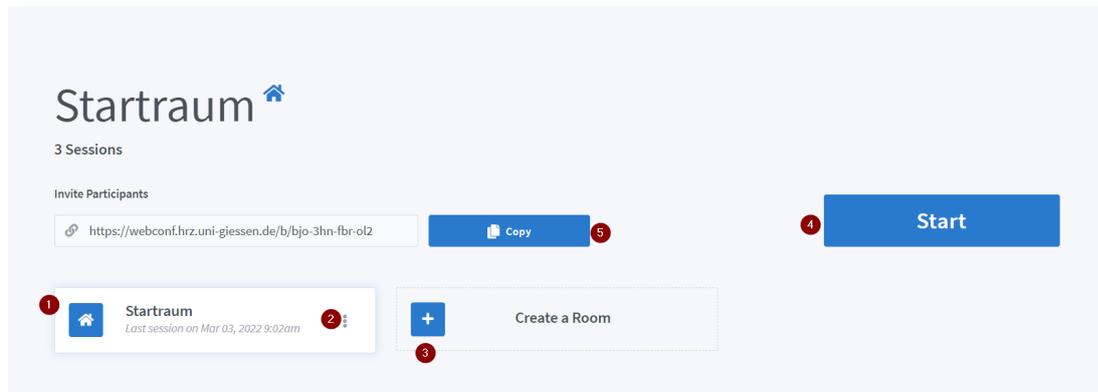


1. Click on „Login Webconf“ at <https://webconf.hrz.uni-giessen.de>

You will see the start screen. By default, a so-called start room is already created.



- (1) Start room (corresponds to the personal room in Webex and is created during your first registration at [webconf.hrz.uni-giessen.de](https://webconf.hrz.uni-giessen.de)).
- (2) Edit start room settings: here you can create an access code for participants and moderators, participants can be muted when joining. The exact points can be found at the bottom of the document.
- (3) Via the plus sign you can create a new meeting room (more about this in chapter 2).
- (4) The meeting address can be copied here and distributed by mail program.
- (5) Click on Start to open the meeting in the start room.

2. Create a new room

Click on the blue + tile (create room, see no. 3 at the figure above).

### Create New Room

1

2

3

4 Mute users when they join

5 Require moderator approval before joining

6 Allow any user to start this meeting

7 All users join as moderators

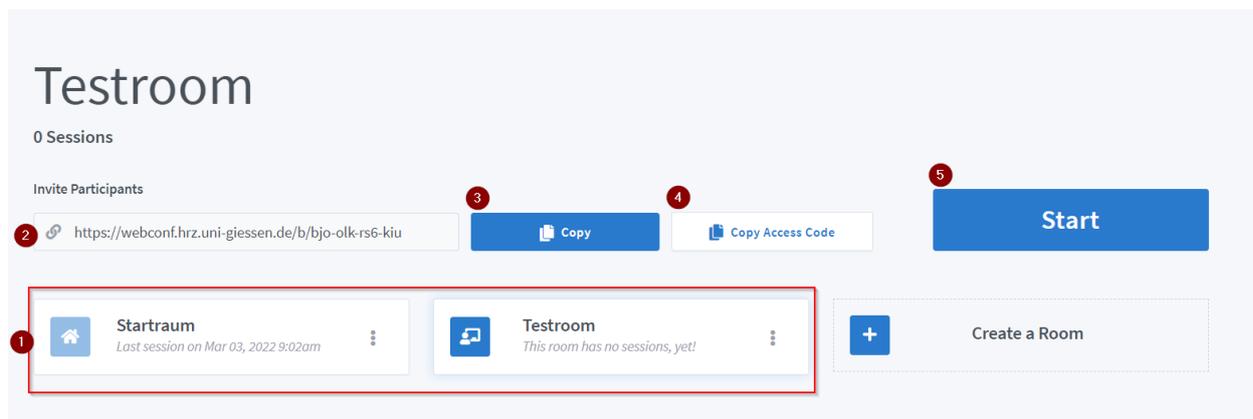
8 Automatically join me into the room

9   10

You will be free to delete this room at any time.

- (1) **IMPORTANT:** Please enter a room name. This is the only mandatory field.
- (2) **IMPORTANT:** Here you can generate an access code by clicking on the dice symbol on the left for the room to protect it from unauthorized access. You must then also communicate this access code to the participants.
- (3) You can use the moderator code to assign moderator status to other participants before they enter the room. Presenters can manage participants (e.g. mute, delete chat, control access to the meeting room (see below), close the meeting room, become presenters
- (4) If selected, participants are muted when they join.
- (5) If selected, a lobby function is set up for the room. Presenters must then grant access.
- (6) If selected, the meeting room can be started by the first participant even before you as host have started the meeting.
- (7) If selected, all participants get the status of moderators and can, for example, more easily operate the screen sharing and change settings of the current meeting.
- (8) If selected, the room will be entered automatically.
- (9) Save all settings and create the room.
- (10) Discard all settings and cancel.

## Distribute meeting information and start a meeting room



- (1) Click on a tile to select the meeting room. You can see which meeting room is currently selected by the name at the top (in this case the test room is selected).
- (2) Meeting link of the room that can be communicated via email.
- (3) Click on Copy to copy the meeting link to the clipboard of your computer.
- (4) Click on Copy access code to put the access code on your computer's clipboard.
- (5) Click on the Start button to start the meeting.

### 3. Summary

- By clicking on the plus symbol you create a new meeting room with a distinctive link. In the window that opens, you only need to specify a name for the meeting room and have an access code automatically generated for the room.
- If you create a meeting room on behalf of a supervisor, you still need to create the moderator code and mail it to the supervisor.
- By clicking on "Create room" the meeting room will be created and can be used from this moment on.