Virtual meetings via the CPMS

This document is to help you prepare for/join a video conference meeting using the CPMS.

A. STEPS TO DO PRIOR TO MEETING:

Before starting, please make sure that:

- You are using **Google Chrome** as your browser (and that it is the latest version)
- You have no other conflicting video applications open on your computer (e.g. Skype, GoToMeeting, WebEx etc). They interfere with the CPMS videoconference tool.

1) **Sign into the CPMS: https://cpms.ern-net.eu/login/**

2) You can find any meetings that you have been invited to by navigating to your main **ERN dashboard** (where you can see your panel invitations, contributing panels, task lists etc).
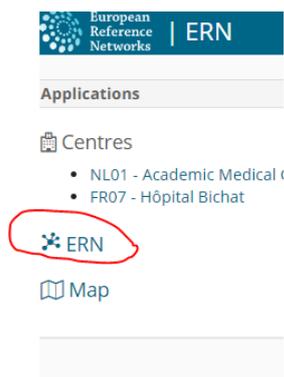
3) You should see a heading named "my meetings", where the invitation to the meeting will be listed.
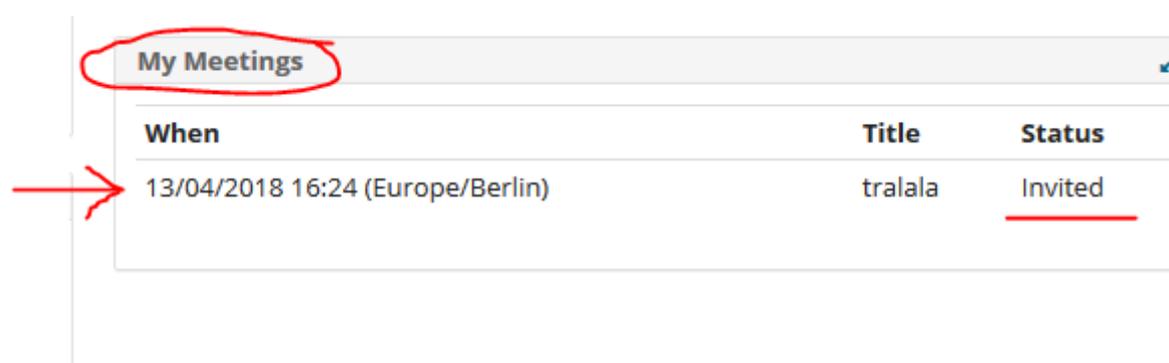
4) Click on this meeting and you should see the panel open with a message at the top saying that you have been invited to a meeting

5) Click accept/refuse invitation and select "accept"
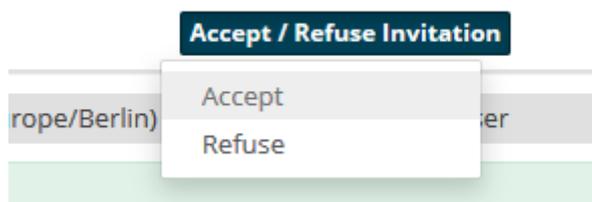
6) You should now see a meeting box appear at the bottom of your timeline (right column of the panel screen)
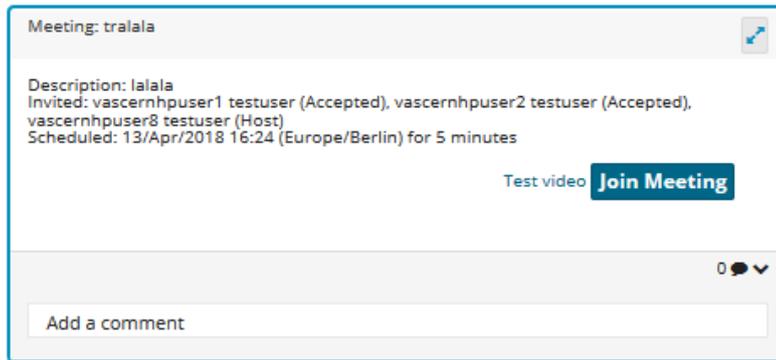
7) Please try testing your video, either by clicking the "test video" button in the box or by going to this link: https://cpms-training.ern-net.eu/video-testing. There will be a pop-up asking you to allow the CPMS to access your camera and microphone. Click Allow.
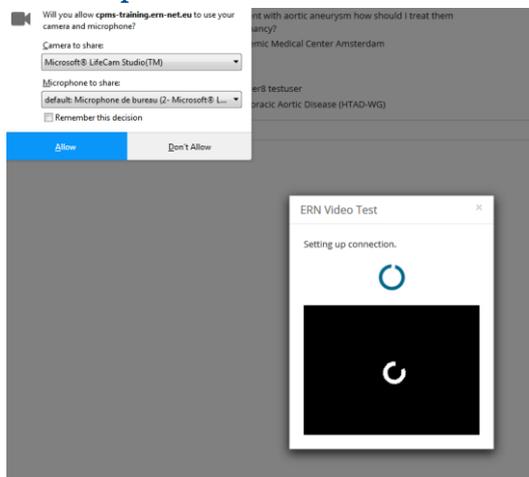
If your camera/audio is properly functioning and there are no other technical difficulties* encountered you should receive the following message:
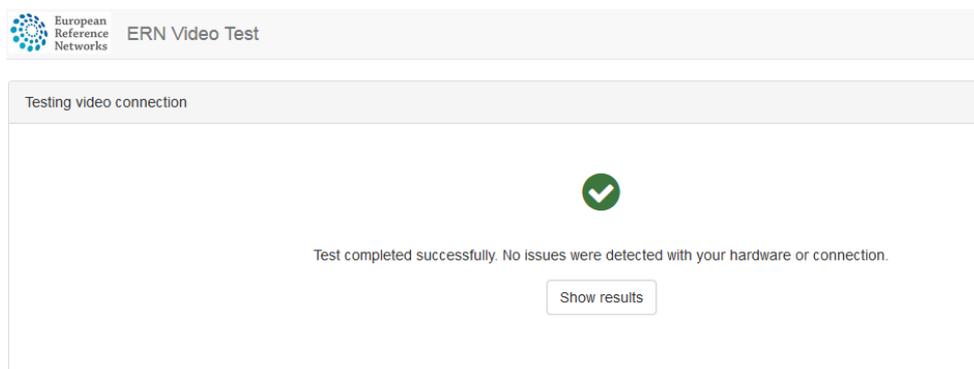
*If you encounter any difficulties or the camera/audio test reveals any problems please contact the VASCERN CPMS helpdesk (please take a screen capture of any error message and send this to me also) so that they can be resolved before the meeting with the ERN IT team.

Please note: One problem that can be encountered is that your Google browser may be blocking the CPMS from having access to your camera and microphone.
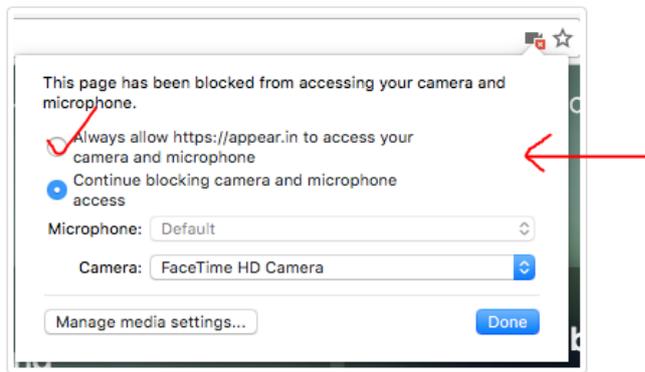
You need to select "Always allow" so that it can access your camera and microphone.

B. STEPS TO JOIN MEETING:

1) Repeat steps 1-3 in order to arrive at the panel where the meeting link can be found. Again, the meeting link will be found in the panel timeline (right column). It is often the last item in the timeline so you may have to scroll down.
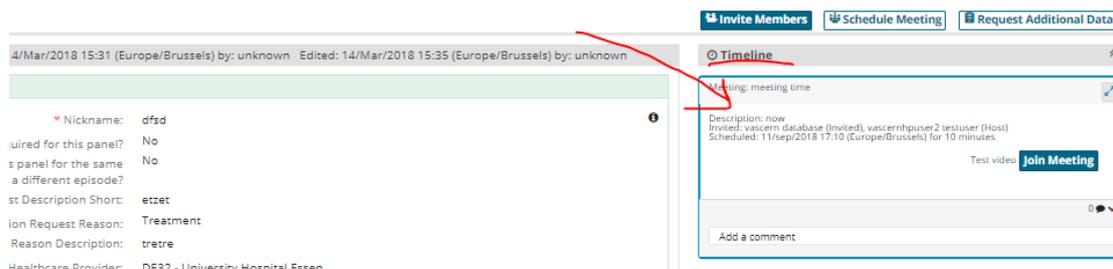
IMPORTANT: Please make sure that you have now completely closed the WebEx meeting window before trying to connect to the CPMS!

2) Once you are ready to connect to the meeting you simply need to click on "join meeting"
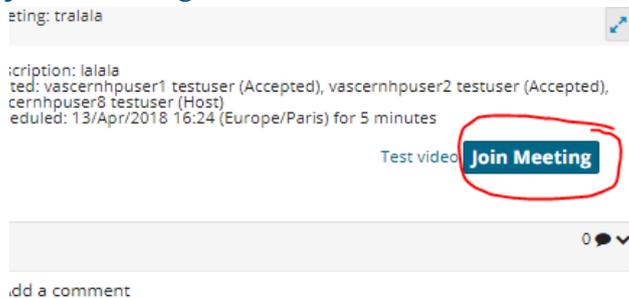
3) A window should open in the bottom left corner of your screen!

Please note: If you have any issues during the meeting try closing your internet browser and reconnecting again.