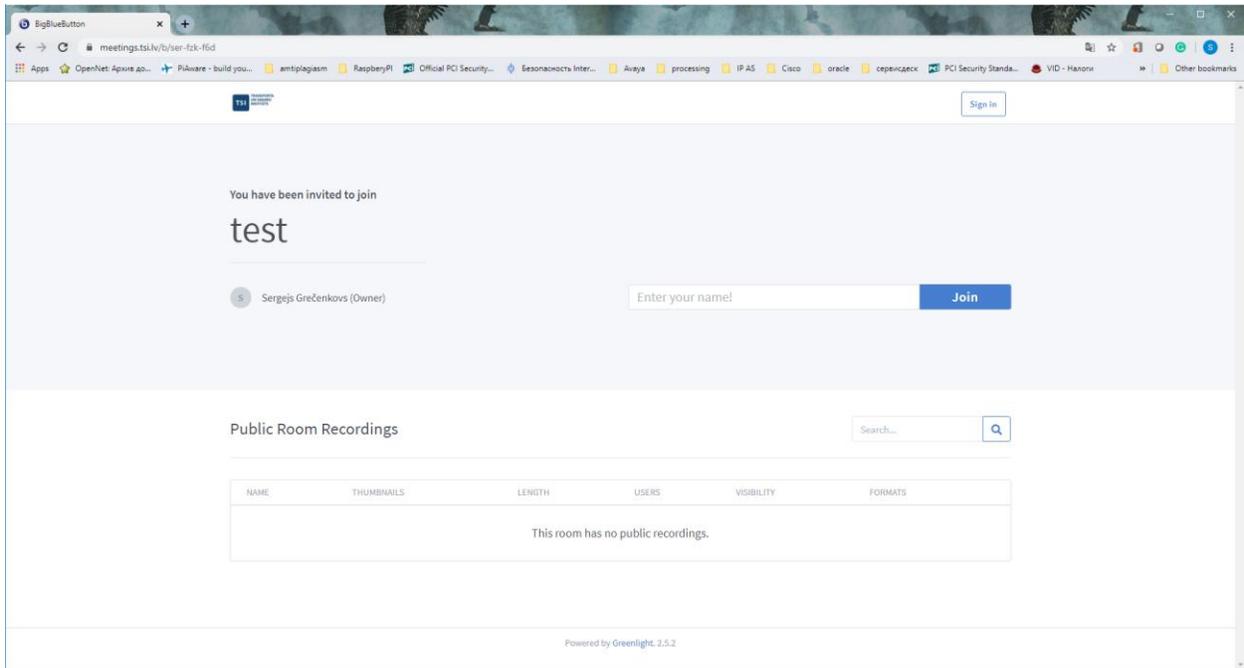
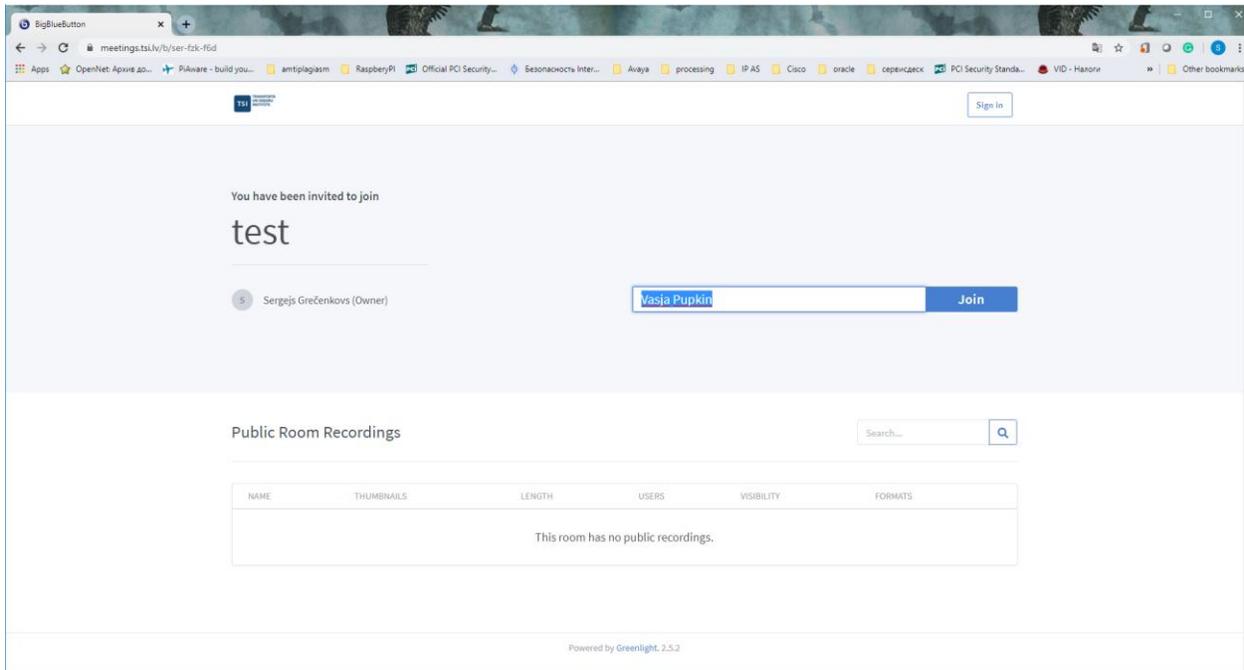


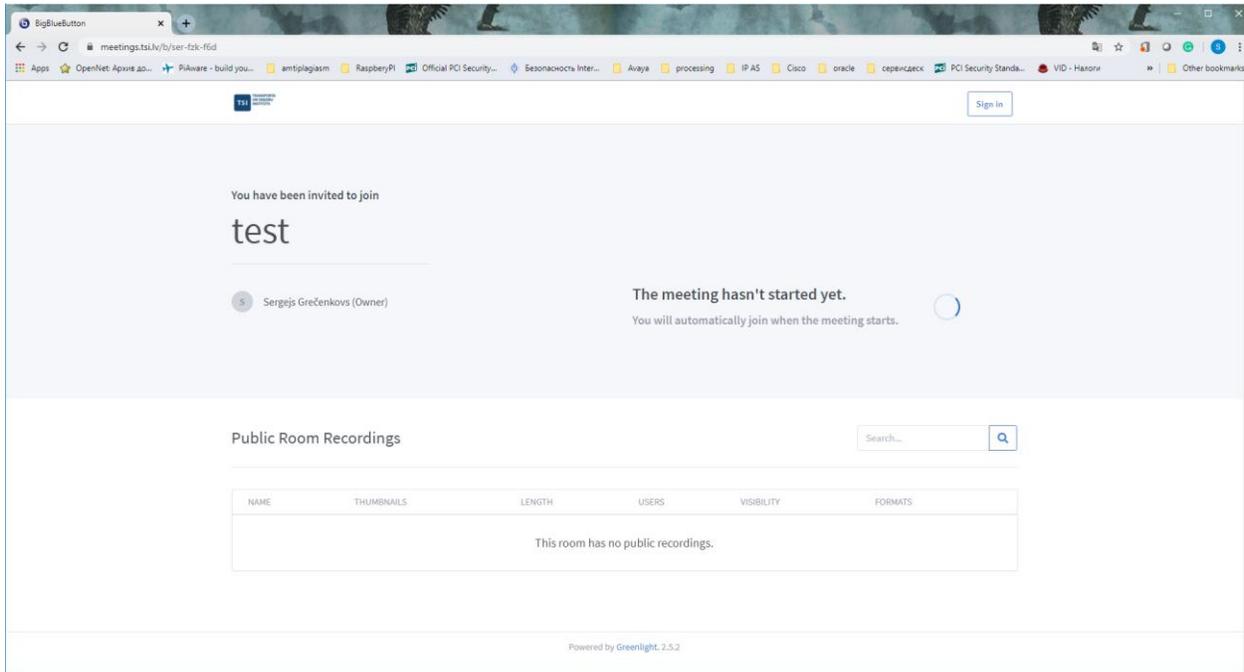
1. Use the link, which you have gotten. The link will look similarly to this: <https://meetings.tsi.lv/b/sup-fzk-f6d> . Please, use the latest versions of **Chrome or FireFox**. The Internet Explorer, Edge and Safari are not working properly!!!



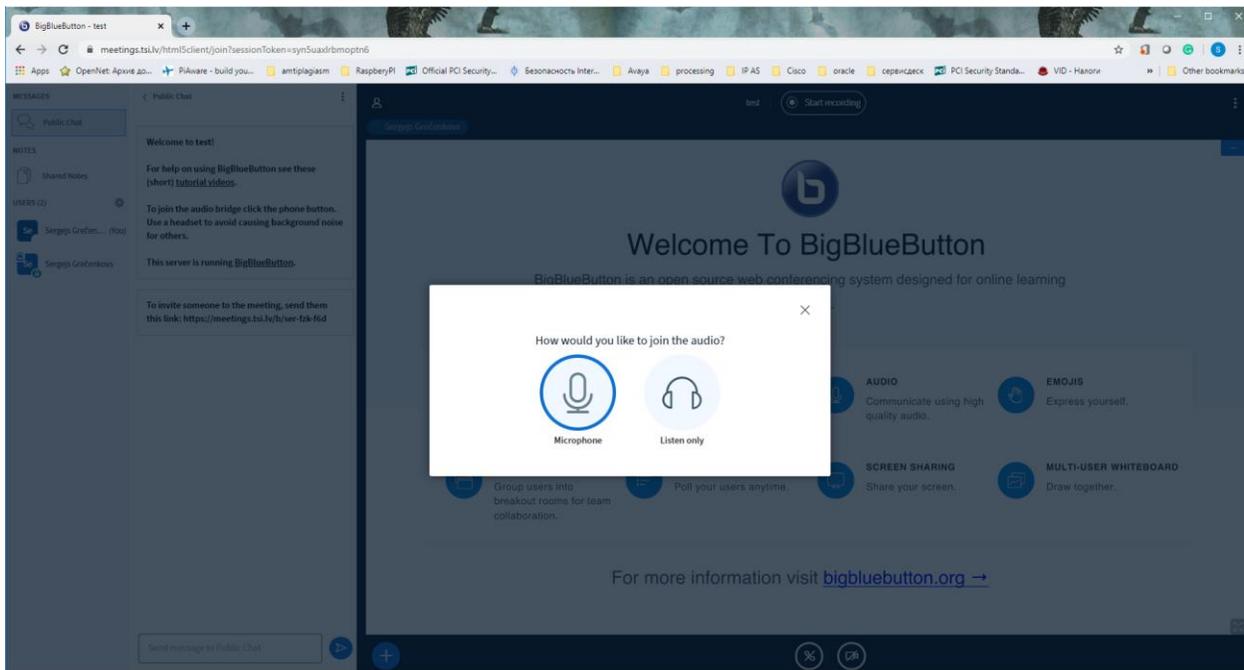
2. In the field “Join” enter the name under which you will want to participate in the videoconference. Then, press “Join” button.



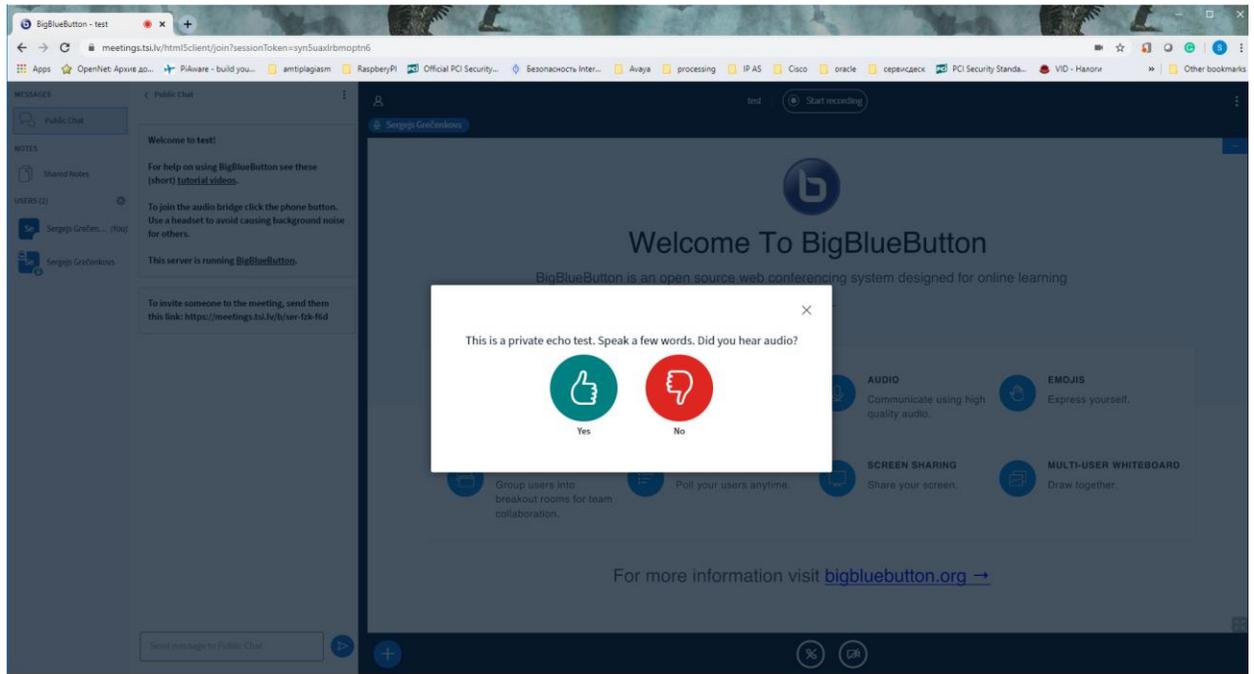
3. If the videoconference has not yet started, you will see the following interface on the screen. Please, wait until the organiser (moderator) starts the videoconference.



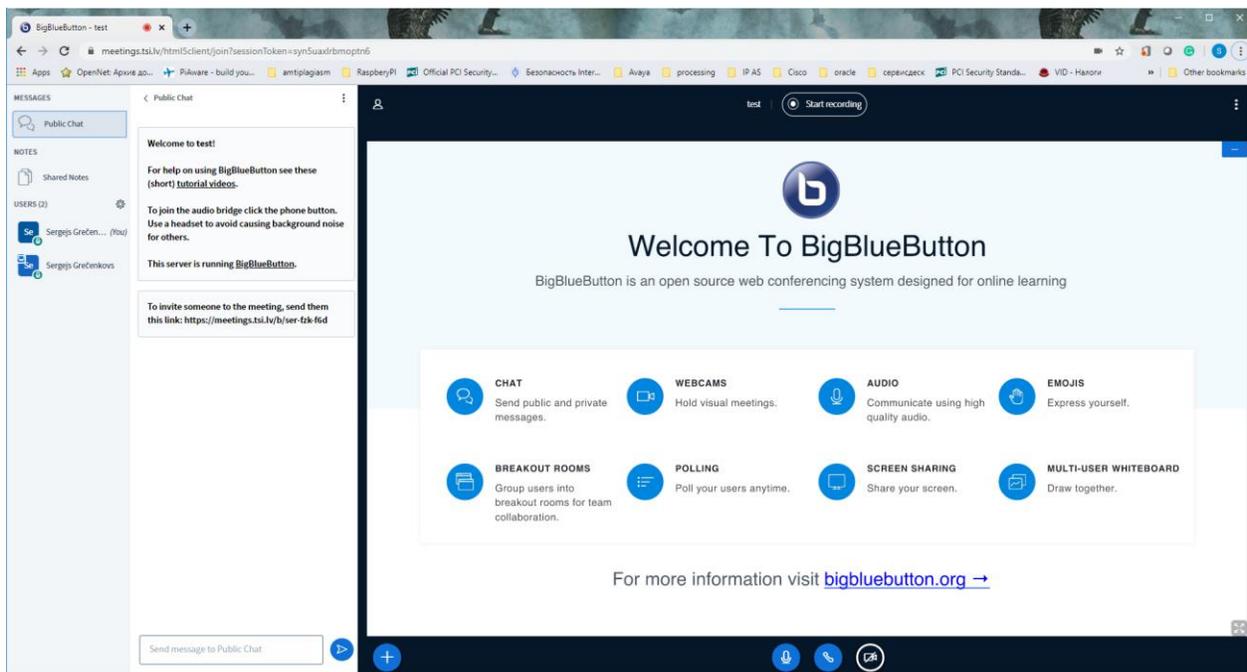
4. If the organiser (moderator) has started the videoconference, the following screen will appear (see below). If you are willing to participate by speaking or presenting, please, choose to join with a microphone. However, keeping it turned off whenever possible turn it on only when you have to use it.



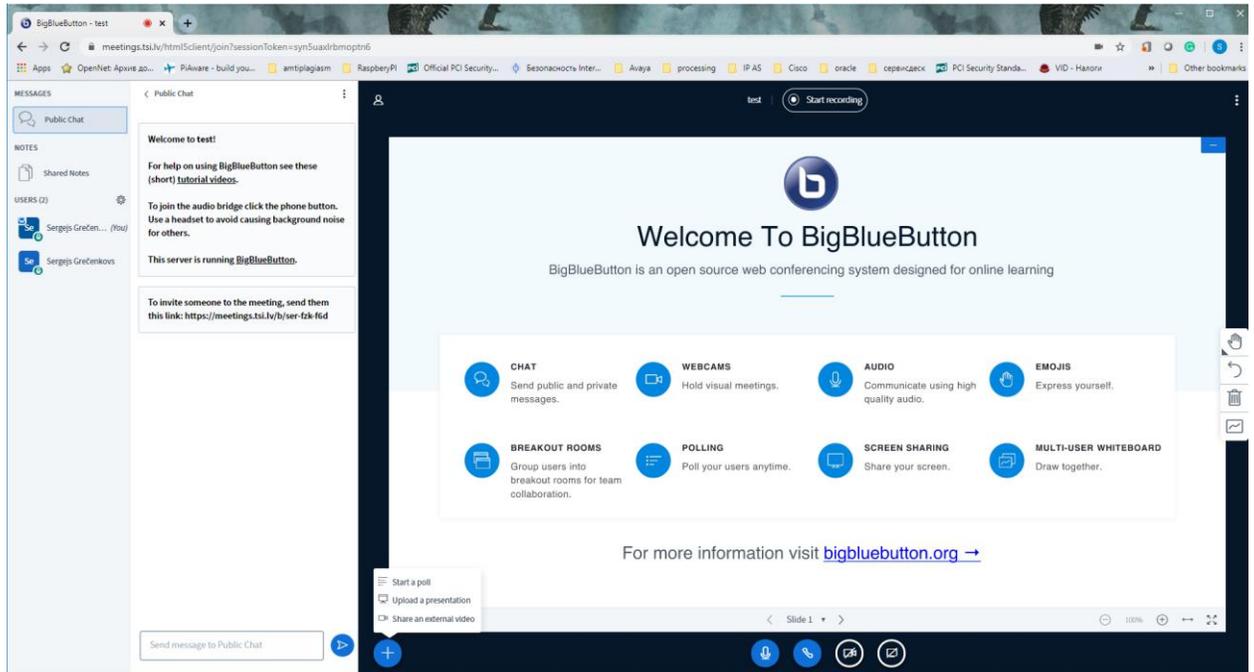
5. The microphone window looks as follows. If you have no sound issues, answer yes. If you have any troubles with a sound, check instructions for solving issues with the videoconference.



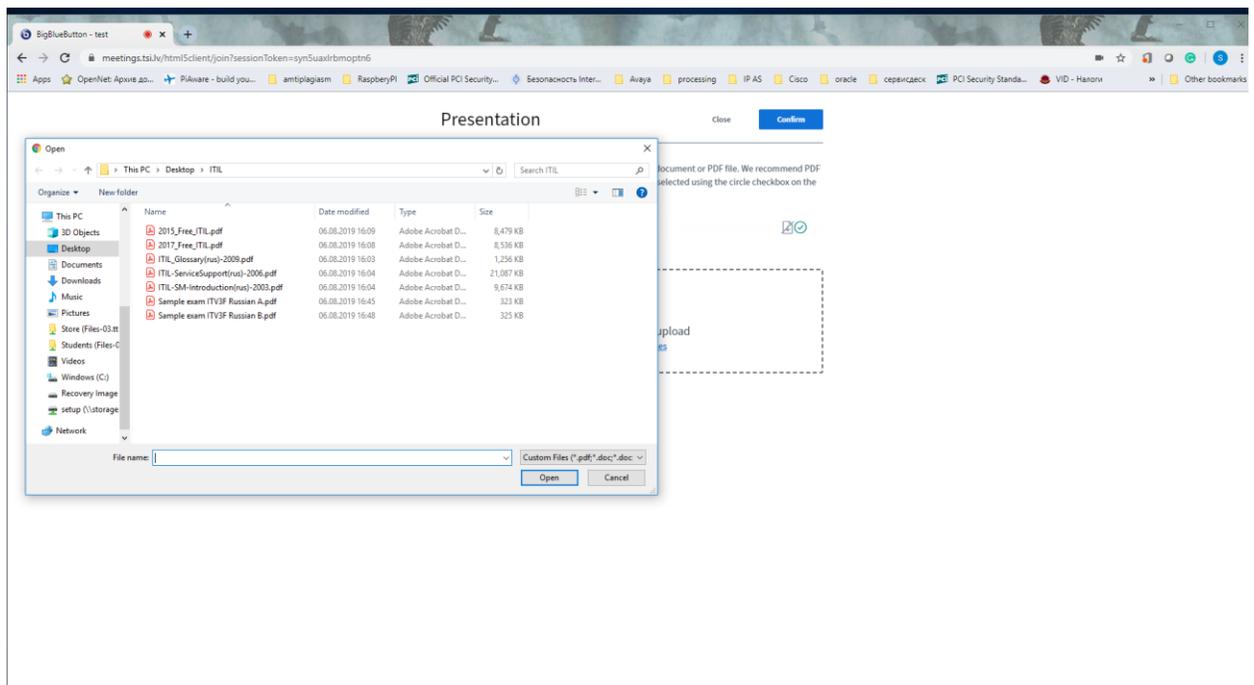
6. You are now ready to participate in the videoconference. Turn on the video camera, if necessary.



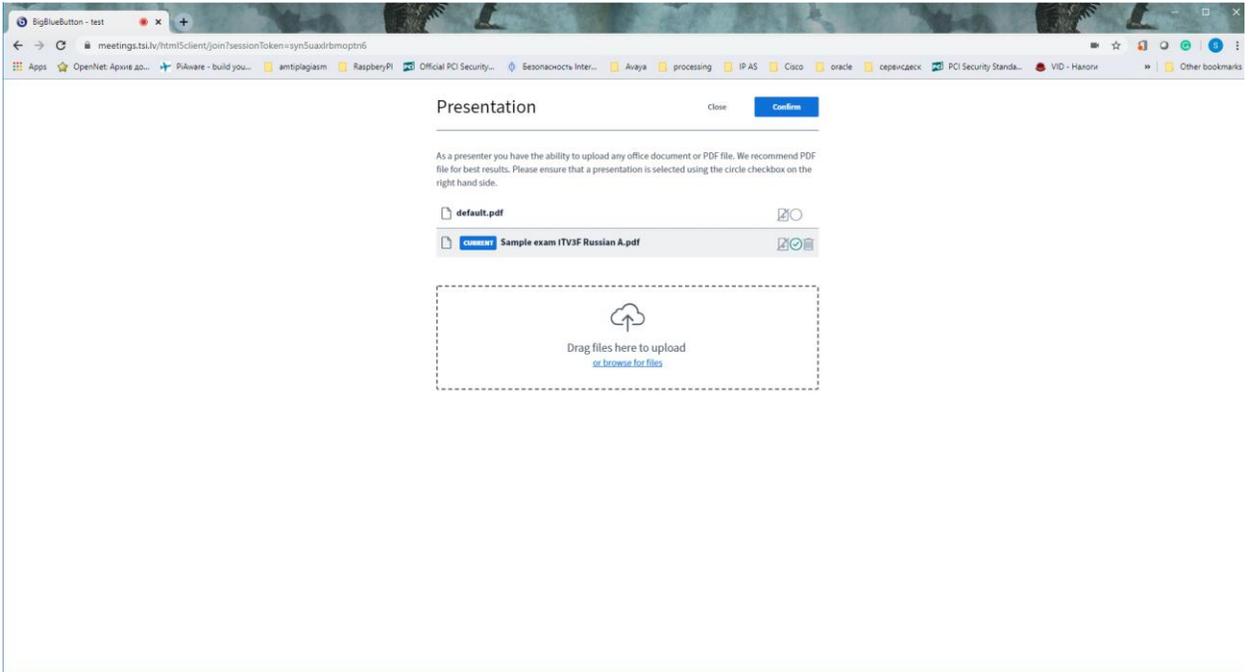
7. When it is your turn to present, you will be informed about it. Then you will have an opportunity to upload your presentation. Press the blue button with a plus (“+”) on it and choose “add presentation”.



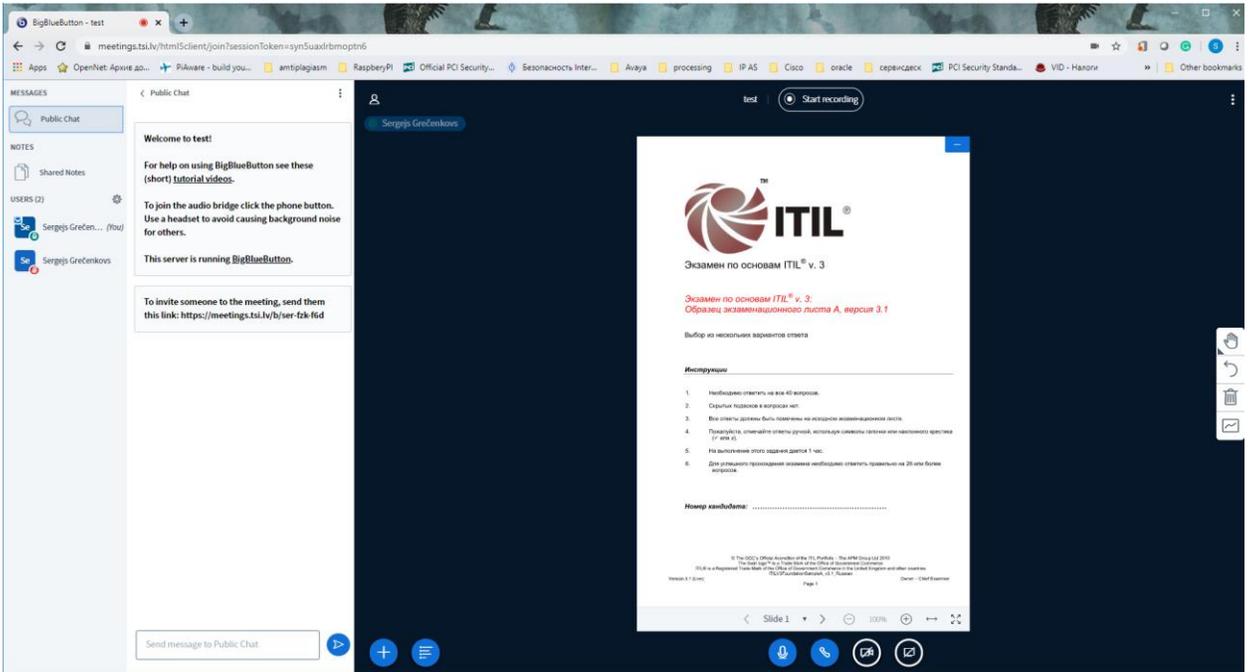
8. Choose the presentation, which you want to present. Please, save all your presentations in the .pdf format in advance in order to avoid any issues with conversion. Press “Upload”.



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)