

Tutorial for sessions

1. General information/preparation

- No additional software needs to be installed to use GreenCOMM. All you need to do is to visit the invitation URL for the session and start your login.
- GreenCOMM works browser based. Therefore, make sure you have a stable internet connection..

2. Recommendations

- Sessions run best with the following browsers in the latest update: Firefox, Google Chrome.
- Make sure that the browser you are using is up-to-date and update it if necessary.
- Before start/joining a session, close all programs and documents that you do not necessarily need. This way your device has more free capacity for a clean transmission of audio, video and documents.
- Use headphones.
- Make sure the situation is calm. Loud background noises can be very disturbing for other participants and also for yourself.

3. Login

- Step 1: Call up the session link: com1.greencommunication.online/b/joe-dey-z4n
Optional: Enter and confirm the 6-digit access code (password).
- Step 2: Now enter your name and confirm.
- Step 3: Choose whether you want to participate "with microphone" (speak and listen) or "without microphone" (listen only) and confirm..
- Step 4: An echo test is performed: Say a few words and confirm that you hear the echo. (If not, the speaker volume is set too low, or the speakers are disabled, or the wrong microphone has been selected in the browser. Please also note the browser-independent settings on your end device!)

Welcome to the GreenCOMM session. You will see the welcome screen.

- Step 5: Now you have the possibility to share your webcam. (Webcam icon in the bar below the welcome window)
- Step 6: To leave the session, click on the menu button in the upper right corner of the window (the 3 dots below each other) and click on "Log out".

Find **a short introduction regarding GreenCOMM features** on page 2.
For detailed information please also see our [FAQ](#)>

HOW TO... GreenCOMM Features

1. Left column

Private Chat: To send private messages to other participants. Start this by clicking on the participant icon of the desired recipient.

Public Chat: The messages shared here are visible to all participants.

Split Notes: When you click on this function, you will see the area for "Shared notes" in the middle column. Here you can make entries as facilitator alone or all participants at the same time. We like to use this for agenda or for ongoing documentation.

- Formate text by using the functions in the horizontal toolbar
- Import or save informations by using the 'import/export' tool: arrows on the far right of the toolbar.

List of participants:

- Moderators are displayed with a square icon, participants with a round icon.
- By clicking on your icon, you can use "Set Status" to express your mood by means of suitable emoticons or draw attention to yourself with your hand.
- By clicking on the icon of other participants, you start a private chat.

Options for facilitators: Right click on participants icons

- Set status
- Mute participants
- Become a presenter
- Upgrade as moderator

2. Main transmission window

You can use drag & drop to change the arrangement of transmission windows and shared webcams. By dragging - move the cursor to the edge of the webcam transmission field - you can adjust its size.

Lower feature bar

- Microphone Icon: Switching 'mute' on and off
- Phone icon: End/start audio participation and transmission
- Camera icon: Start/stop 'Release Webcam'

Options for presenters:

Lower feature bar: Start/end screen transfer

Left corner down: '+' icon/actions

- Start poll
- Upload presentation
- Stream external video

Toolbar on the right side of the transfer window:

Activate the multi-user function of whiteboards+tools by clicking on the bottom button.

[More about the product GreenCommunication >](#)