



MANUAL FORMAT

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# TAMMU CONFERENCE

ONLINE MEETING PLATFORM







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# START MEETING

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**\*PLEASE USE GOOGLE CHROME \***

**URL : [tammu.ums.edu.my](https://tammu.ums.edu.my)**



**1**

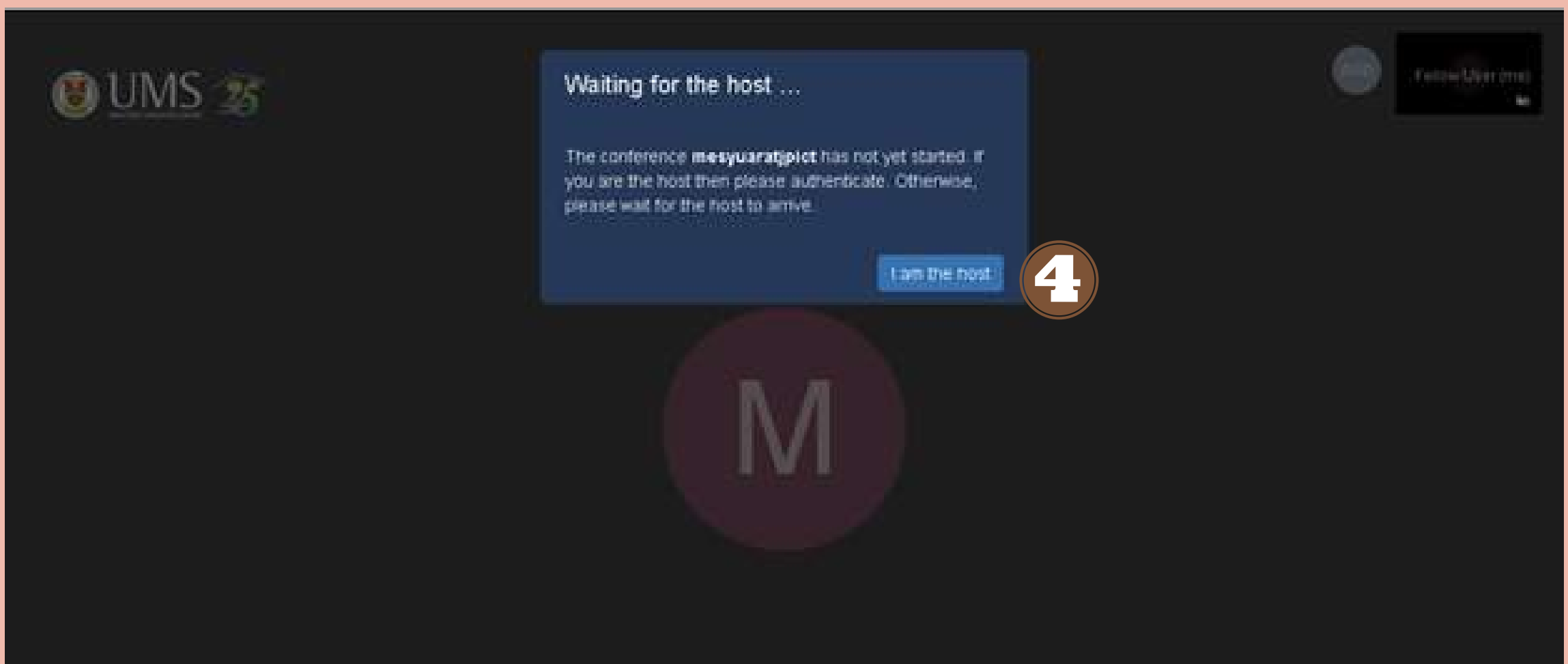
Type in the link to Tammu at [tammu.ums.edu.my](https://tammu.ums.edu.my)

**2**

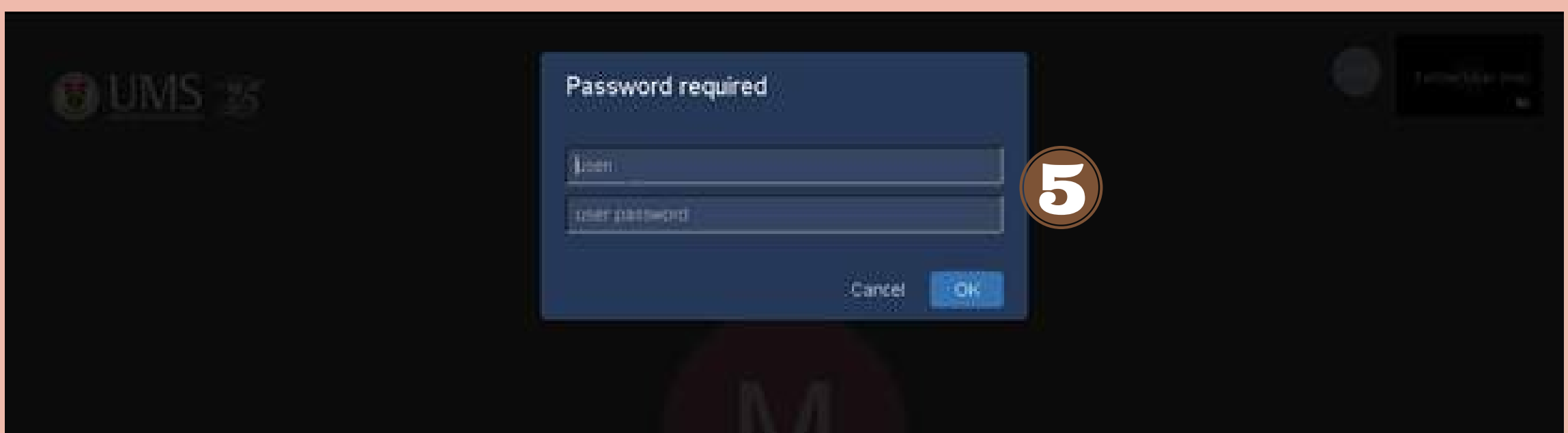
Create a name for your meeting.  
Example: MesyuaratJPICT.

**3**

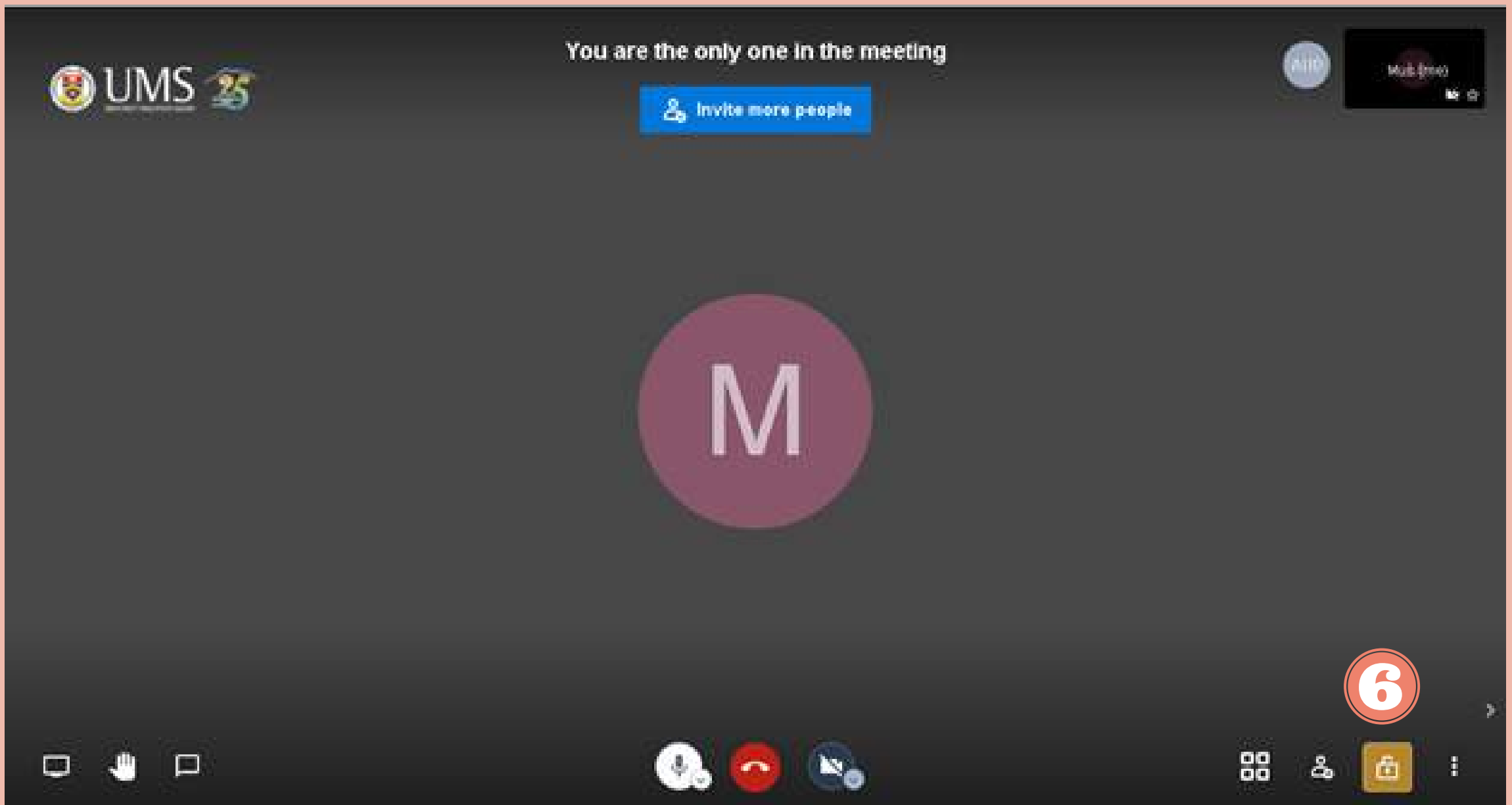
Then click GO



**4** Click the button 'I am the Host'



**5** Insert your active directory (AD) id and Password. Then click the 'OK' button (for example if your email is `ulrika@ums.edu.my`, just type `ulrika` as your id and for password is the same for `registrar.ums.edu.my`)

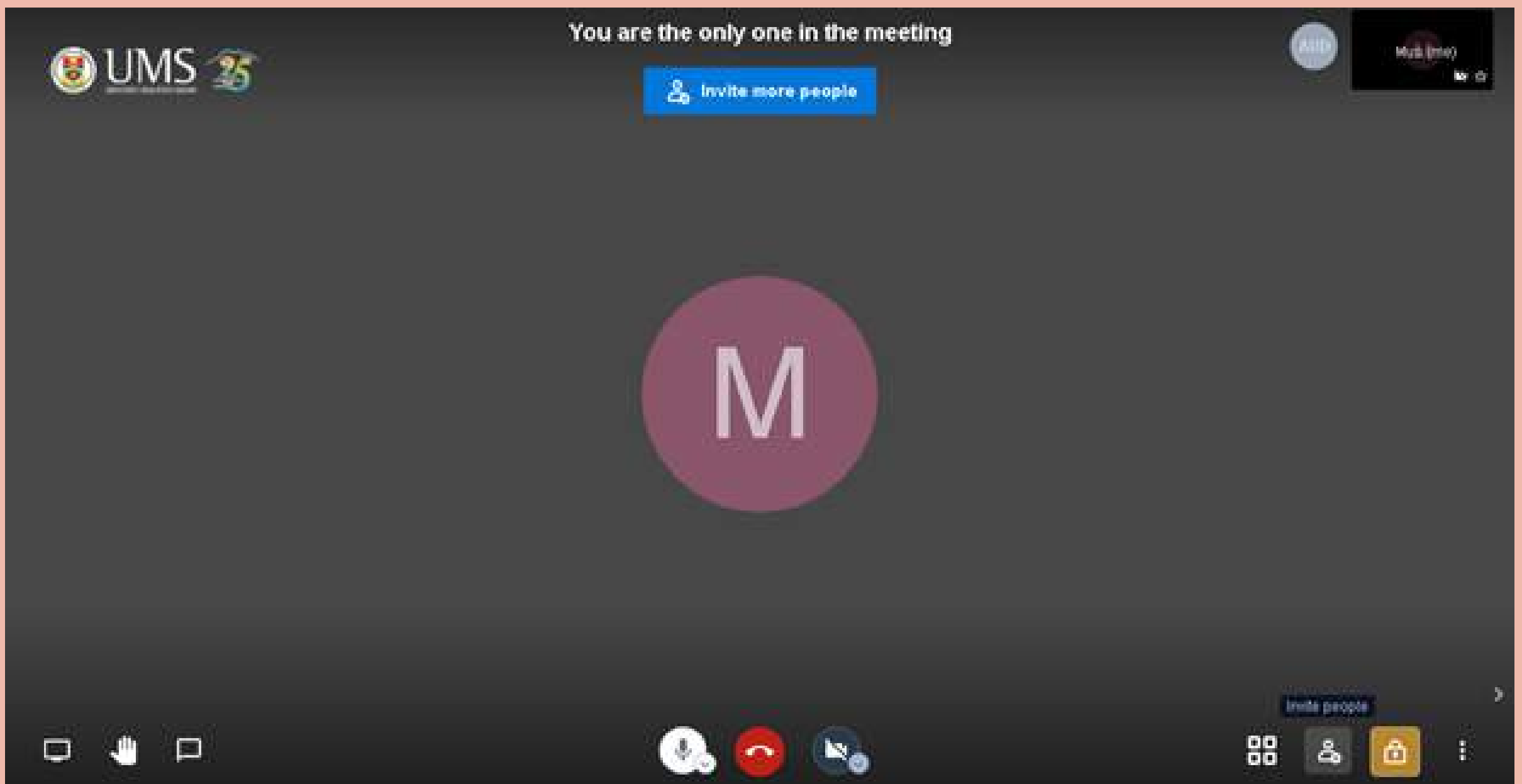


**6** Click the lock symbol to create a password for your meeting.



**7** Click 'Add Password', Enter your chosen password and then click 'Add'

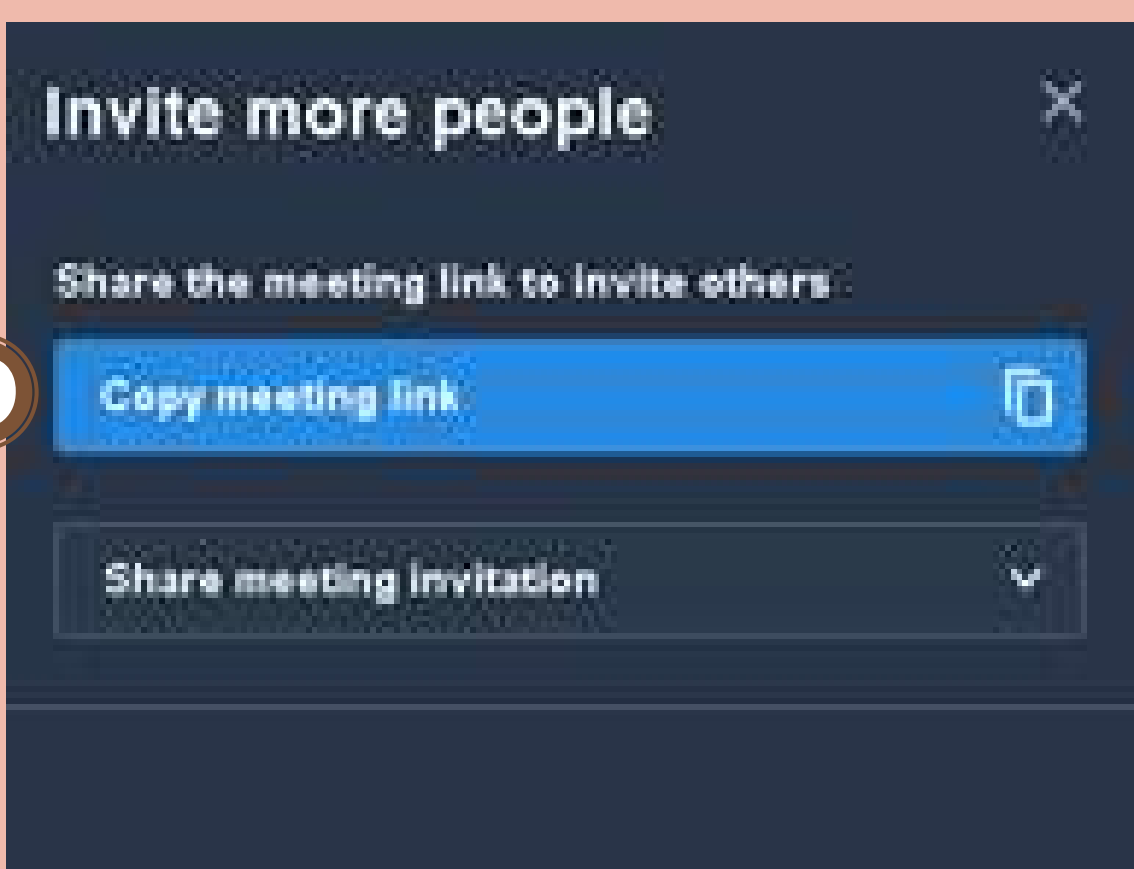
# INVITE OTHERS TO JOIN MEETING



8

8

To invite others to the meeting, start by clicking the 'invite' button as shown



9

To start inviting others, copy the meeting link by clicking on 'Copy meeting link' and share the link to invite others.

note: If you've added a password for your meeting, you must also share the passwords with your invitees

Example:

<https://tammu.ums.edu.my/MesyuaratJPICT>

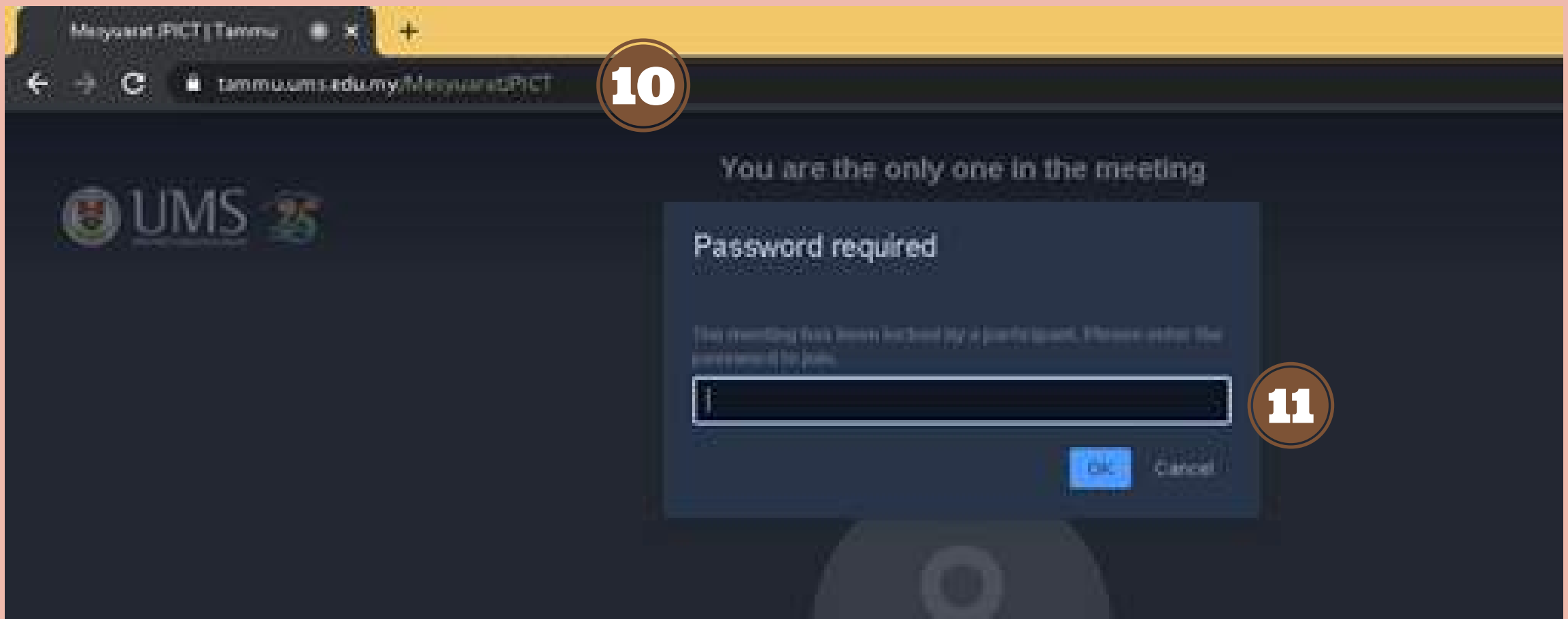
Password: qwe!@#



# JOIN THE MEETING

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1. **TO JOIN THE MEETING BY A COMPUTER , PLEASE USE ACCESS TAMMU THROUGH GOOGLE CHROME BROWSER. YOU MUST HAVE THE LINK ADDRESS TO THE MEETING IN ORDER TO PARTICIPATE.**

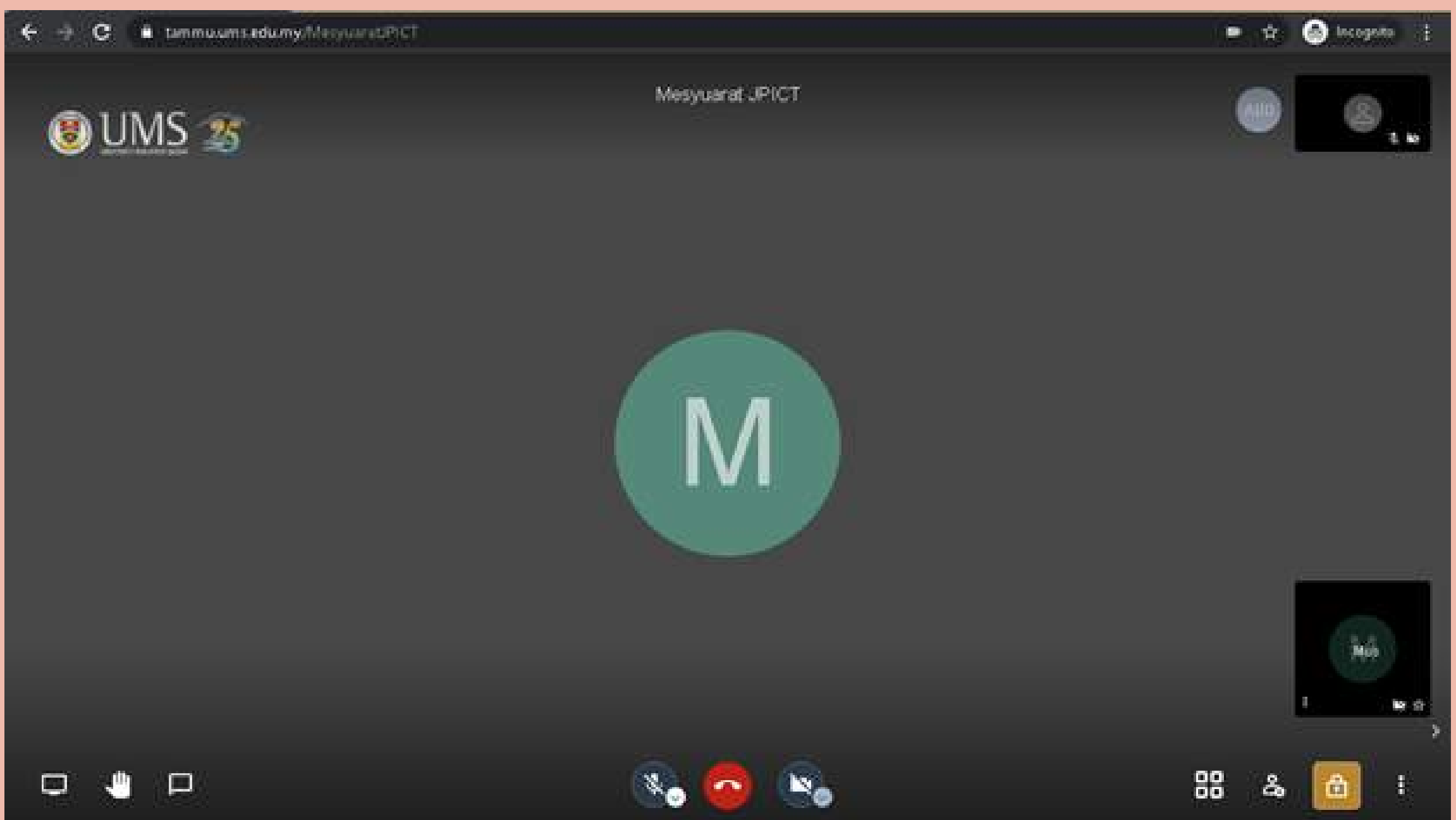
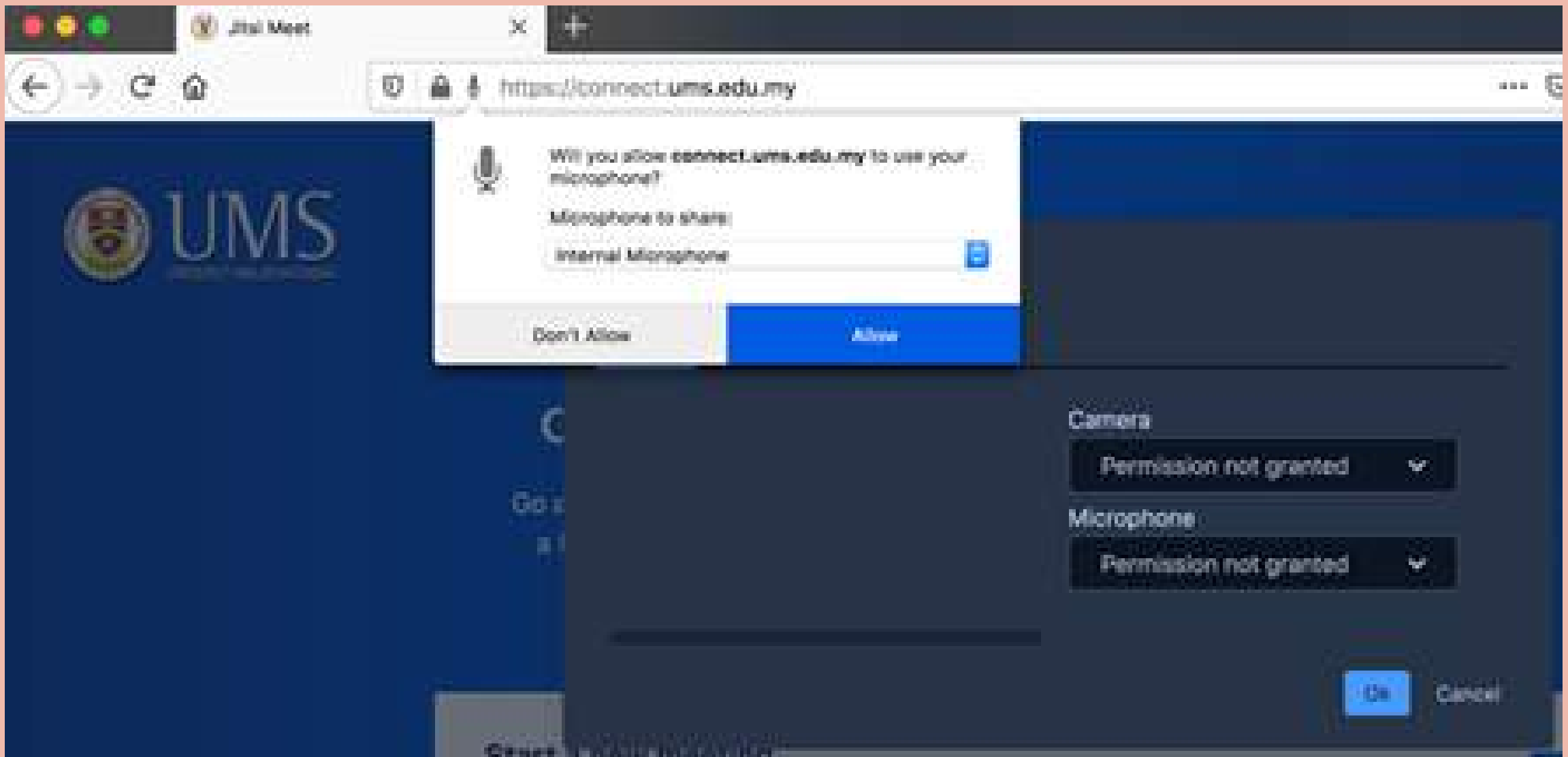


- 10** Insert the invitation link here and press enter

- 11** Insert the password given password (if any), then click 'OK'



- 12** Please insert your name to appear in the meeting room. Then Click OK (note : it is advisable to use your full name to ease the attendance process for the secretariat)

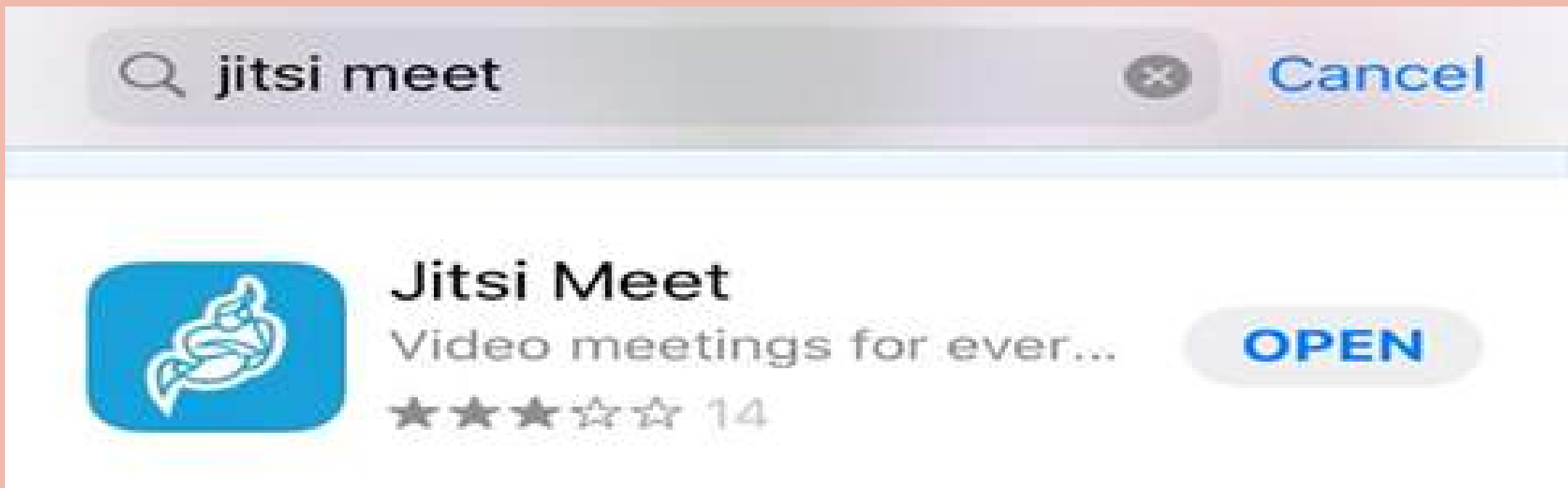


**CONGRATULATIONS, YOU'VE NOW ENTERED THE MEETING ROOM. YOU SHOULD SEE AN INTERFACE AS ABOVE AT THIS POINT.**



## 2. PARTICIPATING THROUGH YOUR MOBILE PHONE

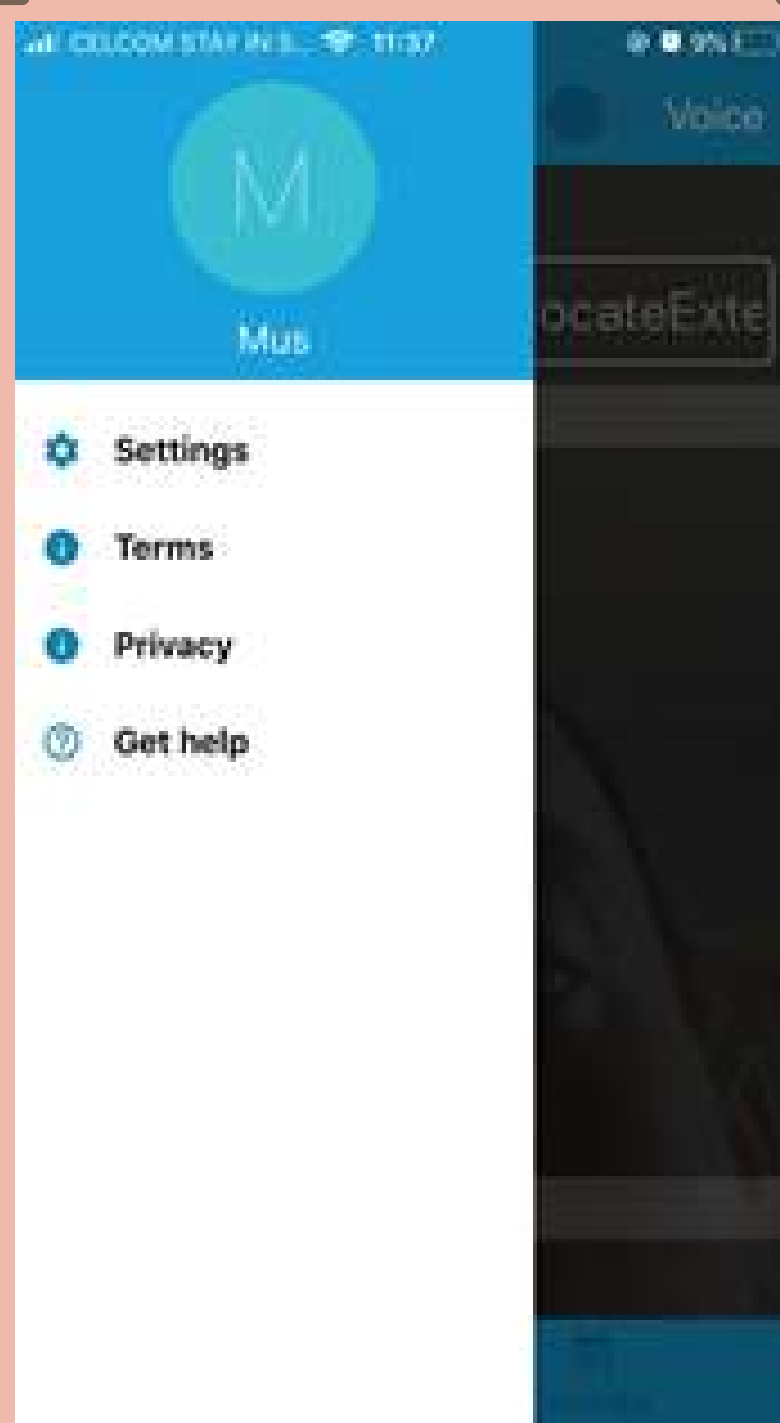
- TO START, YOU MUST DOWNLOAD THE APPS CALLED JITSI MEET ON EITHER APP STORE OR GOOGLE PLAY.



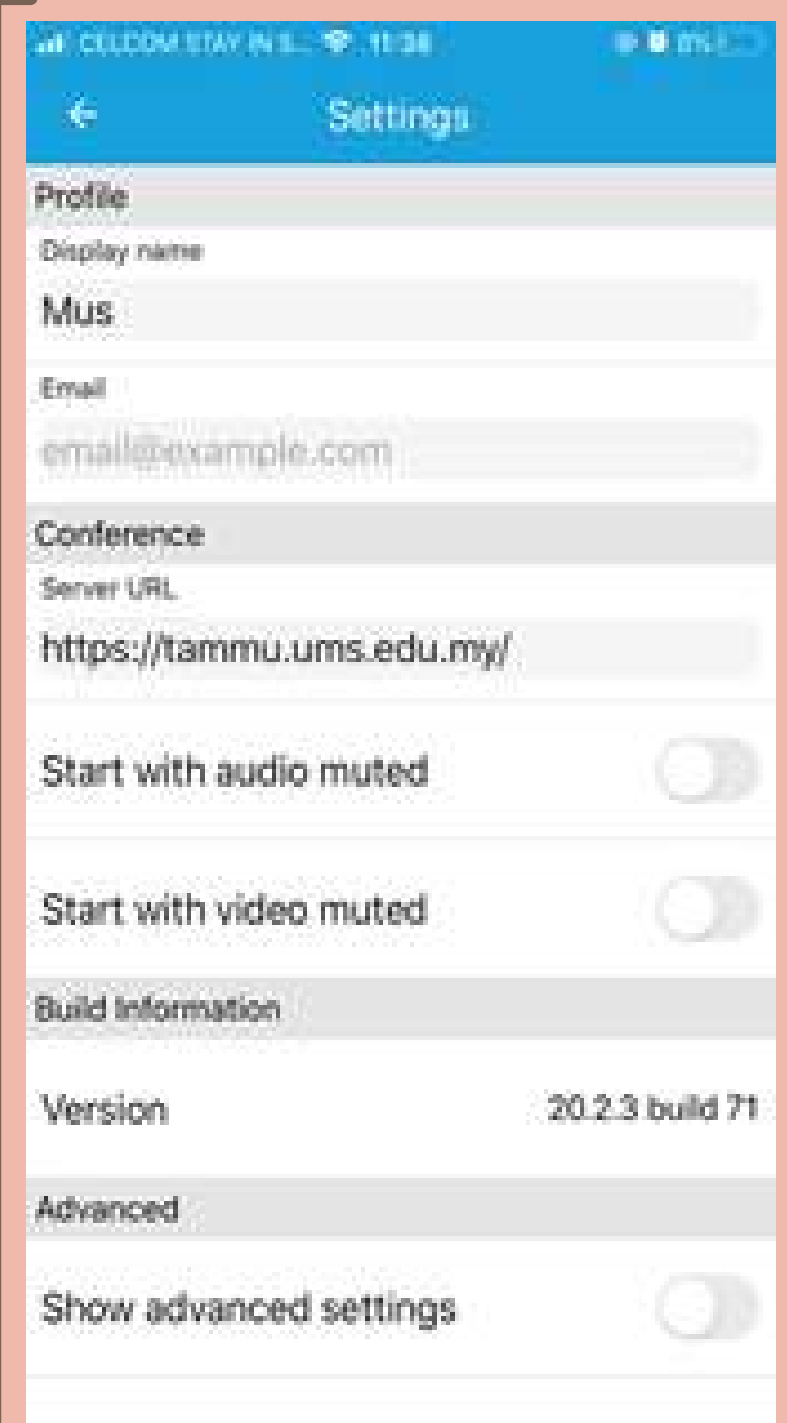
- AFTER YOU HAVE LOADED THE APP, PLEASE FOLLOW THE INSTRUCTIONS BELOW :



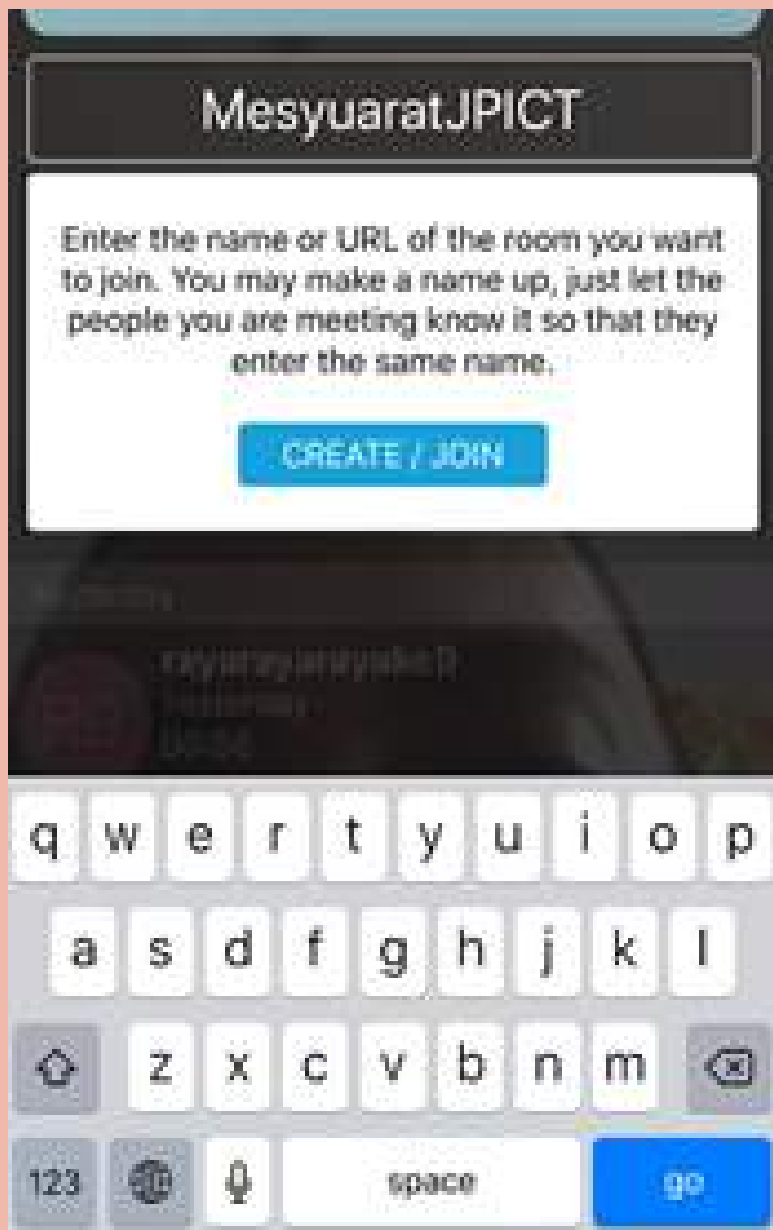
Click the symbol above



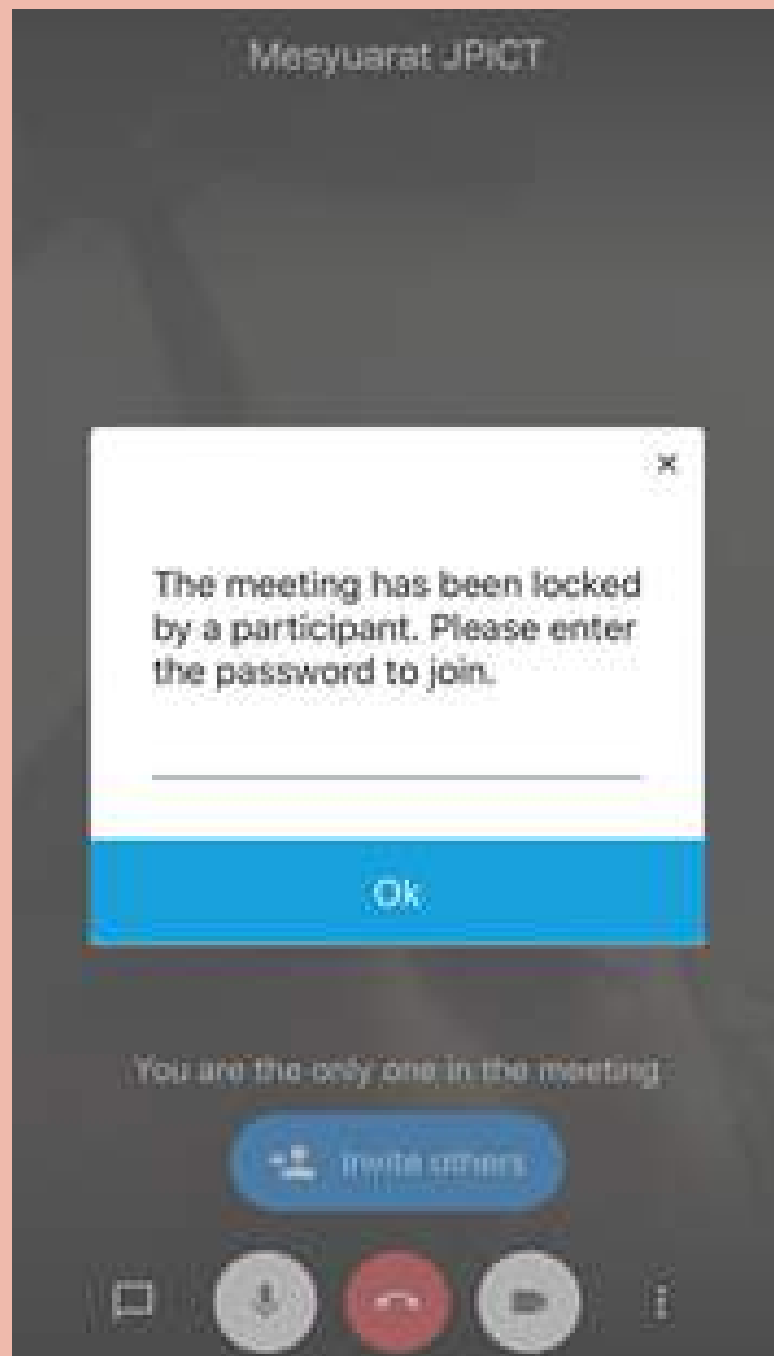
Click the 'Setting' button



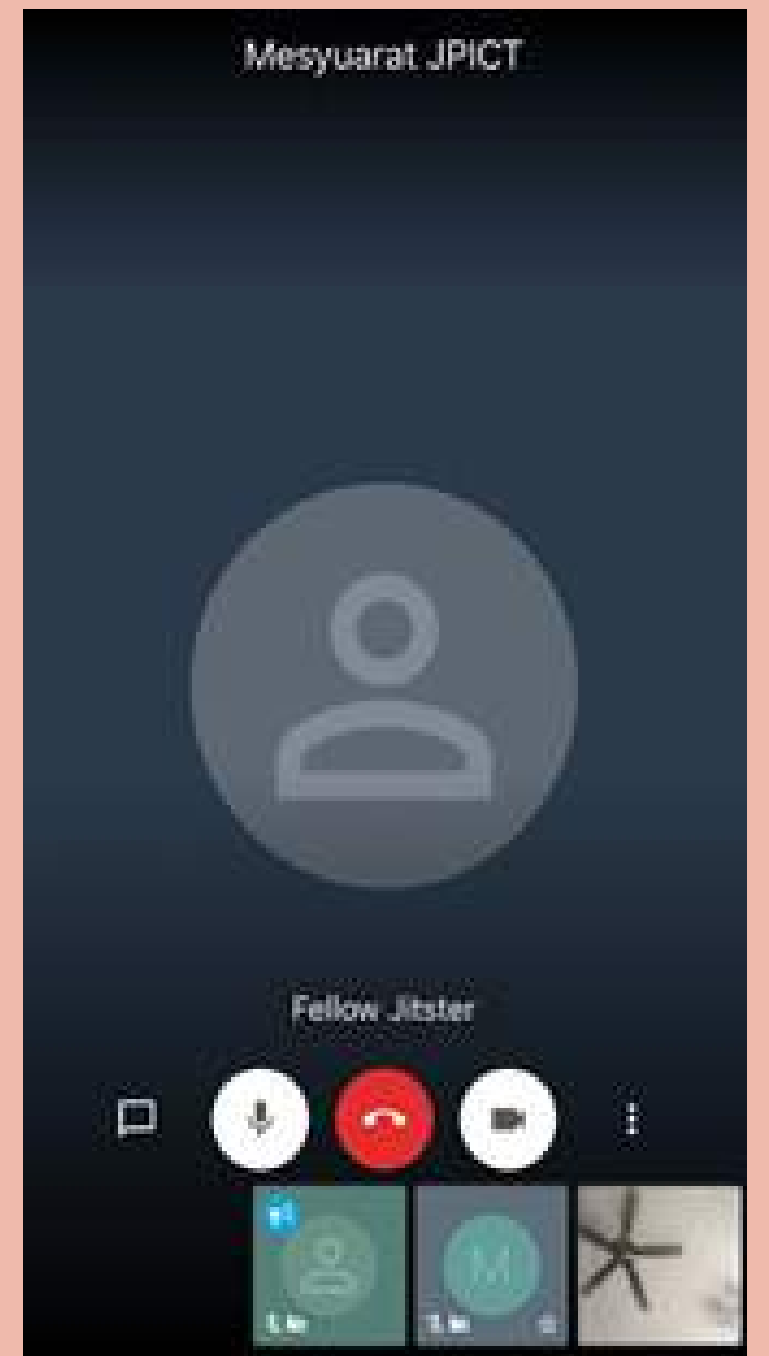
Please enter your Display Name and also the Server URL as above (https://tammu.ums.edu.my). Then Click the button 'back'.



Enter the name of the meeting as given, then click create/join button (Example : MesyuaratJPICT)

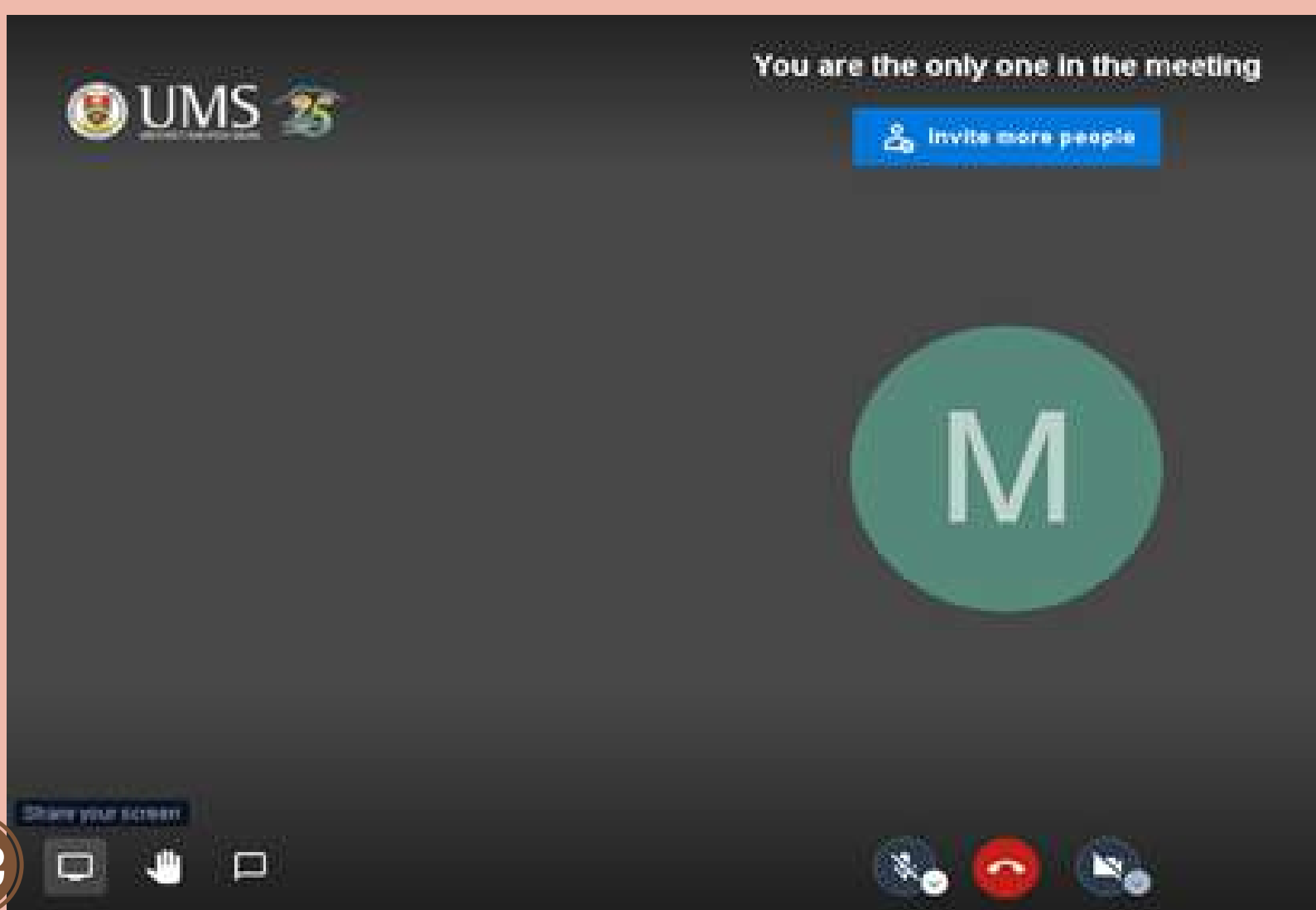


Enter the password of the meeting (If any)



Congratulations, you are currently in the meeting room.

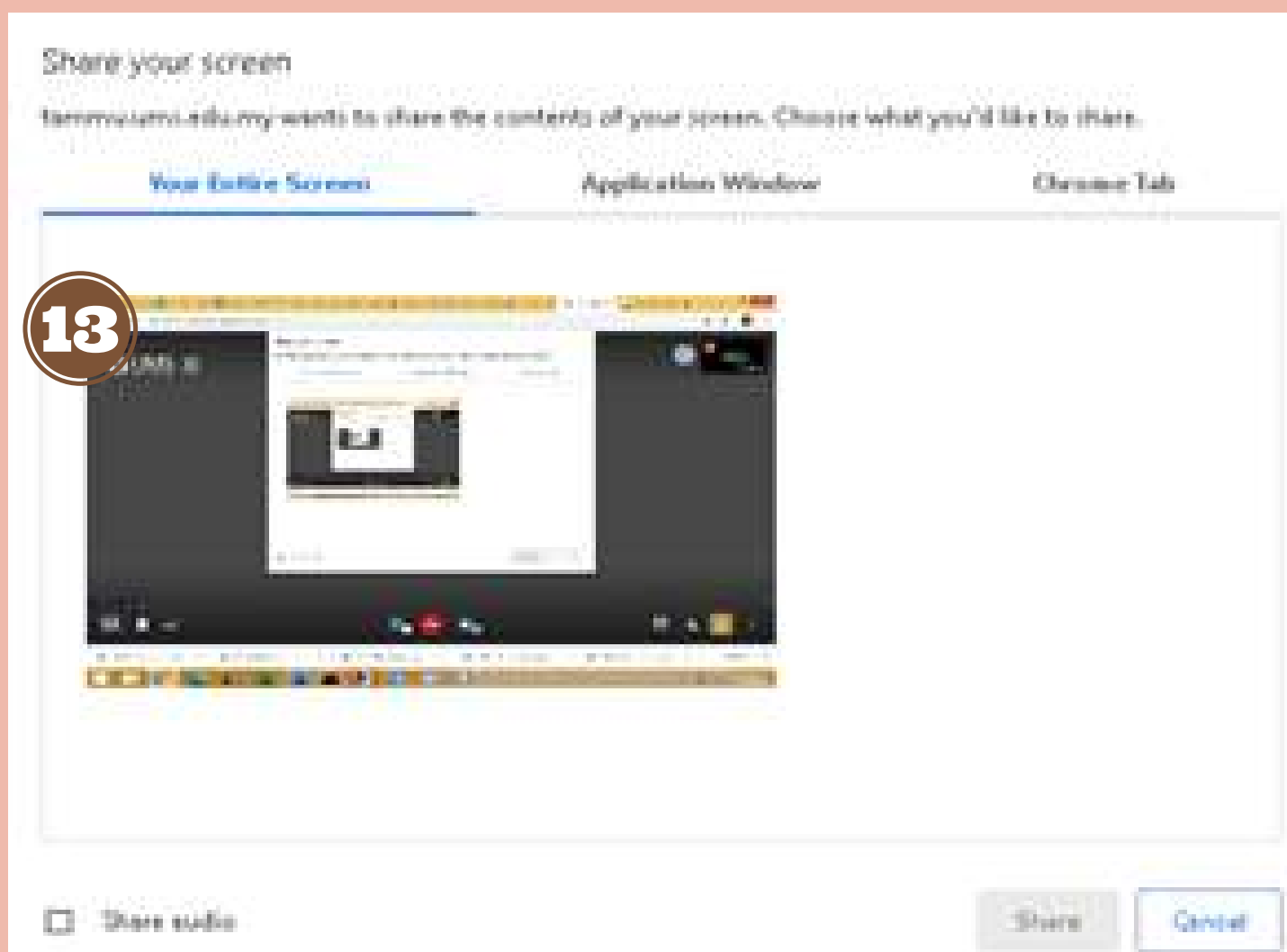
## PRESENTATION



**12**

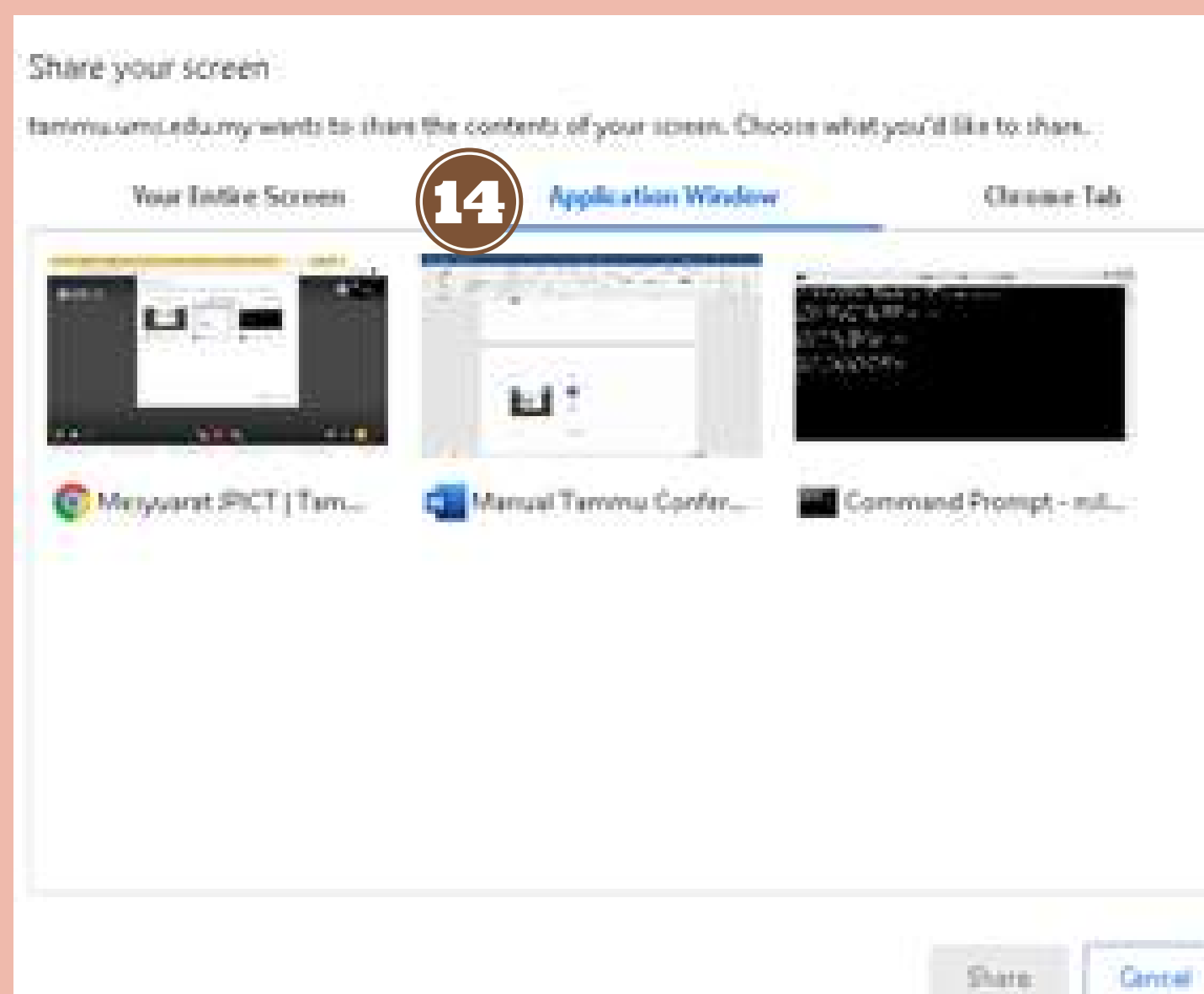
To start a presentation, please click on the 'Share Your Screen' Button (Monitor Icon). There will be several sharing options

**12**



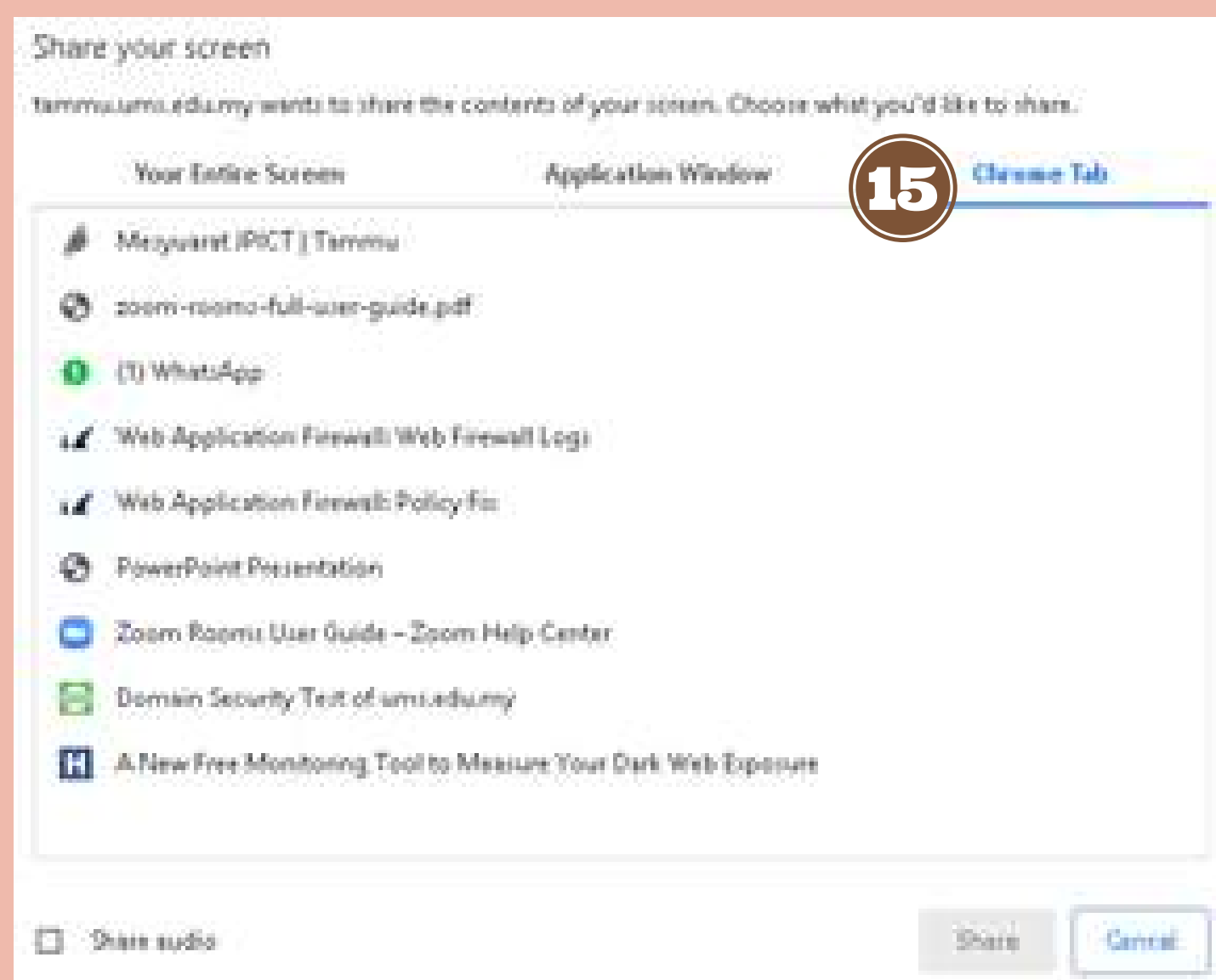
**13**

To share your entire screen, click on the 'Share your Entire Screen', then click Share button.



**14**

To share a certain application only (example: Powerpoint), click on the 'Share your Application Window'. Then click Share Button.



**15**

To share one of the tab on your Google Chrome, please click 'Share your Chrome tab' button. Then click share to activate



**16**

To stop sharing, please click on the the 'Stop sharing' button