issues with convertion. Press "Upload".
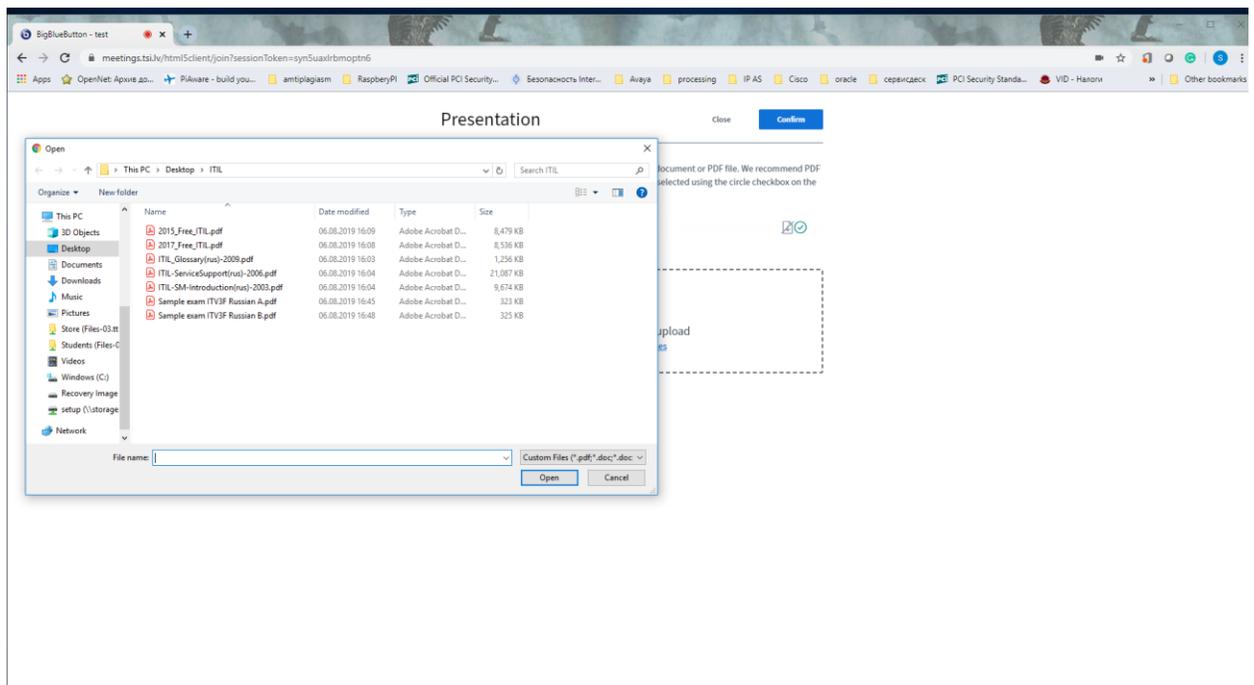
9. To show your presentation at the videoconference shared screen, it should be chosen, shown as marked with a green check ("V") sign.
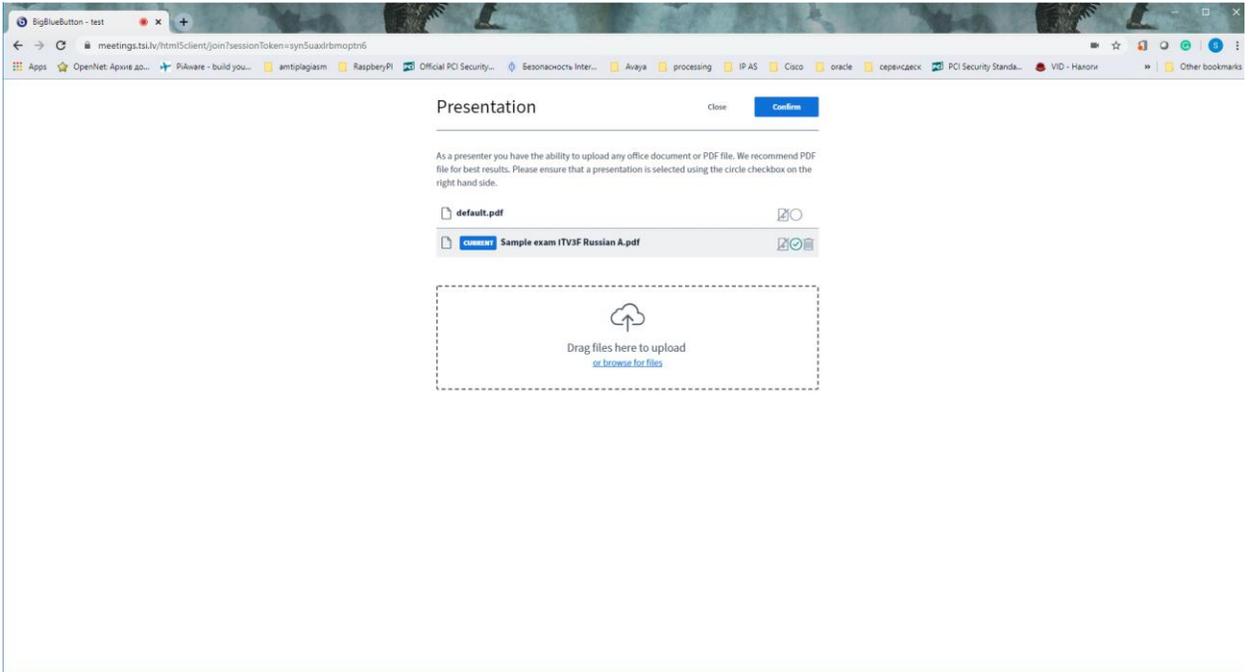
10. You are ready to present. Do not forget to turn on microphone and video camera!
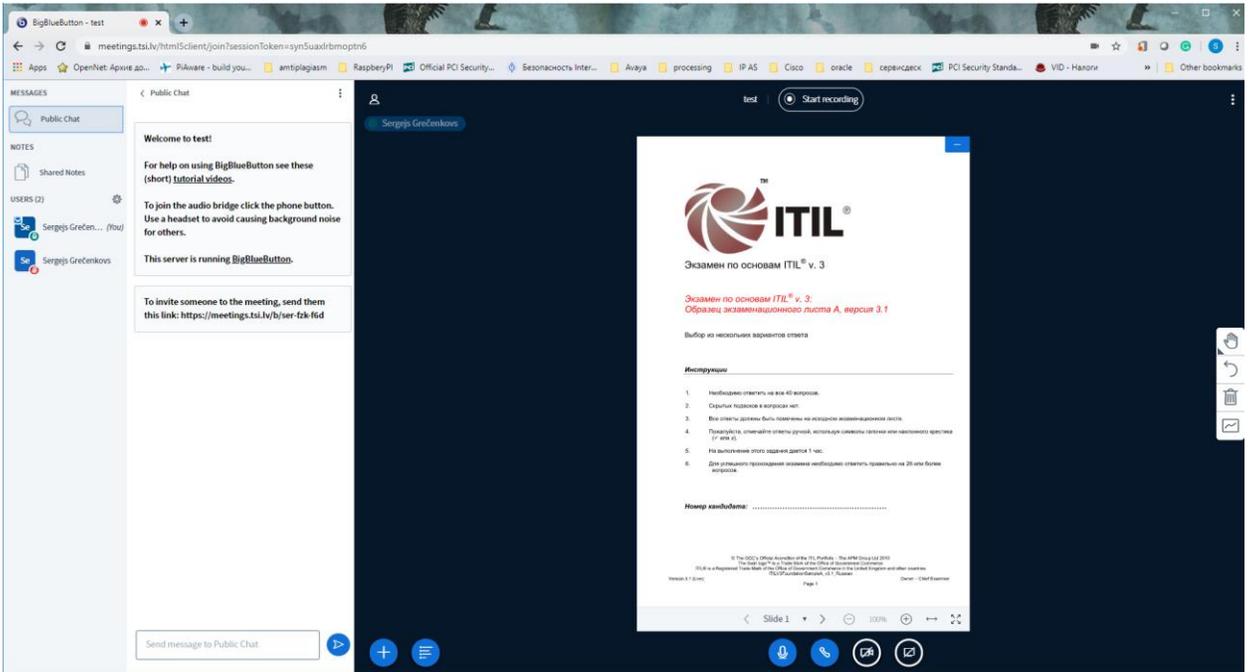
11. You can use drawing instrument, if necessary (see them to the very right of the screen)

Solving problems with the online videoconference BigBlueButton

Sound or microphone issues

If your microphone has gone off and other participants cannot hear you, try to refresh the browser page by pressing `Ctrl`+`F5` or `Shift`+`F5`.

If it does not help, please close the online video-conference session and turn it on again.

Another possible solution for the problems with a microphone:

The following window appears after you have chosen to turn on microphone:
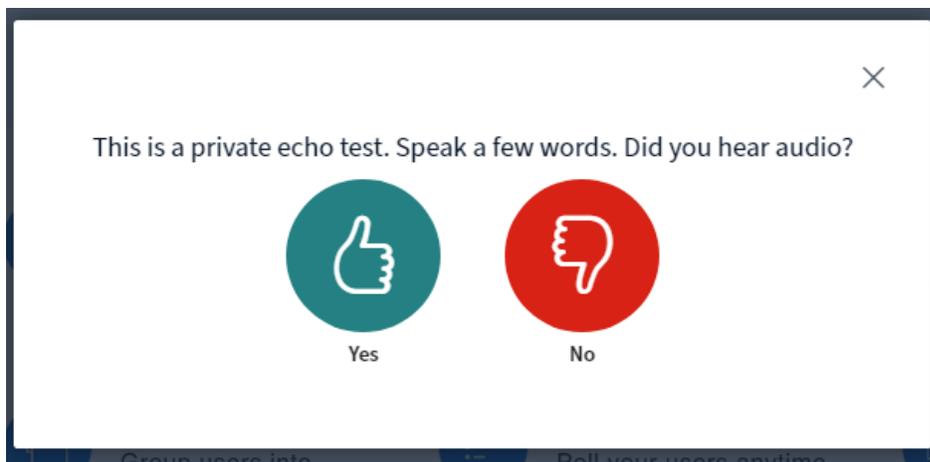
Choose "No". The window for choosing a sound recording or playing device will appear.
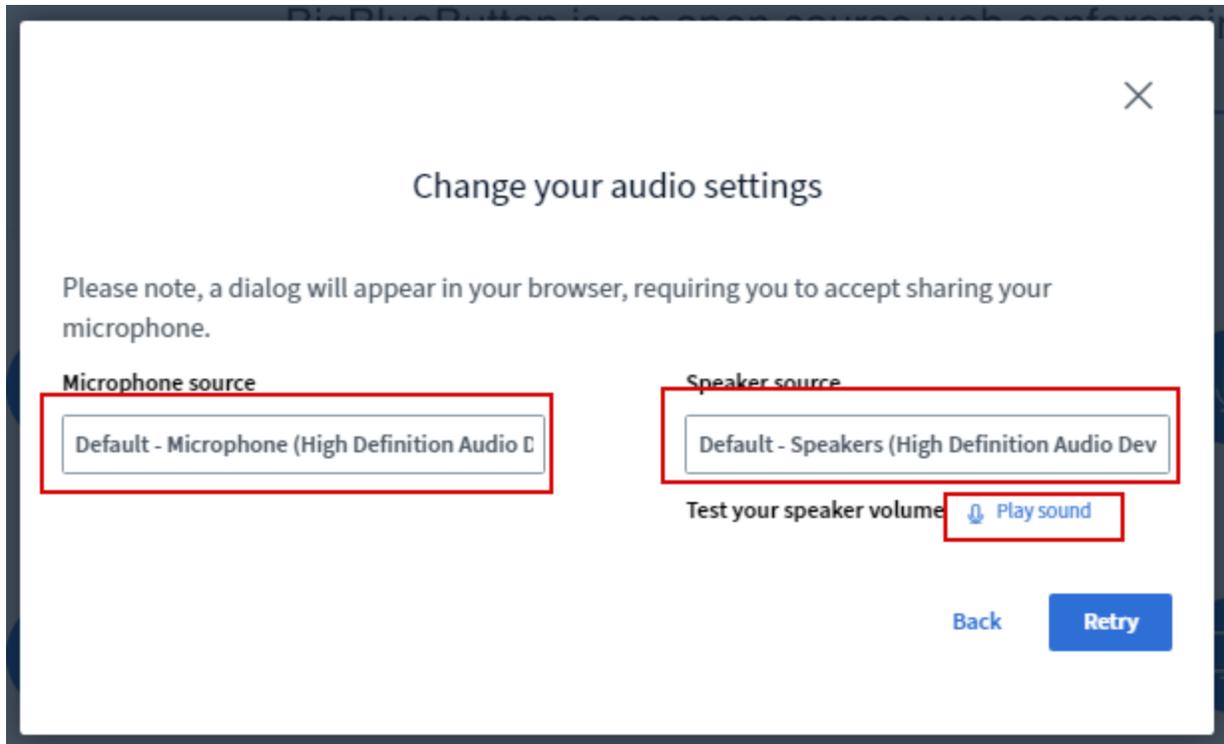
Then choose a right sound (microphone and/or speaker) source. If necessary, test the device by pressing the "**Play sound**" button. Press "**Retry**" button after choosing the right device. After the test, the window will apear again:
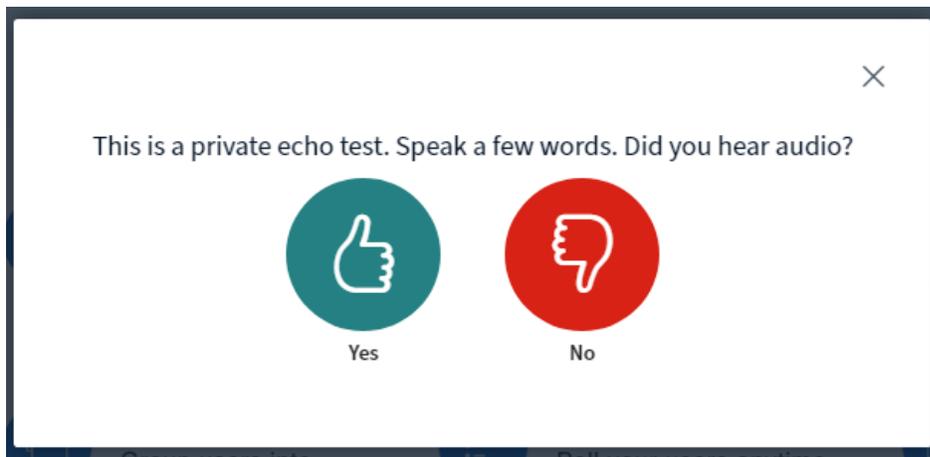


Choose "**Yes**".

Problems with presentation

If your presentation was loaded but the black screen appears, press the button F5

**Problems with joining of students to the video-conference**

Students cannot join to videoconferences, which have "Guest" access status. They have to sign up for the following videoconference either by having a keywork or by being signed up manually.

How to use video from external sources (e.g. Youtube)

1. Open Youtube in a new tab. Open a video you want to use. Copy the url (a link).
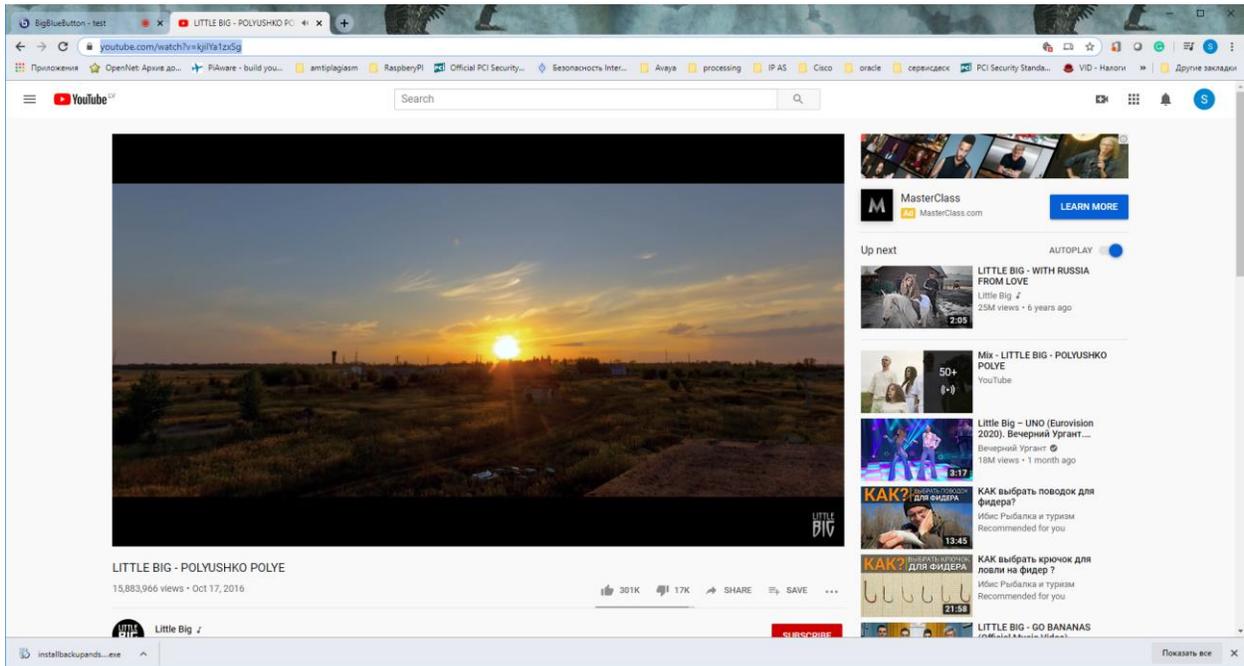
2. Go back to the BigBlueButton, press a blue button "+" down on the left side. Choose "share a video from external source" option.
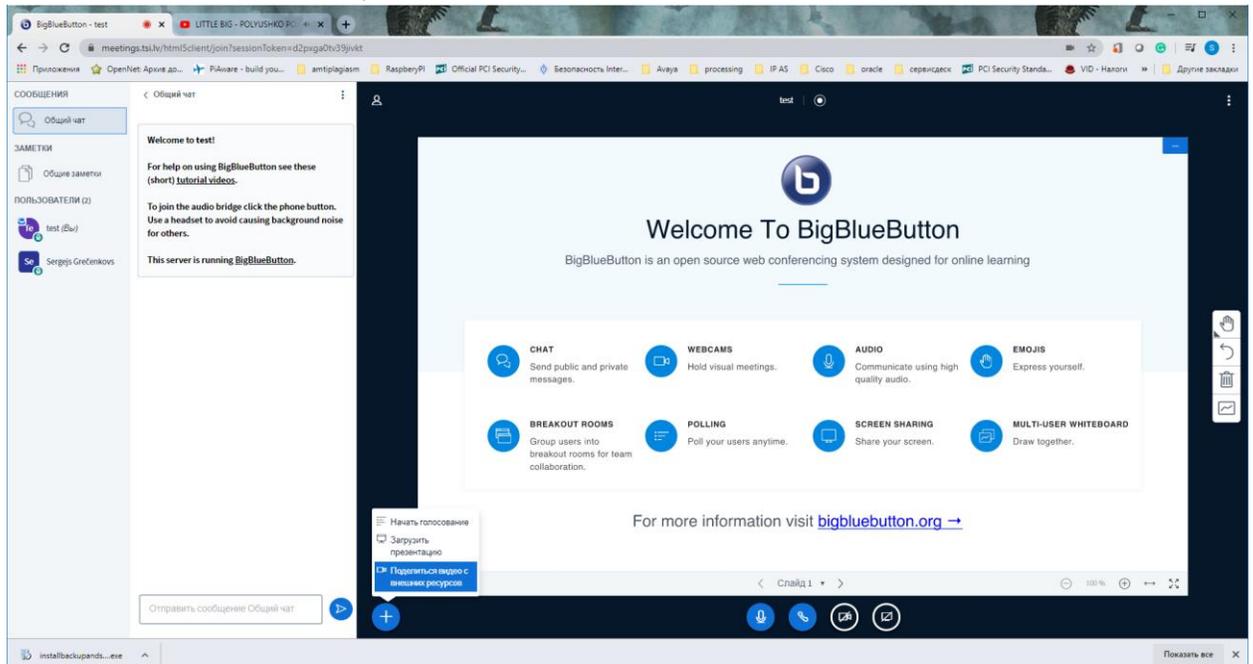
3. A window pop ups. Enter a copied URL (link) of the external video and press "Share video" button.
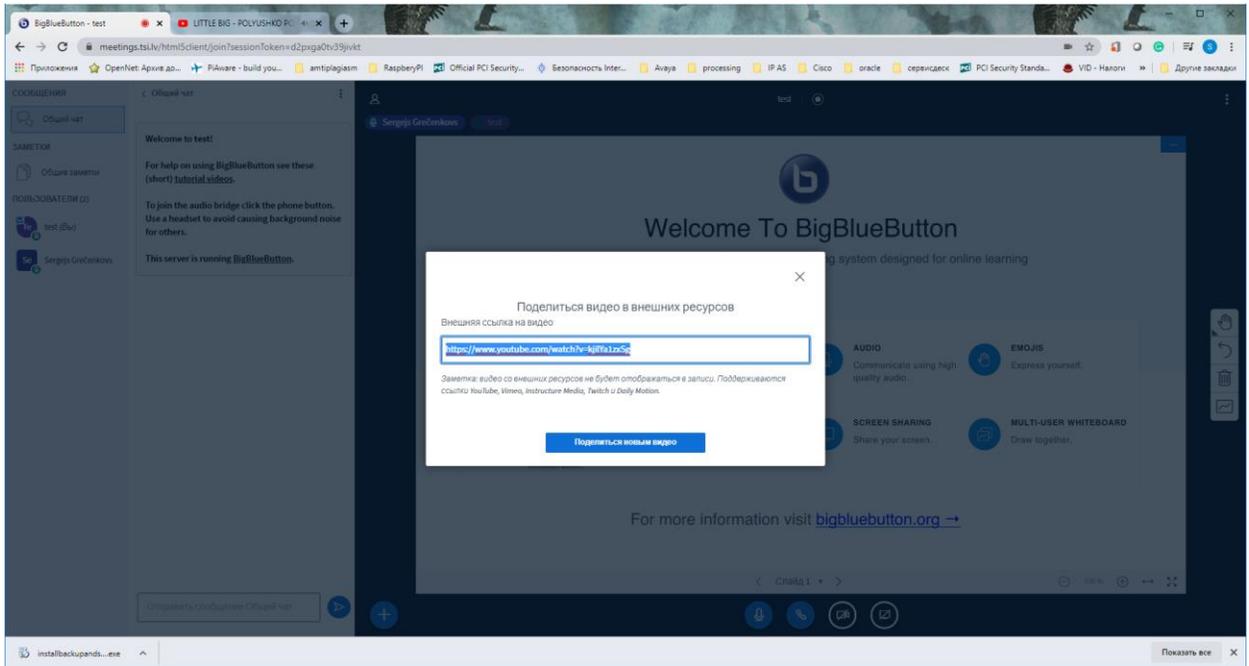
4. Your video would appear in the presentation
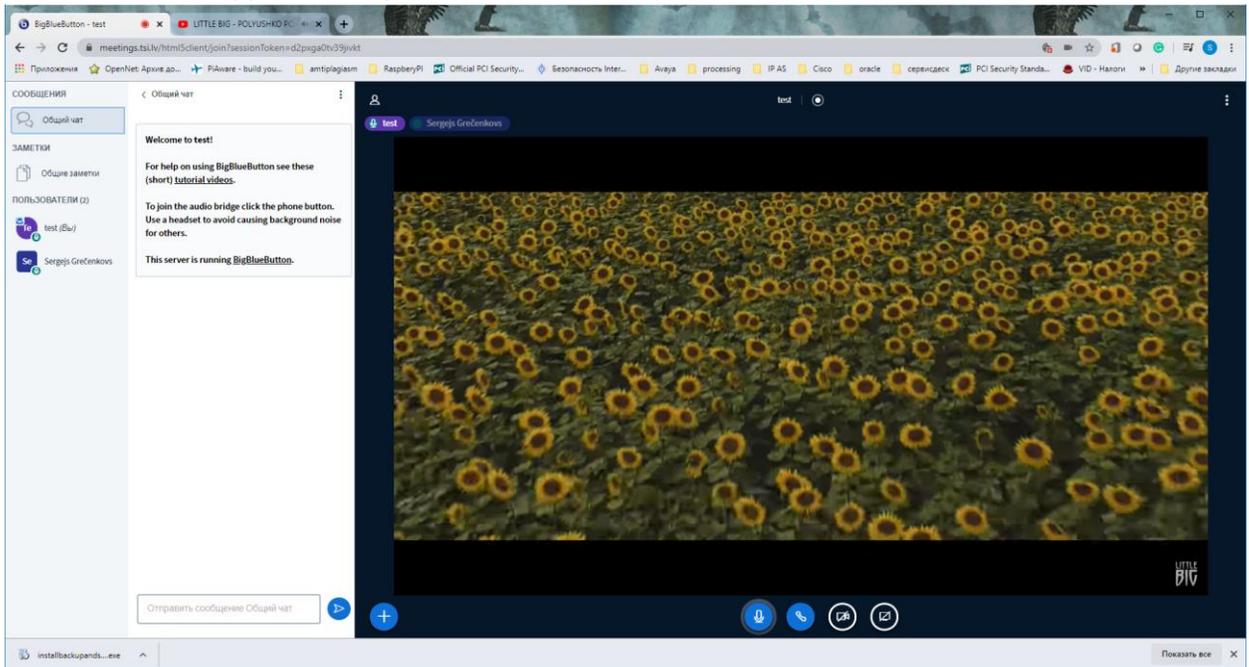
5. To stop the video, press the blue button "+" and choose an option "stop video from external source"
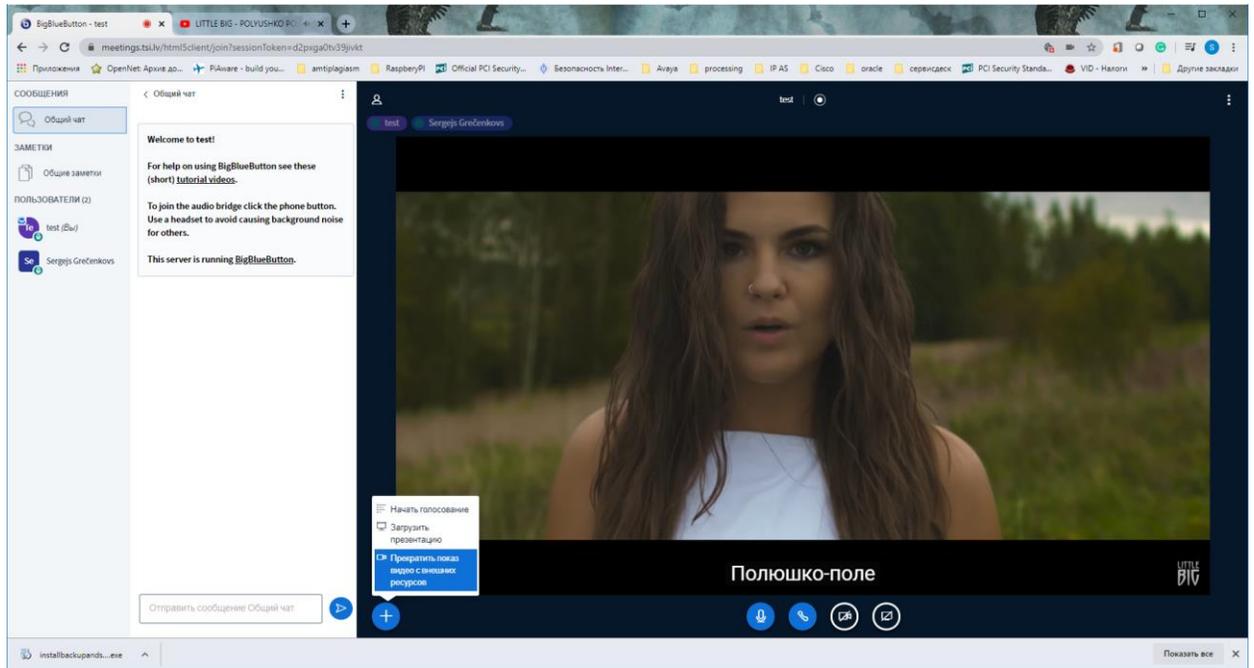
6. Go back to your presentation.