ECA DISCOURSE MEETING ROOMS USER MANUAL

ECA Discourse Meeting Rooms User Manual

UNITED NATIONS ECONOMIC COMMISION FOR AFRICA , Addis Ababa, Ethiopia

Contents

Version

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2	Ahmed Al-Awah	Document Approval	1.0	May 12,2019	Final

Accessing the ECA Discourse Meeting Rooms

1. Type in https://discourse.uneca.org/meetings
2. The Meetings home page appears as shown in the image bellow
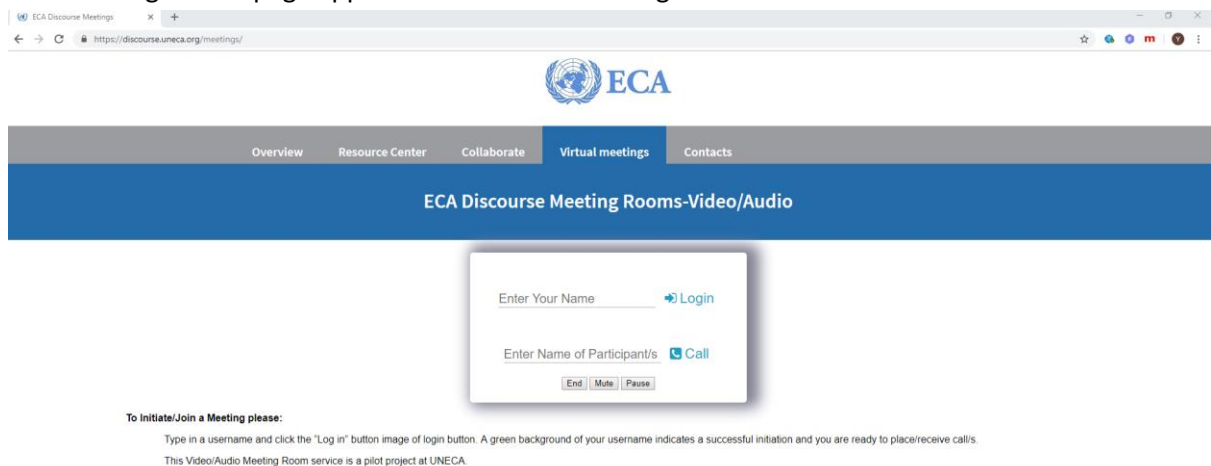
ECA Discourse Meeting Rooms home page description

The meetings rooms home page has three functional zones as shown in the image bellow
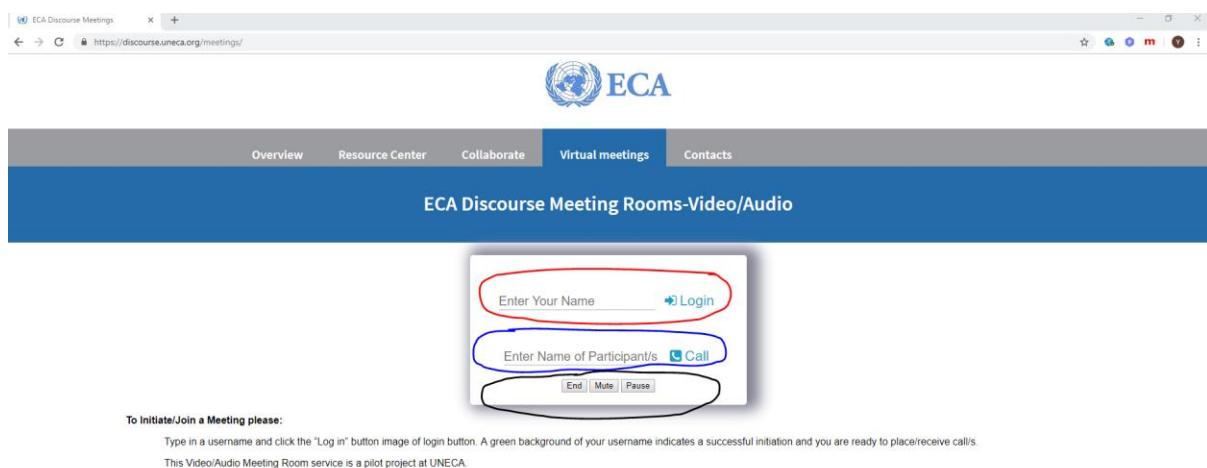
1. The area shown in 'Red' is where you enter your name for the meeting
2. The area shown in 'Blue' is where you enter the name of your colleagues with whom you are holding a video meeting
3. The area shown in 'Black' is where you control the meeting – you can end it, pause it or mute the audio

Initiating a meeting
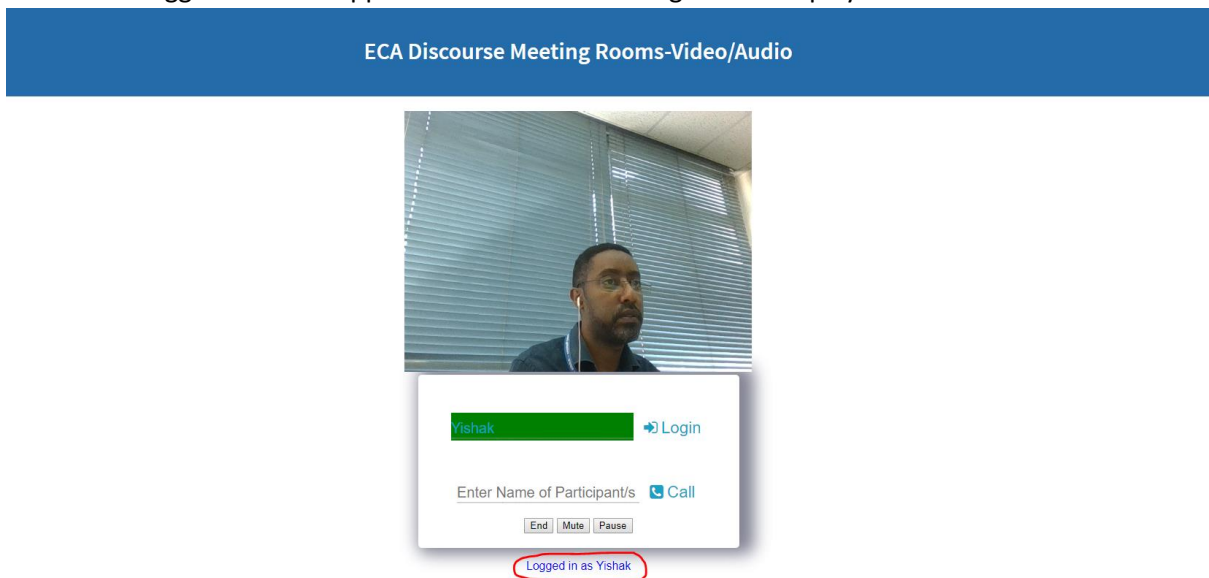
Please follow the following steps to initiate a meeting:

1. Open the meetings site by typing https://discourse.uneca.org/meetings
2. The meetings home page appears, type in your name on the login screen
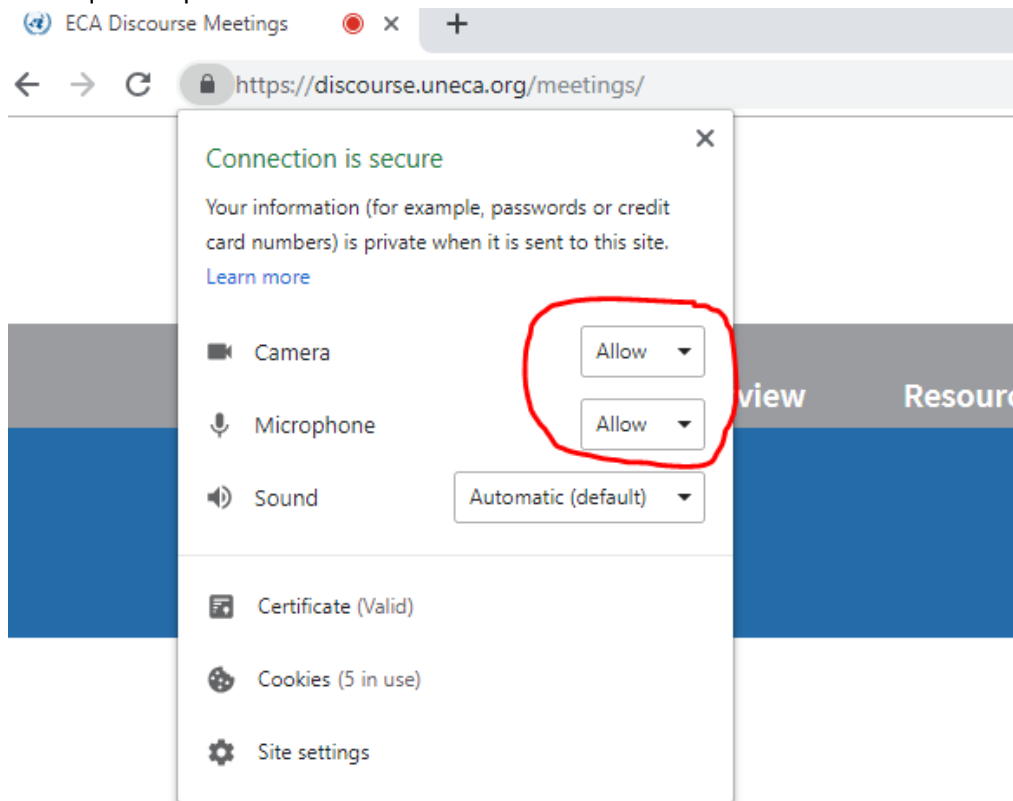

3. Click on 'Login'

4. You will be logged in to the application and the following screen displays

5. At this step if you are asked to give permission for audio/video by your browser, please give the requested permission
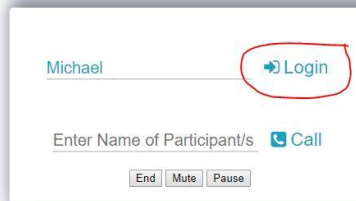

6. After this you have to wait for your colleagues to login in. At this point the colleagues has to know your login name (It will help if you use your real name). In this example, I used my name 'Yishak' – this has to be shared with them

Joining a meeting

1. Follow the steps 1 to 4 shown in the initiating meetings section

2. For this example, the second person has logged in as 'Michael'

3. Screen shot of the second person logged in
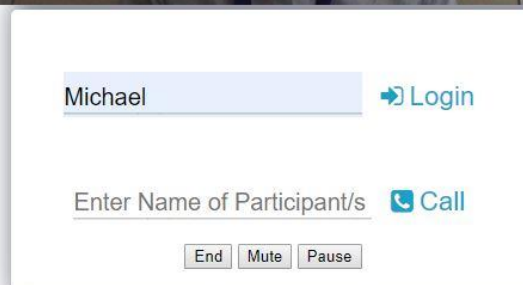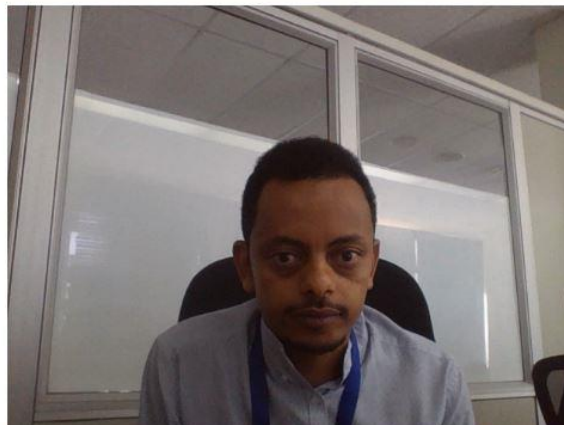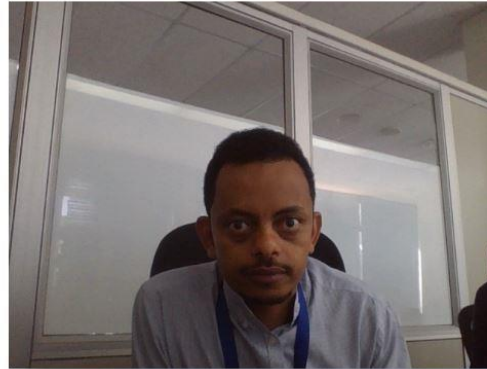

4. Now to join a meeting, the name of a participant has to be entered and the 'Call' button clicked. For this example, we have two logged in users – Yishak and Michael.

5. Enter the name of the person to hold a meeting with – in this example 'Michael' has logged in and is calling 'Yishak'

6. The meeting site opens with a video feedback of the participants
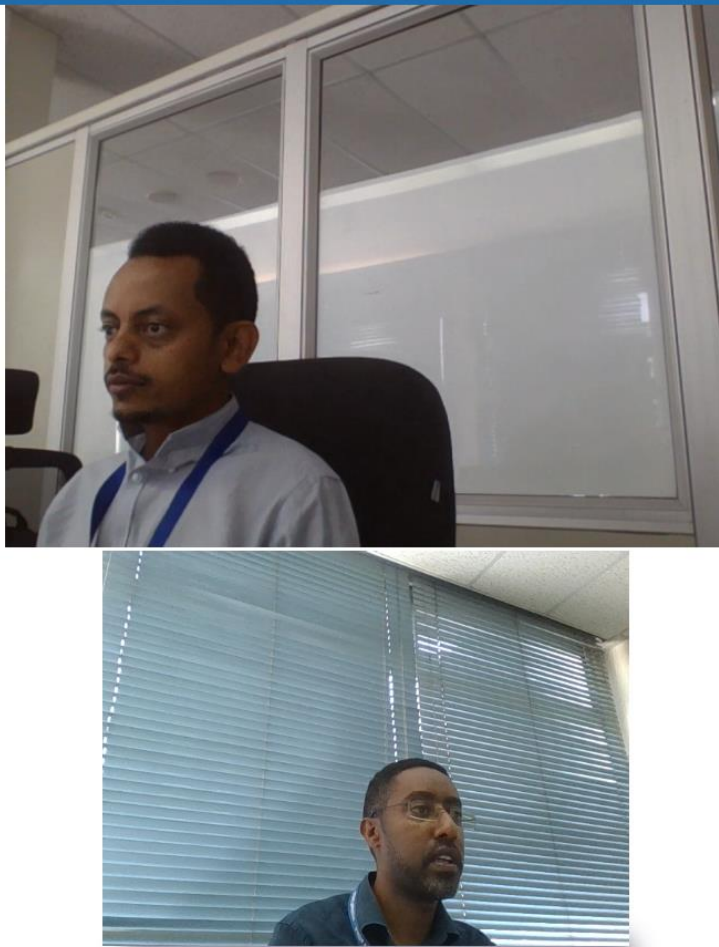
7. The list of participants is also shown when scrolling the page down

8. Now plug in your headset/mic and a video conference can procced

9. When done click on the 'End' button to exit the meeting