Universität Basel

Vizerektorat
Lehre

How to use SWITCHmeet for video conferencing

The University of Basel has a license for the Zoom video-conferencing software. Students are part of this license and can organize full-fledged meetings. Alternatively, students can also use the SWITCHmeet tool:
https://unibas.meet.switch.ch

The tool is intuitive and user-friendly. On desktop computers and laptop, it runs in the internet browser (Google Chrome or Chromium are recommended), with no installation required. On mobile devices, an App is available. The software has several functions, including chat and screen sharing, so that slides, for instance, can be shown to participants. SWITCHmeet runs on the server infrastructure of the University of Basel and is considered secure. It is based on Jitsi Meet, which is an open source software.

You can find more information on tools for video conferencing on the following page:

https://edutools.unibas.ch/en/overviewtools

Online help is available on the following pages:

https://help.switch.ch/meet
https://jitsi.org/user-faq
https://community.jitsi.org

Requirements

- a desktop computer or laptop (mobile devices are supported as well, but they have not be tested for the present instructions)
- a recent browser, preferably Google Chrome or Chromium; Firefox also works, possibly with glitches
- an internet connection
- a microphone (optional for online chats)
- a camera (optional for audio calls)

   Note: some browsers and operating systems are not compatible with SWITCHmeet. The service may also, in some circumstances, encounter capacity problems. You should always test your setup beforehand.

1. Step-by-step instructions for hosts

1. Open the page https://unibas.meet.switch.ch.
2. Choose "Start a new meeting" and give it a name (make sure to avoid using spaces).
3. When the message pops up, allow your browser to use your camera and microphone (you can also decline if you want to use the chat function only).
4. If this is your first login, click "I am the host" when you see the message "Waiting for the host". The usual AAI-Logon page appears. Log in with your usual credentials.
5. **Recommended:** click on the lower right-hand side of the screen on the "Information" icon and choose a password for your meeting.

6. In the same popup window, copy the link to the meeting (click on the "Copy" icon on the right side of the link:). Now you can send this link to the participants, for instance by email. If you have selected a password, do not forget to send it as well.
7. In order to end the meeting, click on the "Hang Up" icon in the middle of the screen.

2. Step-by-step instructions for participants

1. In the invitation you received per e-mail, follow the link by clicking on it (this should open your browser) or by copying and pasting it in the address bar of your browser.
2. If requested, enter the password you received with the invitation.
3. To participate in a meeting with audio and/or video, allow your browser to access your microphone and/or camera.

   Note: if your connection is slow (i.e. if you experience lags in the audio or video transfer), you can turn off your microphone, your camera, or both and still follow the meeting. You can also decrease the quality of the video: see below).

Available functions during a meeting

Turn your microphone on or off

End or leave a meeting

Turn your camera on or off

Screen sharing: participants don't see you, but what happens on your screen: this is useful, for instance, to show slides

Raise your hand in order to show you want to speak

Chat (you will have to choose a user name)

Switch between full-screen and tile view, according to your preference

Information concerning the link to the meeting and password

Settings and further functions: for instance, you can manage the quality of the video or edit your profile

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