Act as chair/host in interactive meeting

Move cursor over video tile
Pop out: Move video tile to bottom right corner (local view only)
Move to grid: move video tile back again
Spotlight: Put video tile in spotlight for everyone

Global chat for the entire meeting (even if breakouts are active)

Find a list of supported browsers, operating systems, and mobile devices here.

Important: Close all other apps which might use your camera and microphone (e.g. Zoom)

Important to know:
- Every participant can use the "Share screen" function (even simultaneously). However, Chair users can stop someone else's screenshare. Simply move your mouse cursor over someone's shared screen and click "Stop screenshare".
- Chairs can mute other participants' audio signal, if necessary. Simply move your cursor over the respective tile, click the menu button and mute them. You can also mute all users at once. Click "People", then the menu button and "Turn all mics off".
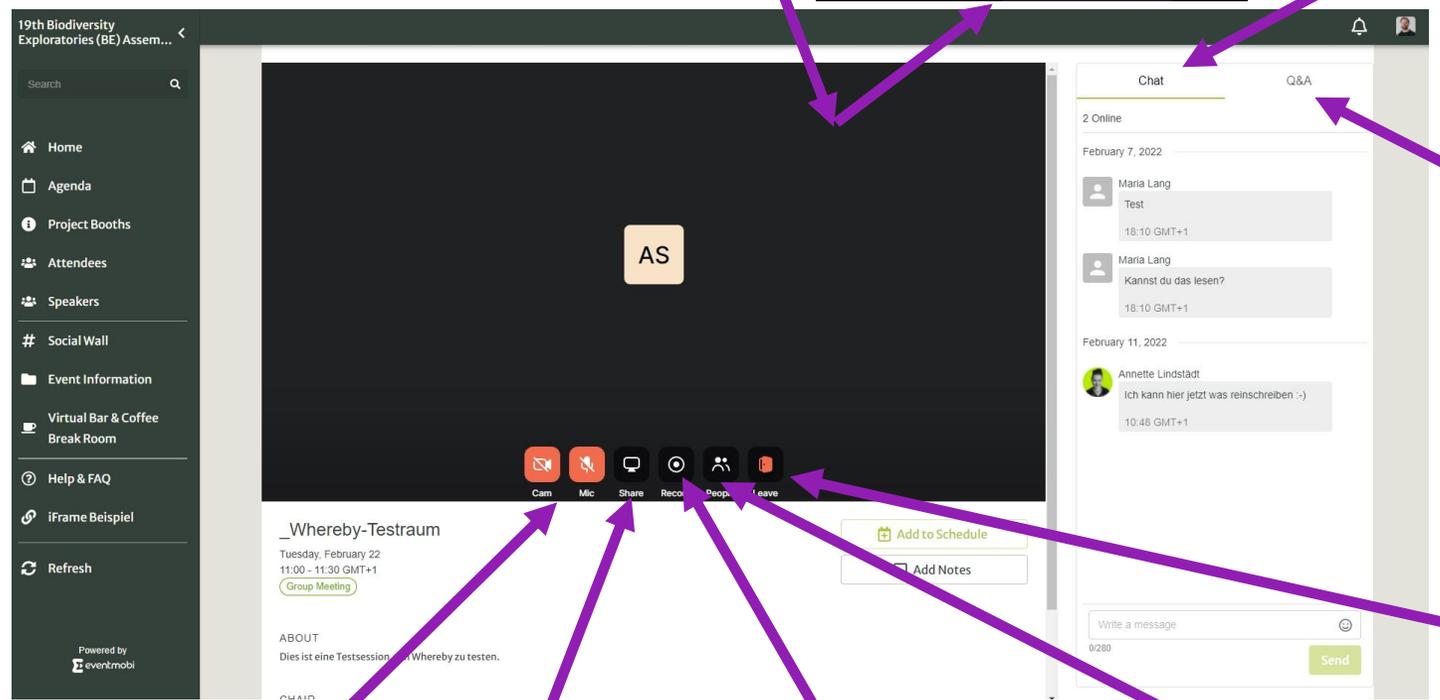
Post questions or upvote other participants' questions

"Leave room" does not end the meeting, even if the Chair leaves; please do not close the window after leaving, simply use the menu on the left

Video and audio settings

Share entire screens, browser tabs or windows (tick "share system audio" in bottom left corner if necessary)

Start recording: Choose which screen to record
Get recording: automatically open recording directory in new tab

Setup breakout groups (see next slide) or go to participants list

LINDMANNS LEBENDIGE ONLINE VERANSTALTUNGEN

Use interactive meeting: as chair: setting up breakout groups

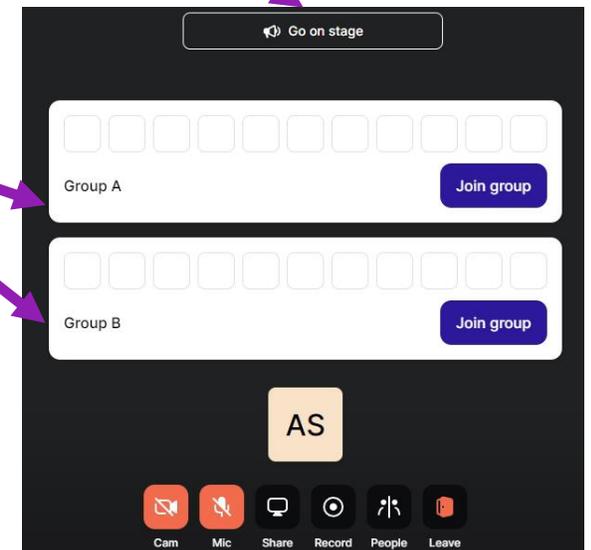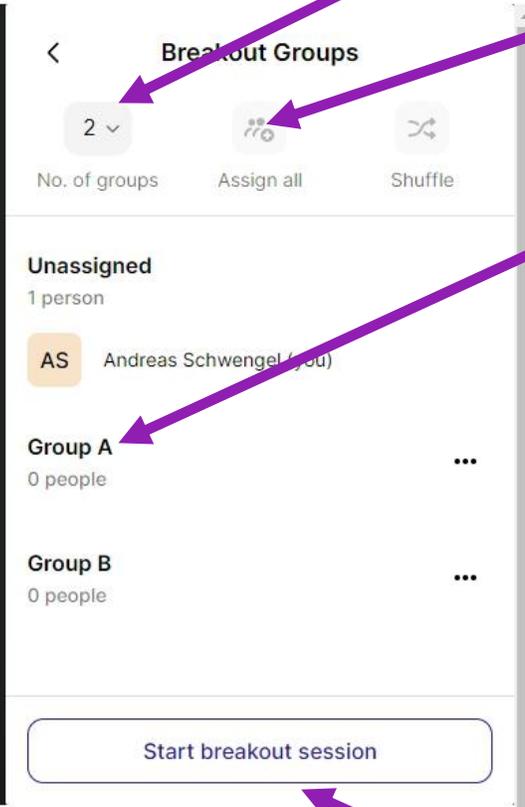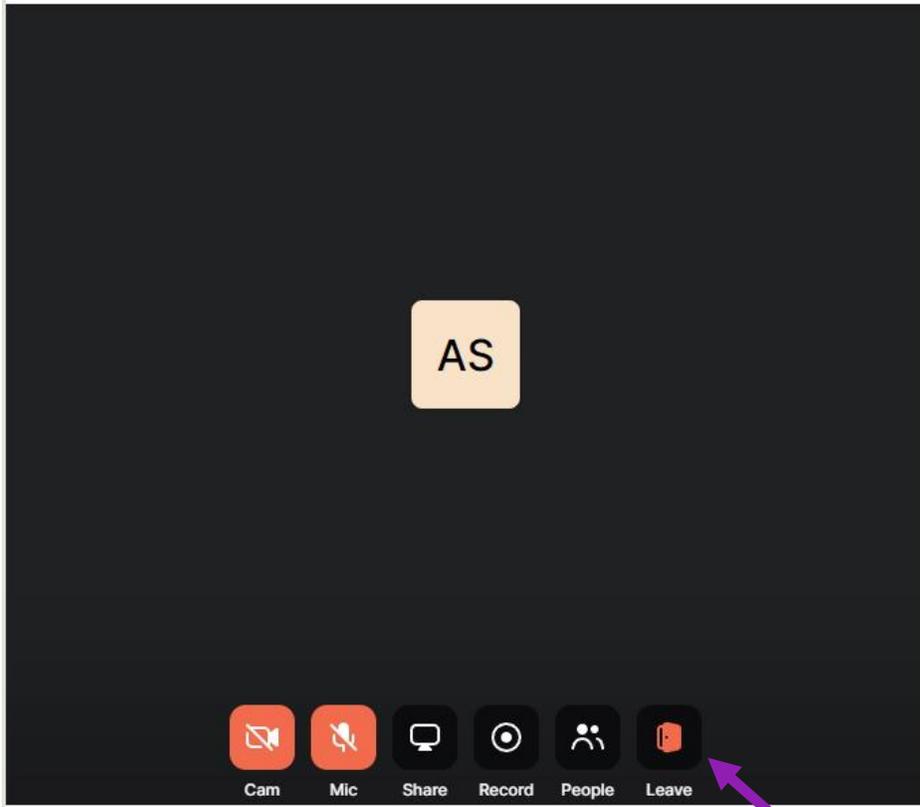Set the number of breakout groups (max. 20 breakouts possible)

Assign all: Click this option to assign all participants to breakouts automatically.
Shuffle: This option reassigns all participants randomly.

Click on the group name to rename. You can also **drag and drop participants manually** to assign them to a specific group.

Breakout Groups

2 ∨
No. of groups

Assign all

Shuffle

Unassigned
1 person

AS   Andreas Schwengel (you)

Group A
0 people   ...

Group B
0 people   ...

Start breakout session

Go on stage: You can speak to all breakout groups at once. Your broadcast will start immediately, there is no countdown or setup screen.

Join groups manually

🔊 Go on stage

Group A   Join group

Group B   Join group

AS

Cam   Mic   Share   Record   People   Leave

Click this button to start all breakout groups at once.

Cam   Mic   Share   Record   People   Leave

Once you are in breakouts, "Leave" offers more options than in the main room.
End meeting for all: End all breakouts and the main room at once.
Leave room: You will leave the meeting room, but the main room and breakouts will stay active.
Leave group: You can move to other breakout groups or start a broadcast.
If you wish to end the breakout session, you can do so in the "People" menu.