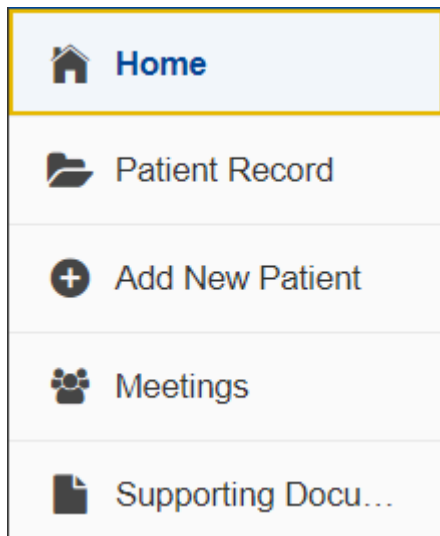


Joining a meeting in CPMS 2.0

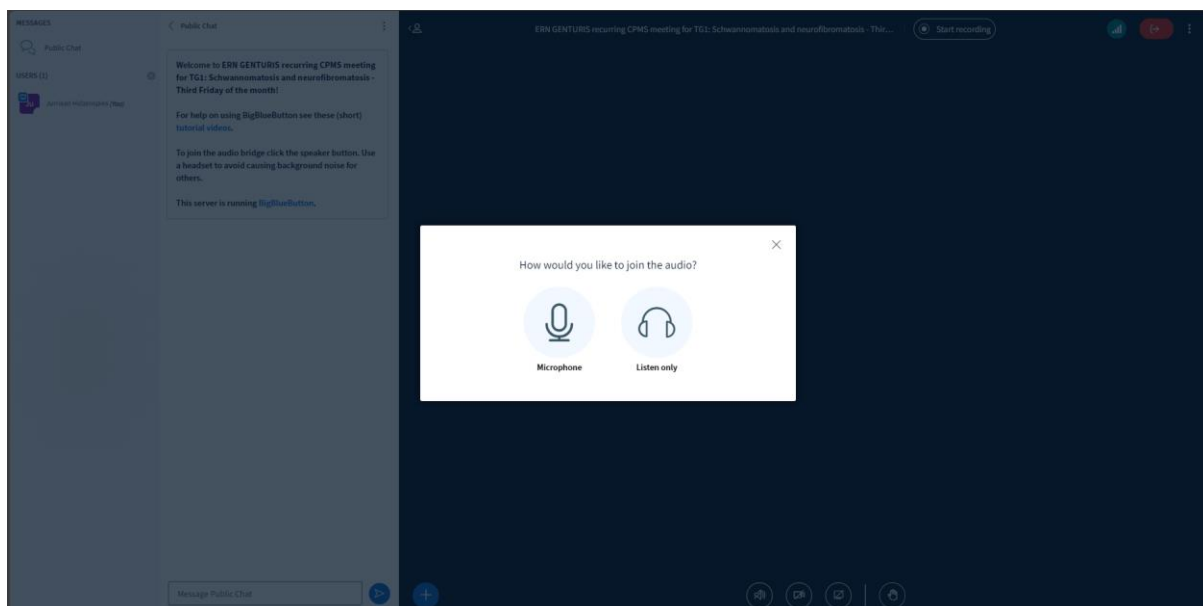
Please note, the first time you follow these steps, you will receive a notification from your browser to allow audio and video. To be able to use the videoconferencing tool in CPMS 2.0, you will have to grant the permission when prompted.

To join a meeting inside CPMS 2.0 follow these steps:

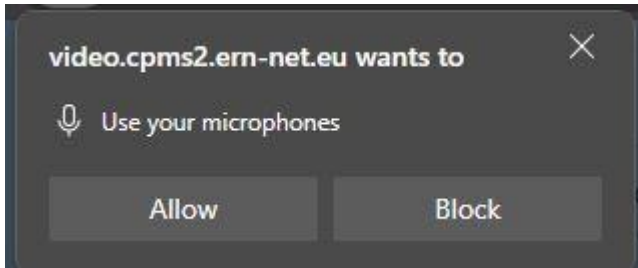
- Go to <https://cpms2.ern-net.eu/> and log in using your EU login credentials
- Click on “Meetings” in the menu on the left:



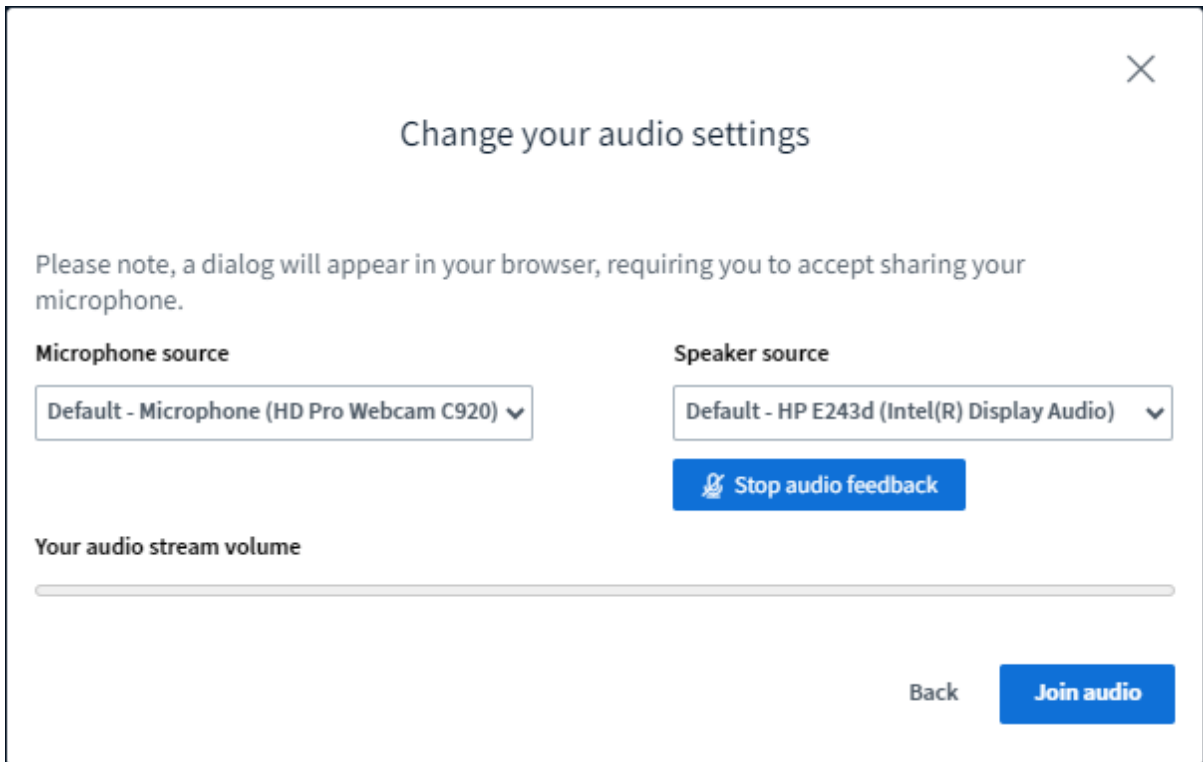
- Click on the “Join” button in the table next to the meeting you want to join (please make sure you select the correct meeting, scheduled for the current date and time). This opens the following screen in a new browser tab:



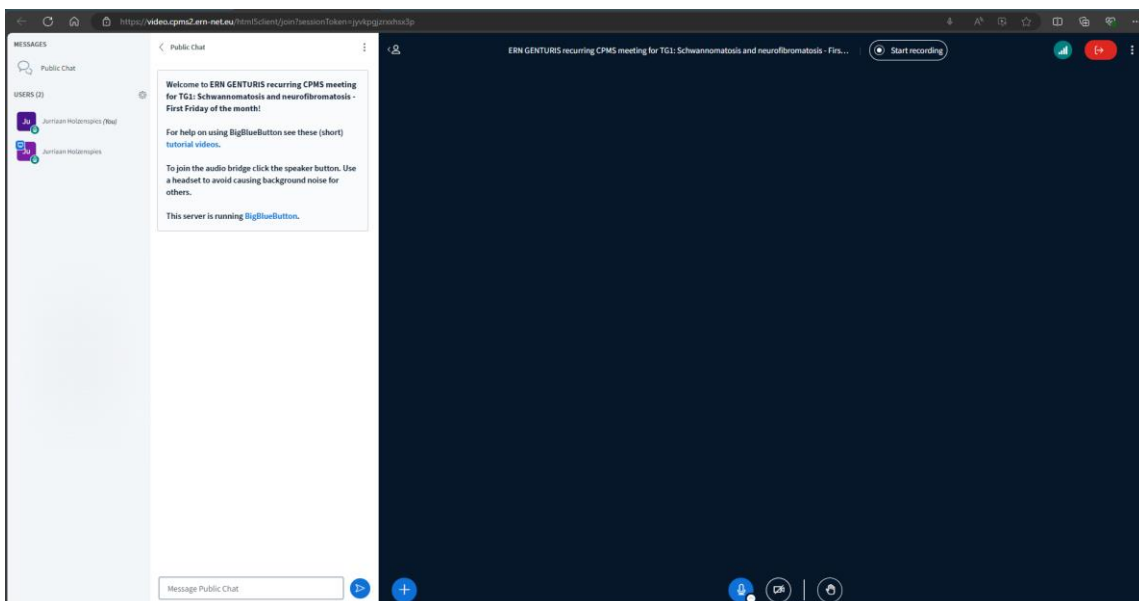
- Click on the “Microphone” option to ensure you will be able to comment during the meeting. At this point, you may be prompted by your browser to allow the use of the microphone:



- Once permission is granted, the audio settings are displayed:



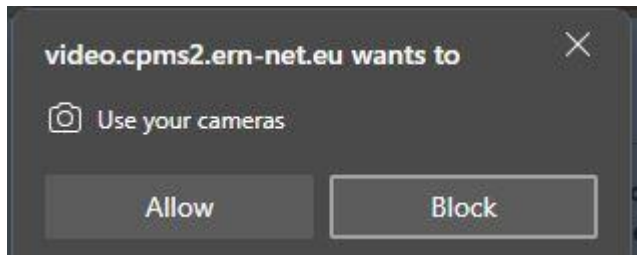
- Adjust the settings to your preferences and then click “Join audio” to start the meeting, this will open the meeting window:



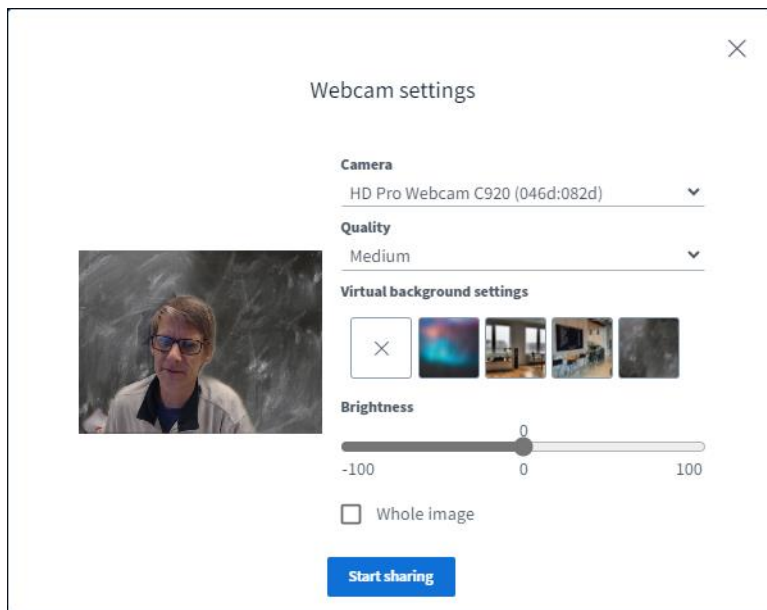
Disclaimer

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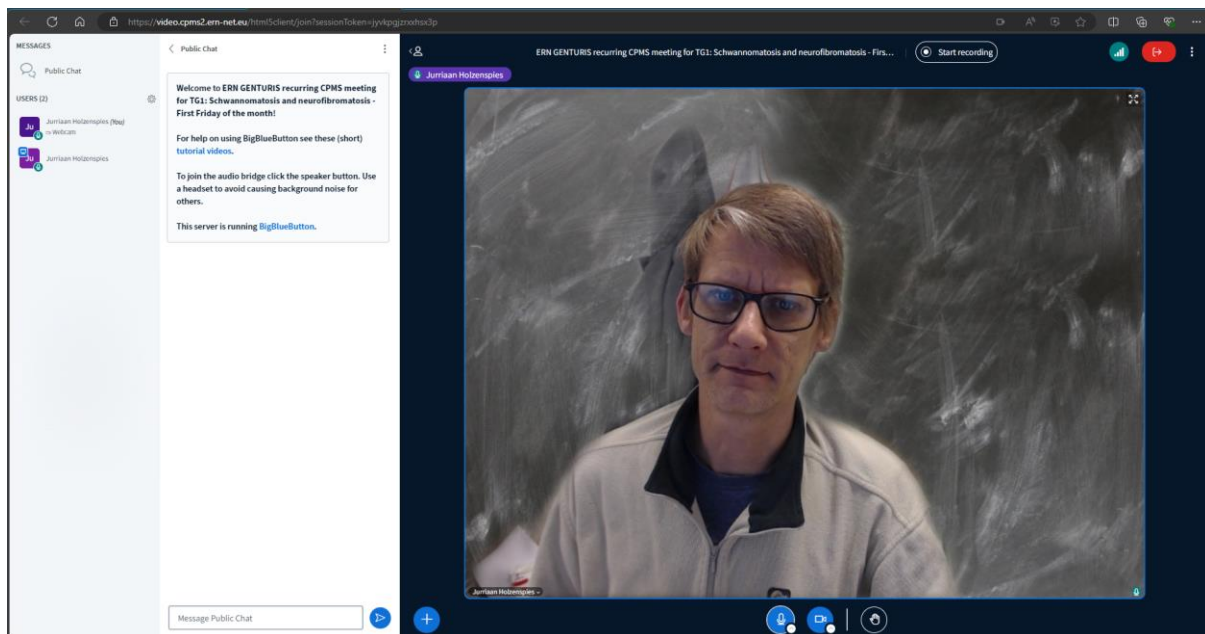
- Click the camera button at the bottom of the page to activate your camera. At this point you may be prompted by your browser to allow the use of the camera:



- Once permission is granted, the Webcam settings are displayed. In these settings you can choose the video quality and add a virtual background:



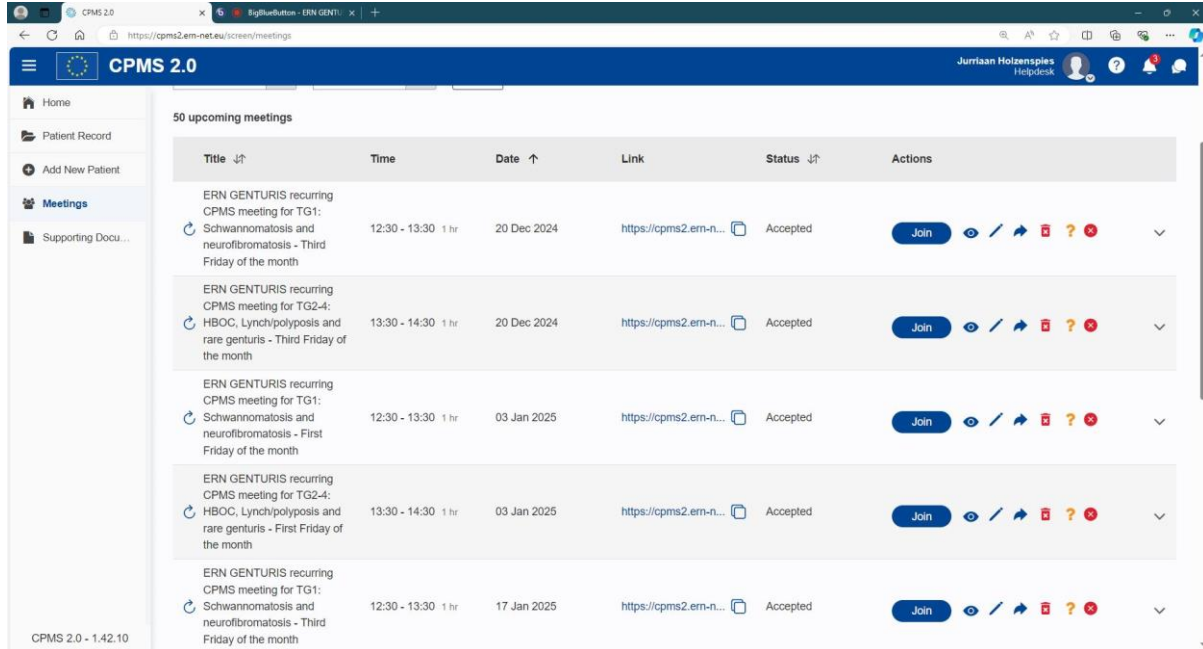
- Click "Start sharing" to activate your webcam:



Addendum- creating a split screen view

To view both the video of the meeting and patient information on a single screen, you can easily create a split screen by dragging the tabs you want to display to the left or right edge of your screen.

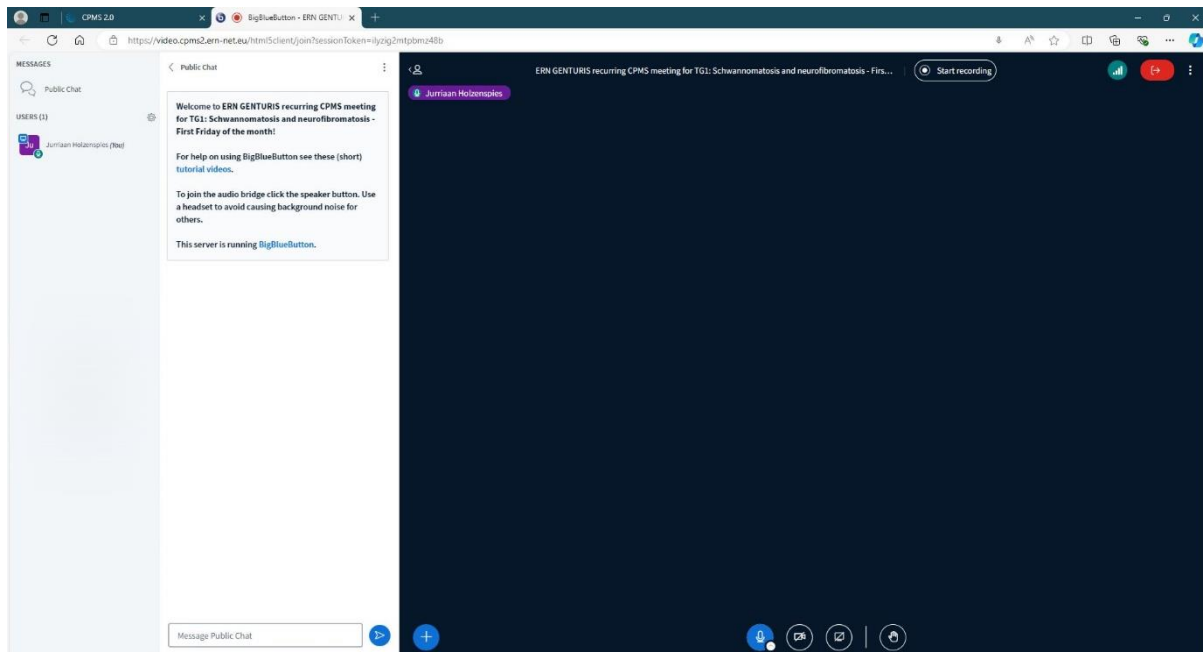
Example window with tabs for CPMS 2.0 and the CPMS 2.0 video conferencing tool:



The screenshot shows the CPMS 2.0 web application interface. The top navigation bar includes the CPMS 2.0 logo and the user's name, Jurriaan Holzenspies. A sidebar on the left contains navigation options: Home, Patient Record, Add New Patient, Meetings, and Supporting Docu... The main content area displays a table titled "50 upcoming meetings".

Title	Time	Date	Link	Status	Actions
ERN GENTURIS recurring CPMS meeting for TG1: Schwannomatosis and neurofibromatosis - Third Friday of the month	12:30 - 13:30 1 hr	20 Dec 2024	https://cpms2.ern-n...	Accepted	Join [Eye icon] [Microphone icon] [Video icon] [Share icon] [Help icon] [Close icon]
ERN GENTURIS recurring CPMS meeting for TG2-4: HBOC, Lynch/polyposis and rare genturis - Third Friday of the month	13:30 - 14:30 1 hr	20 Dec 2024	https://cpms2.ern-n...	Accepted	Join [Eye icon] [Microphone icon] [Video icon] [Share icon] [Help icon] [Close icon]
ERN GENTURIS recurring CPMS meeting for TG1: Schwannomatosis and neurofibromatosis - First Friday of the month	12:30 - 13:30 1 hr	03 Jan 2025	https://cpms2.ern-n...	Accepted	Join [Eye icon] [Microphone icon] [Video icon] [Share icon] [Help icon] [Close icon]
ERN GENTURIS recurring CPMS meeting for TG2-4: HBOC, Lynch/polyposis and rare genturis - First Friday of the month	13:30 - 14:30 1 hr	03 Jan 2025	https://cpms2.ern-n...	Accepted	Join [Eye icon] [Microphone icon] [Video icon] [Share icon] [Help icon] [Close icon]
ERN GENTURIS recurring CPMS meeting for TG1: Schwannomatosis and neurofibromatosis - Third Friday of the month	12:30 - 13:30 1 hr	17 Jan 2025	https://cpms2.ern-n...	Accepted	Join [Eye icon] [Microphone icon] [Video icon] [Share icon] [Help icon] [Close icon]

Same window, but with the video conferencing tab selected:



The screenshot shows the CPMS 2.0 video conferencing interface. The top navigation bar includes the CPMS 2.0 logo and the user's name, Jurriaan Holzenspies. A sidebar on the left contains navigation options: Messages, Public Chat, and Users (1). The main content area displays a public chat window with a welcome message and instructions for joining the meeting.

Public Chat

Welcome to ERN GENTURIS recurring CPMS meeting for TG1: Schwannomatosis and neurofibromatosis - First Friday of the month!

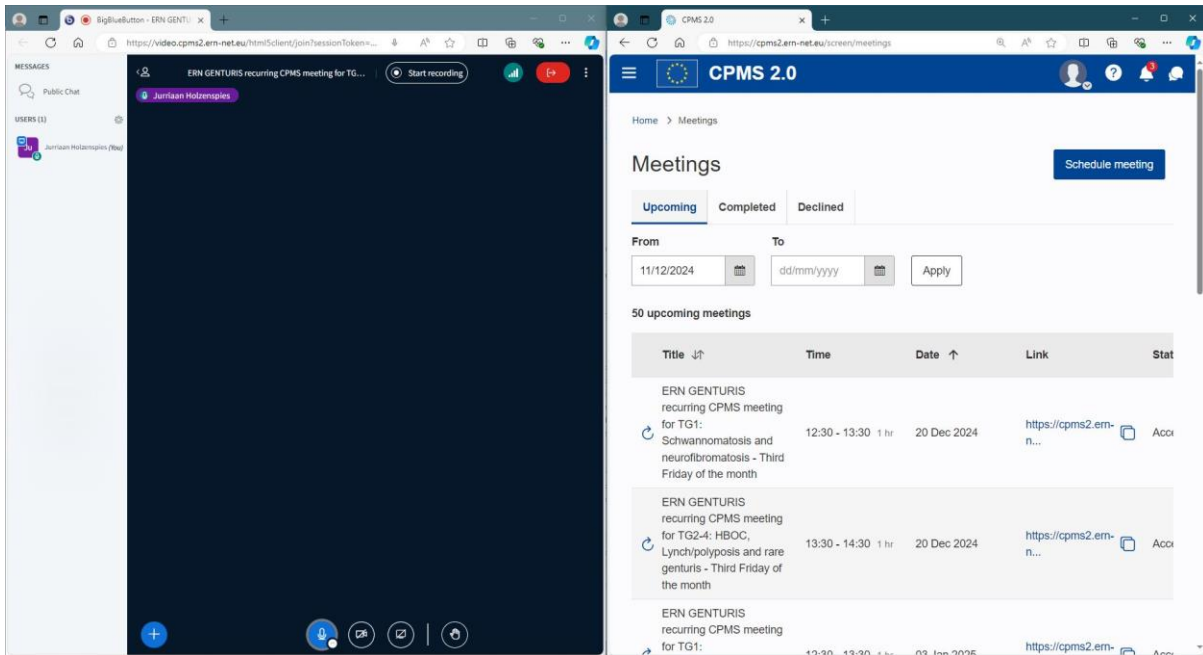
For help on using BigBlueButton see these (short) tutorial videos.

To join the audio bridge click the speaker button. Use a headset to avoid causing background noise for others.

This server is running BigBlueButton.

To create a split screen, simply drag one of the tabs to the left or right edge of your screen. This will show you a rectangular indicator filling half the screen to indicate where the window will be placed. Release the mouse button to place the tab where the rectangular indicator was shown. Drag the other tab you want to display in the split screen to the other side of your screen. This will show you a rectangular indicator filling the other half of the screen. Release the mouse button to place the tab where the rectangular indicator was shown.

The end result will look like this:



During a meeting, you can share your screen by clicking on the “+” icon in the bottom left of the video conferencing tool and then clicking “Take presenter”:

