



ECA DISCOURSE MEETING ROOMS USER MANUAL

ECA Discourse Meeting Rooms User Manual

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA , Addis Ababa, Ethiopia



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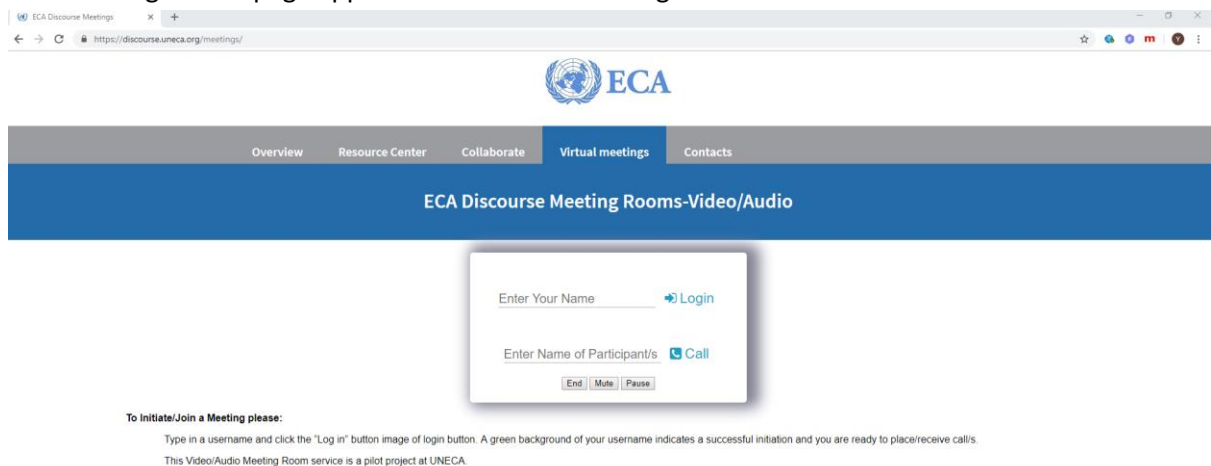


Version

No	Author	Role	Version	Date	Status
1	Yishak Ibrahim	Document Writer	1.0	May 06,2019	DRAFT
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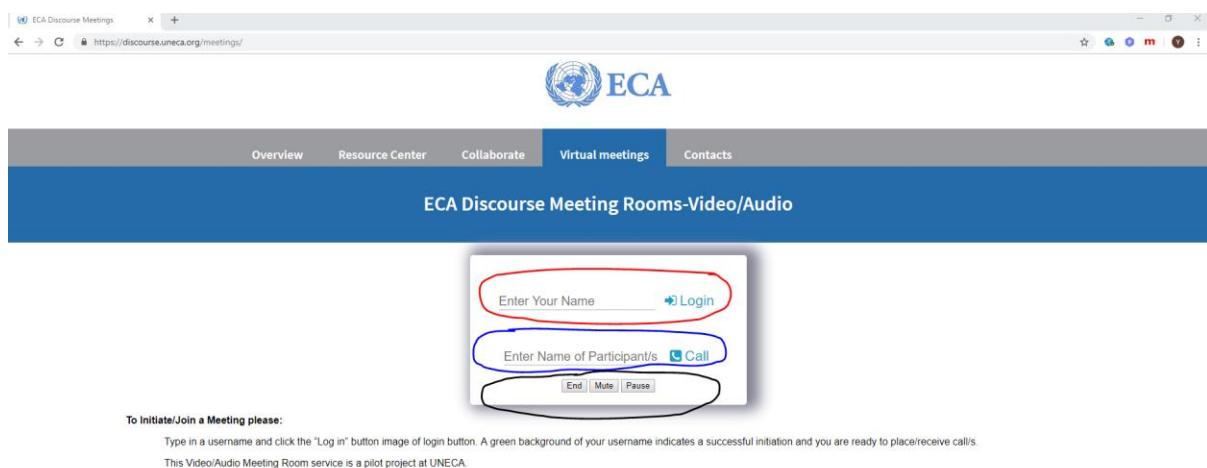
Accessing the ECA Discourse Meeting Rooms

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:

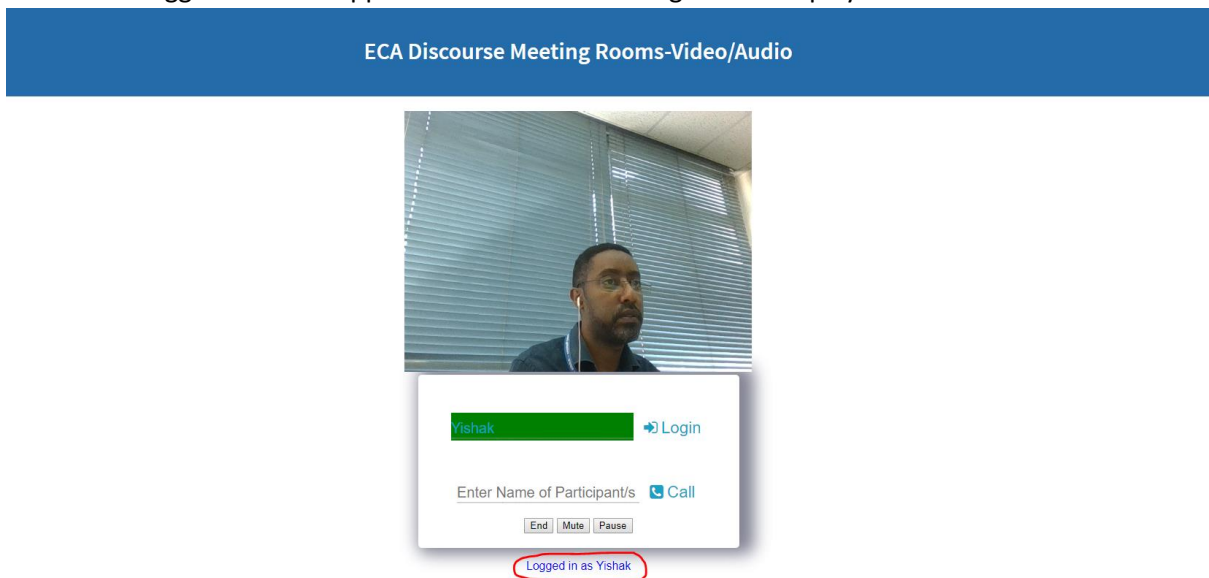
1. Open the meetings site by typing <https://discourse.uneca.org/meetings>
2. The meetings home page appears, type in your name on the login screen



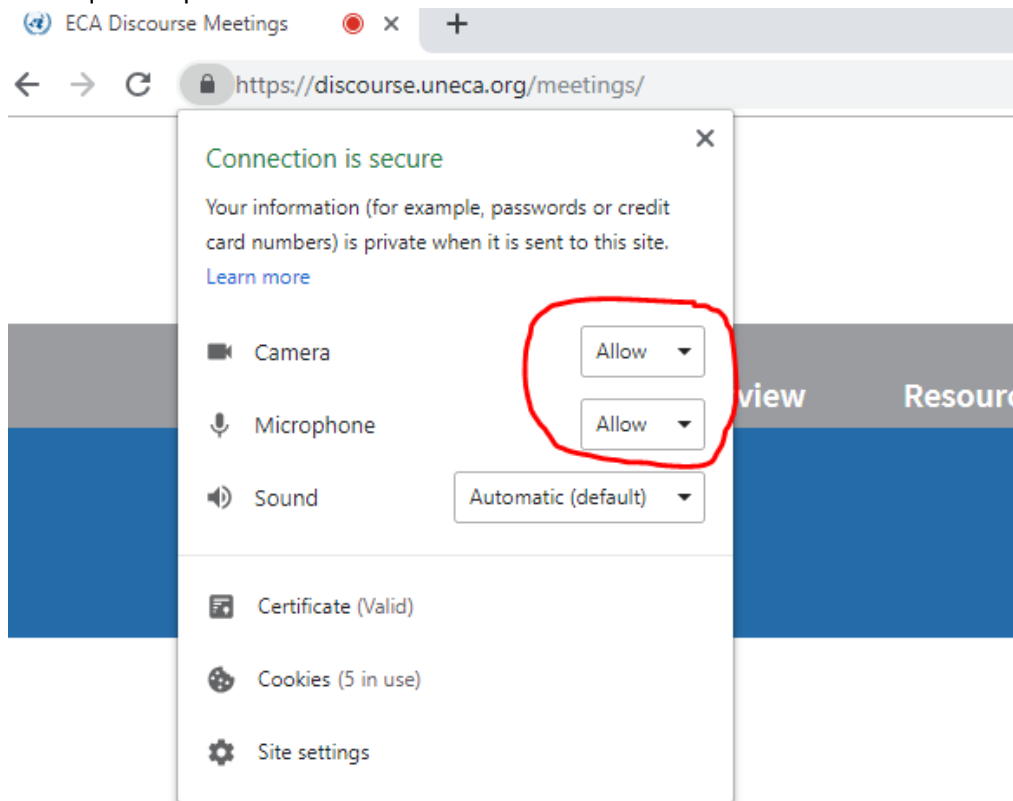
3. Click on 'Login'



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



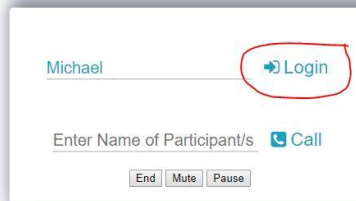
6. After this you have to wait for your colleagues to login in. At this point the colleagues has to know your login name (It will help if you use your real name). In this example, I used my name 'Yishak' – this has to be shared with them

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'

ECA Discourse Meeting Rooms-Video/Audio

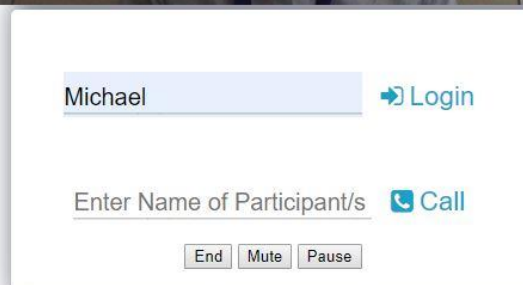
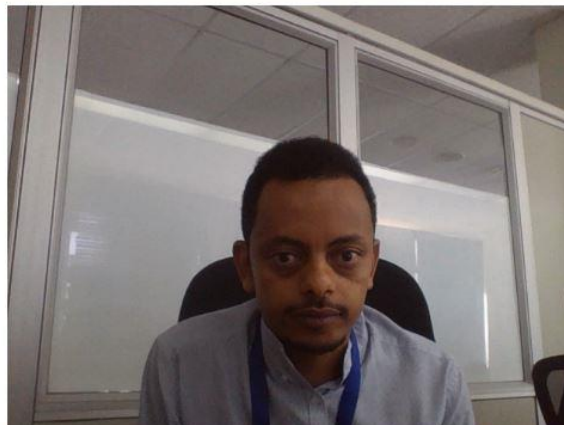


To Initiate/Join a Meeting please:

Type in a username and click the "Log in" button image of login button. A green background of your username indicates a successful initiation and you are ready to place/receive call/s.
This Video/Audio Meeting Room service is a pilot project at UNECA.

3. Screen shot of the second person logged in

ECA Discourse Meeting Rooms-Video/Audio

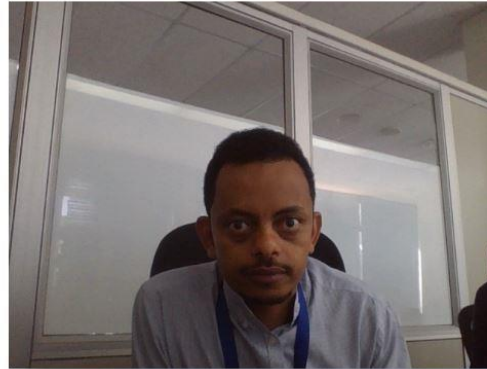


Logged in as Michael

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’

ECA Discourse Meeting Rooms-Video/Audio



[Login](#)

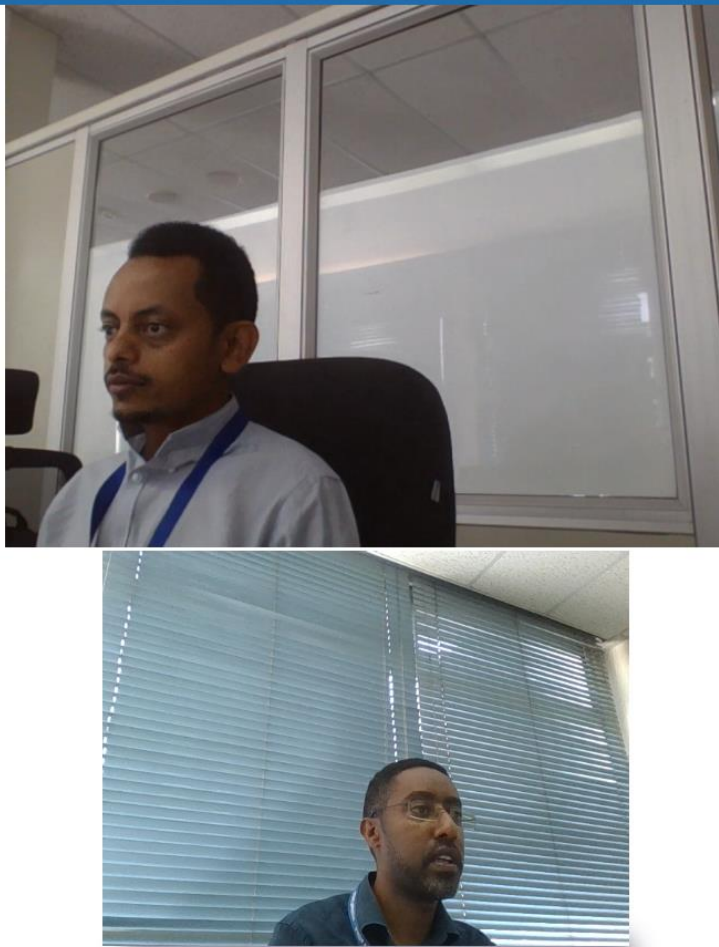
[Call](#)

[End](#) [Mute](#) [Pause](#)

Logged in as Michael

6. The meeting site opens with a video feedback of the participants

ECA Discourse Meeting Rooms-Video/Audio



7. The list of participants is also shown when scrolling the page down

Yishak

Login

Enter Name of Participant/s

Call

End

Mute

Pause

Michael has joined.

Logged in as Yishak

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

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

