



Navigating Coffee and Connect: Jitsi Quick Guide

How to join the Coffee and Connect session:

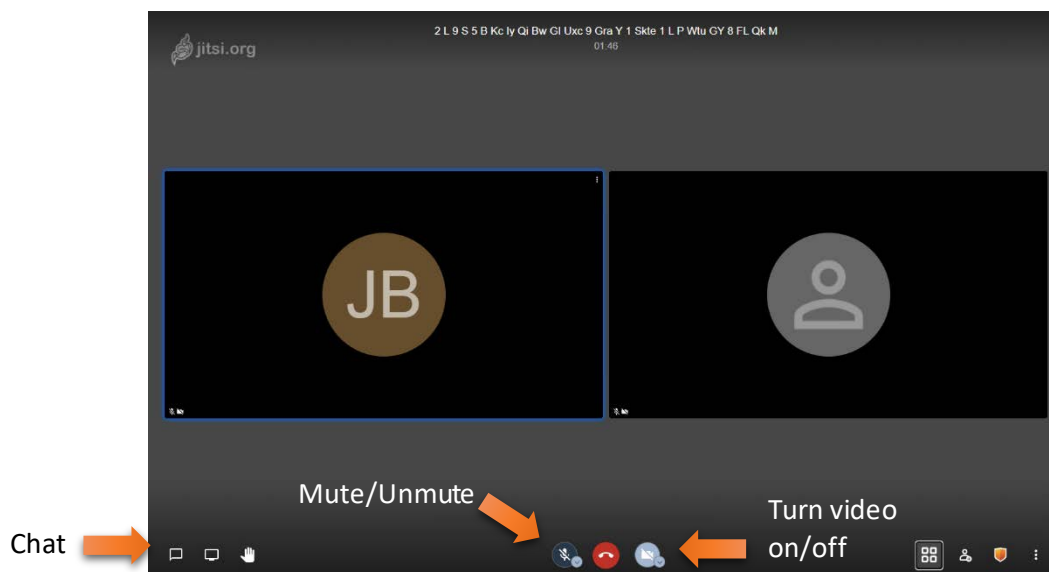
1. Login here: https://whova.com/portal/webapp/psych_202010/ or open your Whova App
2. Select "Community" on the left-hand Main Navigation bar
3. Select "Meet-ups and Virtual Meets"
4. Select "Coffee and Connect (X-X)" (dependent on your last name)
5. Click on "Join Meeting Room" and then "Join Meeting" (if you are in the app, select "Enter")

Jitsi Keyboard Shortcuts

1. Once you are in the session, you can click the "S" key to make your screen full size or smaller
2. Click the "C" key to open up the chat window

Quick Tips

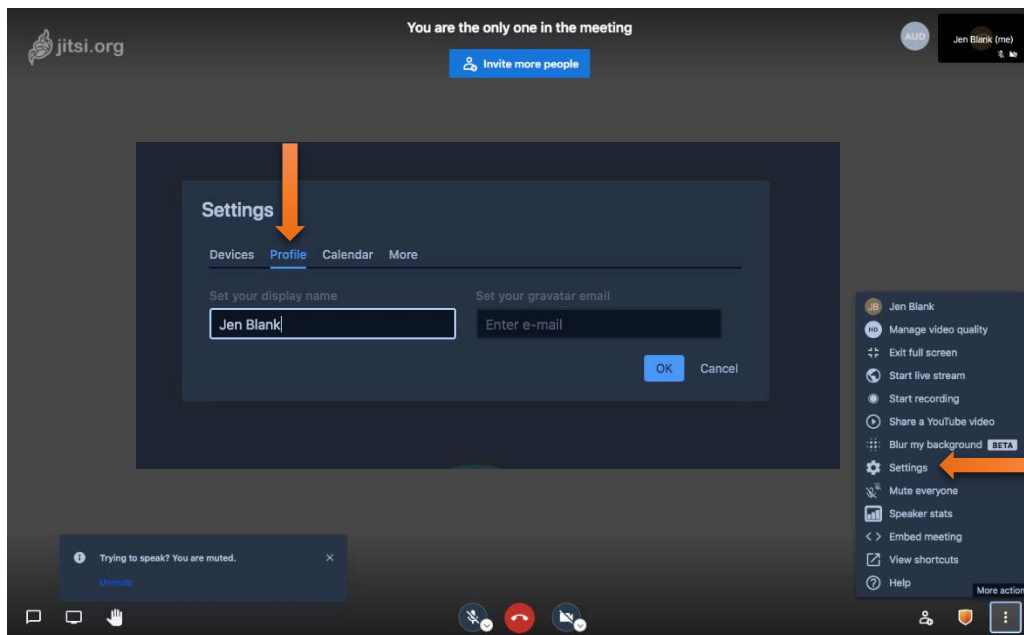
1. If you click on any of the items under the "Main Navigation" on the left-hand side of the screen, you will be kicked out of the session. You can rejoin the same way you entered before (see instructions above).
2. Rather than using the chat screen that appears in Whova, use the chat screen that appears in Jitsi for Coffee and Connect sessions
 - a. You can access this chat function by moving your mouse over the grey screen, and selecting the icon on the far left that is shaped like a speech bubble (can also click on the "C" key to open the chat)
3. Select the microphone button at the bottom of the screen to mute/unmute





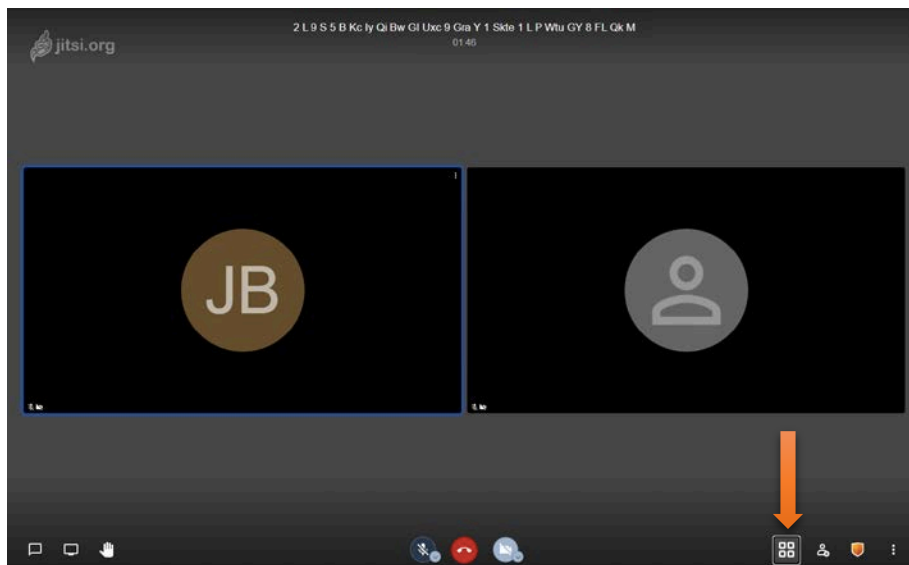
How to re-name yourself

1. Click on the three dots on the far right next to the shield [may need to scroll mouse over grey screen for this menu to appear]
2. Select “settings.”
3. From here, select “profile” along the top of the pop-up screen
4. Enter name in the “Set your display name” field and select OK



How to switch from tile view to speaker view

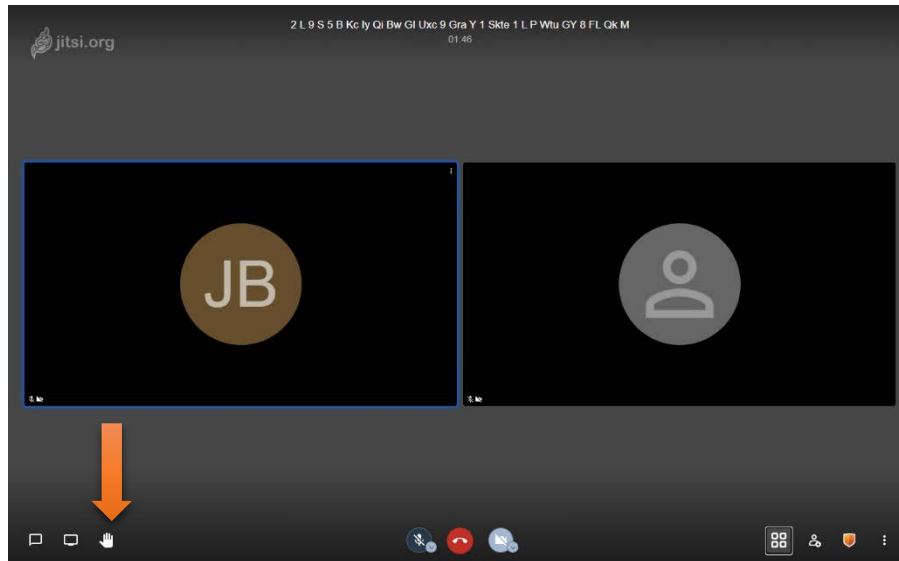
1. To switch the call to tile view, once the call has started click the four little boxes in the bottom-right corner [“Toggle tile view”]. To switch back, click it again.
2. When in tile view, you can click anyone’s screen to make it large





How to raise your hand:

- If you click the hand icon in the bottom-left corner, other call participants will see a tiny hand icon pop up in the upper-left corner of your video. That way, your fellow callers will know that you have something important to say.



What to do if you are having substantial technical problems:

- If you are having technical issues on the day of the training, you can go to the “Technical Assistance” chat room.
- Directions to the “Technical Assistance” room:
 - Zoom Link:** <https://washington.zoom.us/j/98217696515>
 - Meeting ID:** 982 1769 6515
 - Dial in by phone:** +1 253 215 8782 OR +1 206 337 9723
- Other directions to the “Technical Assistance” room:
 - Click on Community on the Main Navigation bar on the left hand side of their screen (Be sure you share the full instructions below before they leave the room, as they will be kicked out as soon as they click on Community)
 - Click on “Meet-Ups and Virtual Meet”
 - Join the “Technical Assistance” room



Where to go after the Coffee and Connect session:

1. Click on “Agenda” on the Main Navigation bar on the left-hand side of their screen
2. Click on the correct date (October 15th or 16th) along the top of the screen
3. Click on View Session on the “Psychosis REACH Training – [Day 1 or Day 2]”

The screenshot shows the Whova agenda interface. On the left is a navigation menu with 'Agenda' selected. The main area displays a calendar view for 'Thu Oct 15' and 'Fri Oct 16'. Under 'Thu Oct 15', there are two sessions listed: 'Pre-Training Coffee and Connect' (8:30 AM - 9:00 AM) and 'Psychosis REACH Training - Day 1' (9:00 AM - 12:30 PM). Each session has a 'View Session' button and an 'Add to My Agenda' button.

4. Click on the zoom link that appears under the Speakers.

This screenshot shows the detailed view of the 'Psychosis REACH Training - Day 1' session. It includes speaker profiles for Sarah Kopelovich, PhD and Douglas Turkington, MD. Below the speakers, a message states: 'Please use this Zoom link to access the presentation: Zoom link will appear here'. An orange arrow points to this text. The right sidebar shows a Q&A section with a question: 'Do I need to download the Whova mobile app to access the training?' and a response from Sarah Kopelovich, PhD: 'Downloading the Whova mobile app is NOT necessary in order to attend the training. You will be able to attend all sessions and chat with other attendees by using the desktop version of Whova.'