



CESNET Meetings

Connecting and using the service

September 2026

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1. Introduction – about CESNET Meetings

CESNET Meetings is a web video-conferencing service operated by CESNET at <https://meet.cesnet.cz>. It supports online meetings with video, audio, screen sharing, text chat, breakout rooms and telephone dial-in.

The service is built on the open-source **Jitsi Meet** platform and runs entirely within CESNET's infrastructure.

1.1. What you need

- **Join** a meeting someone is already running – just the link or the room name and a web browser. No sign-in, no installation.
- **Create / start** your own meeting – you need to sign in with **eduID.cz**, an account at your home organization within the eduID federation.
- **Join by telephone** – a phone and the number assigned to that room (see Joining by telephone — separate guide).

Sign-in at a glance. For every room, the **first user** must pass through a "you must log in" window. For **public rooms** (set up and managed by CESNET) this is just **one extra click** and nothing is verified; for other rooms a real eduID.cz sign-in takes place. **The first user is also the moderator.** Everyone else then joins without signing in – they only enter their name.

Who can sign in with eduID. Staff and students of institutions that participate in the Czech academic identity federation eduID. Guests without an account can join any meeting that is already running, but cannot create a protected room.

1.2. Key features

- **No installation.** On a computer or a phone, a browser is enough. Chromium-based browsers (Google Chrome, Microsoft Edge) are recommended; Firefox and Safari also work. On a phone the **Jitsi Meet** app is optional, not required.
- **Video conferencing.** Video and audio for many participants, tile and speaker views, talk-time statistics.
- **Content sharing.** Share your whole screen, an application window or a browser tab.
- **Collaboration.** Text chat (group and private), raise hand, reactions, polls, breakout rooms.
- **Security.** Lock a room with a password, waiting room (lobby), audio/video moderation, optional end-to-end encryption.
- **Telephone gateway.** Participants can join a meeting with an ordinary phone call (audio only).

2. How to connect

This page covers joining a meeting for the first time. If you are setting up the meeting yourself, also read Meeting rooms and sign-in — separate guide.

2.1. What you need

- **A computer with a browser** – Google Chrome or Microsoft Edge are recommended (Chromium-based browsers in general). Firefox and Safari also work, though some features may be limited.
- **A camera and microphone** – ideally a headset (it prevents echo).
- **A stable internet connection.**

Nothing is installed or registered – on a computer or phone, just open the link in a browser. On a phone you can optionally use the **Jitsi Meet** app (App Store, Google Play), but it is not required.

2.2. Open the meeting

You have two options:

A) I have a link. Click the link of the form `https://meet.cesnet.cz/RoomName` that the organizer sent you.

B) I know the room name. Open <https://meet.cesnet.cz>, type the room name into the field and click **Start meeting**.

cesnet
Družení profesionála, technika
CESNET Meetings
Videokonferenční služba sdružení CESNET

VstuhfhsociafomsDzavtrstant **Zaháje setkání**

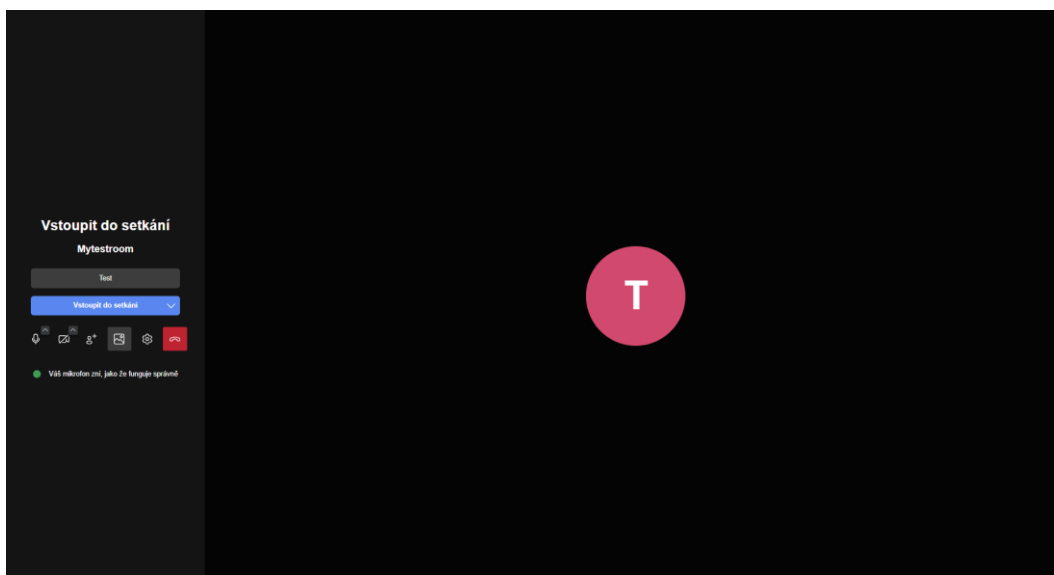
Váš seznam mediálních hovorů je prázdný. Spojte se s kolegy z
Vašeho týmu, poté zde naleznete seznam mediálních hovorů.

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Room names. They are case-insensitive (Meeting and meeting are the same room). Avoid spaces and accented characters. Anyone who knows or guesses the name can attempt to join – for non-public meetings choose a long, hard-to-guess name, or secure the room (see For moderators — separate guide).

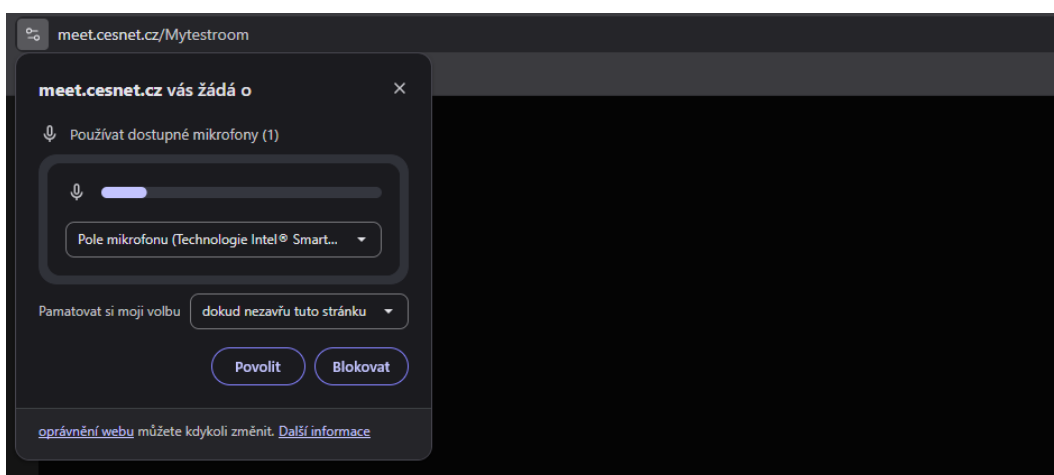
2.3. The pre-join screen

Before you enter, a **pre-join screen** appears:



- The preview shows your camera image.
- The buttons let you enter with your **microphone / camera off**.
- The gear icon lets you pick the correct **microphone, camera and speaker**.
- Enter **your name** – other participants will see it.
- Click **Join meeting**.

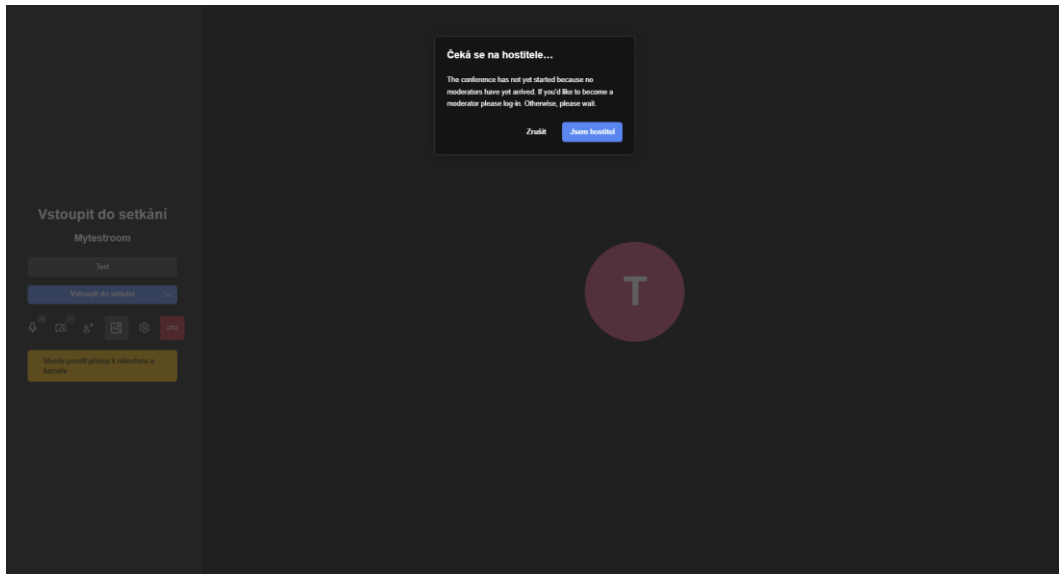
The first time, the browser asks for **permission to use the camera and microphone** – allow it, otherwise others cannot hear or see you.



2.4. Entering the room

What happens next depends on the room type:

- **The meeting is already running** – you go straight in as a participant (you only enter your name).
- **You are the first in a public room** – a *Waiting for the host...* window appears. Click **I am the host**; a local sign-in happens (one click, no password) and you are back in the room as the moderator.
- **You are the first in a protected room** – the same window appears. Click **I am the host** and sign in with eduID (see Meeting rooms and sign-in — separate guide).
- **The room has a PIN** – the browser prompts you for a code; enter the PIN from the organizer.

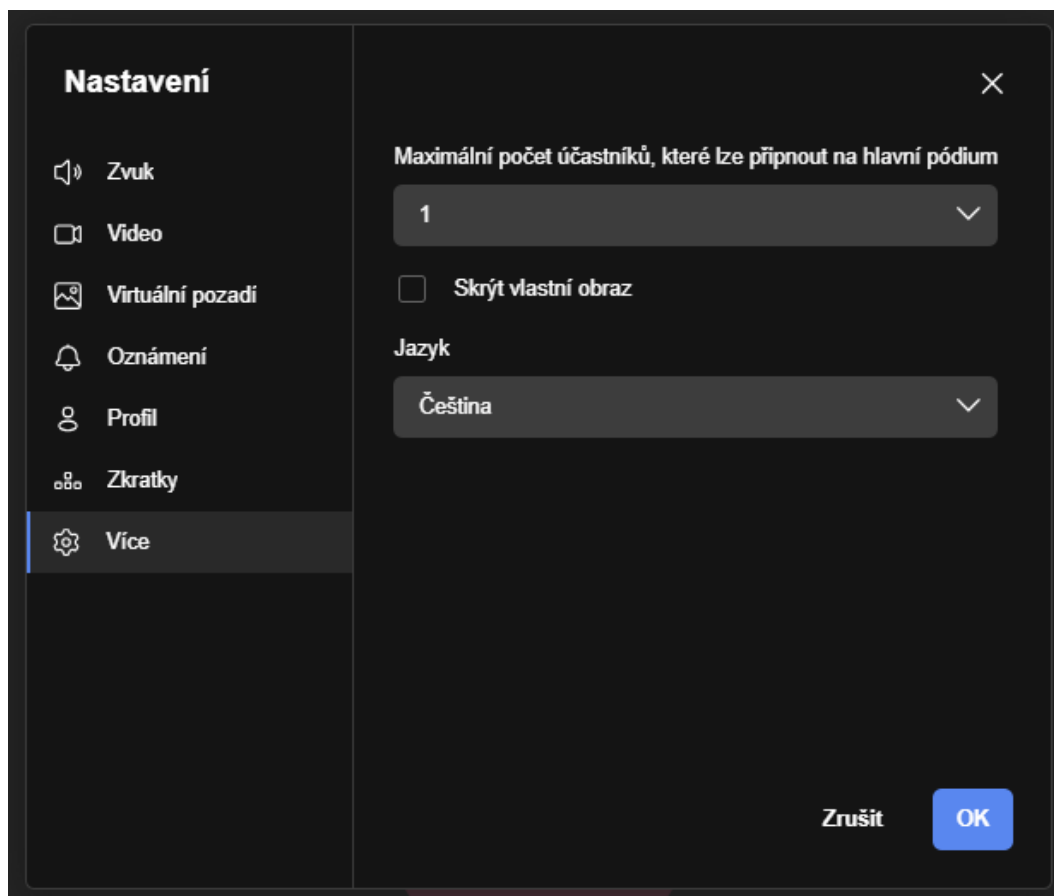


The first user = the moderator. Only the first person to arrive gets the sign-in window. Everyone else joins without signing in.

I'm a guest without an eduID account and the protected meeting hasn't started. You cannot enter the room before the first signed-in user creates it. Wait for the organizer to start the meeting and reload the page.

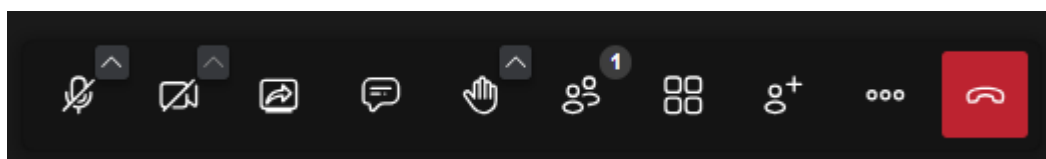
2.5. Interface language

The default language is Czech. You can switch it after joining under **More actions (:)** → **Settings** → **More** → **Language**.



3. During a meeting – the controls

Once you are in a room, all controls are in the **bottom toolbar**. Depending on the window width, some buttons collapse into the **More actions** menu (: / "•••").

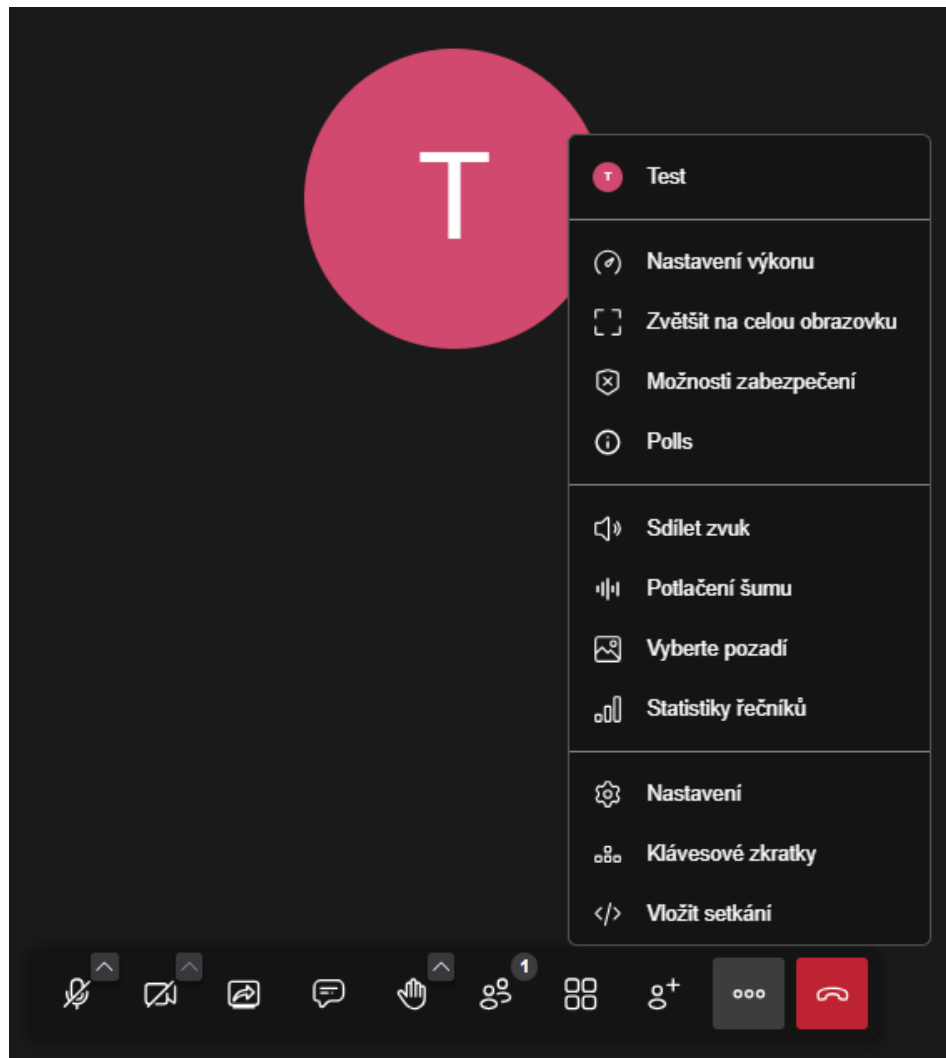


3.1. Main buttons

- **Microphone** – Mutes / unmutes your microphone. The arrow above it opens the device picker. Tip: hold the space bar to talk temporarily.
- **Camera** – Turns your video off / on. The arrow above it switches camera.
- **Share screen** – Share your whole screen, an application window or a browser tab.
- **Raise hand** – Signals that you want to speak. Press and hold for the reactions menu (emoji).
- **Chat** – Opens the side chat panel.
- **Participants** – The participants panel.
- **Tile view** – Switches between a grid of all participants and highlighting the speaker.

- **Invite people (the "+" icon)** – Opens the *Invite more people* dialog with the room link.
- **Leave (red)** – You leave the meeting.

3.2. The "More actions" menu



In this interface it contains:

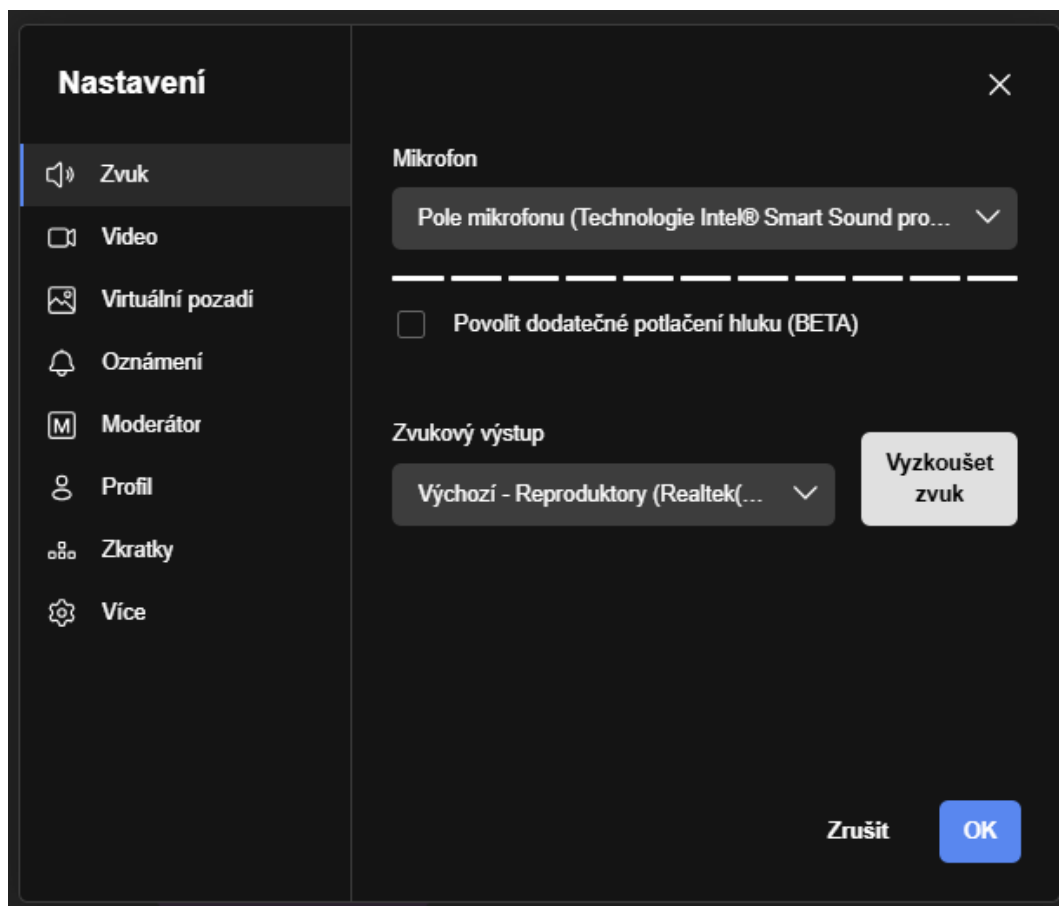
- **Performance settings** – video quality on a weak connection.
- **Enter full screen.**
- **Security options** – lobby, password, encryption (see For moderators — separate guide).
- **Polls.**
- **Share audio** – share your computer's audio only.
- **Noise suppression.**
- **Select background** – blur or an image background (below).
- **Speaker stats.**
- **Settings** – audio, video, name, language, moderator settings.
- **Keyboard shortcuts.**

- **Embed meeting** – code to embed the meeting in a web page.

3.3. Audio and video settings

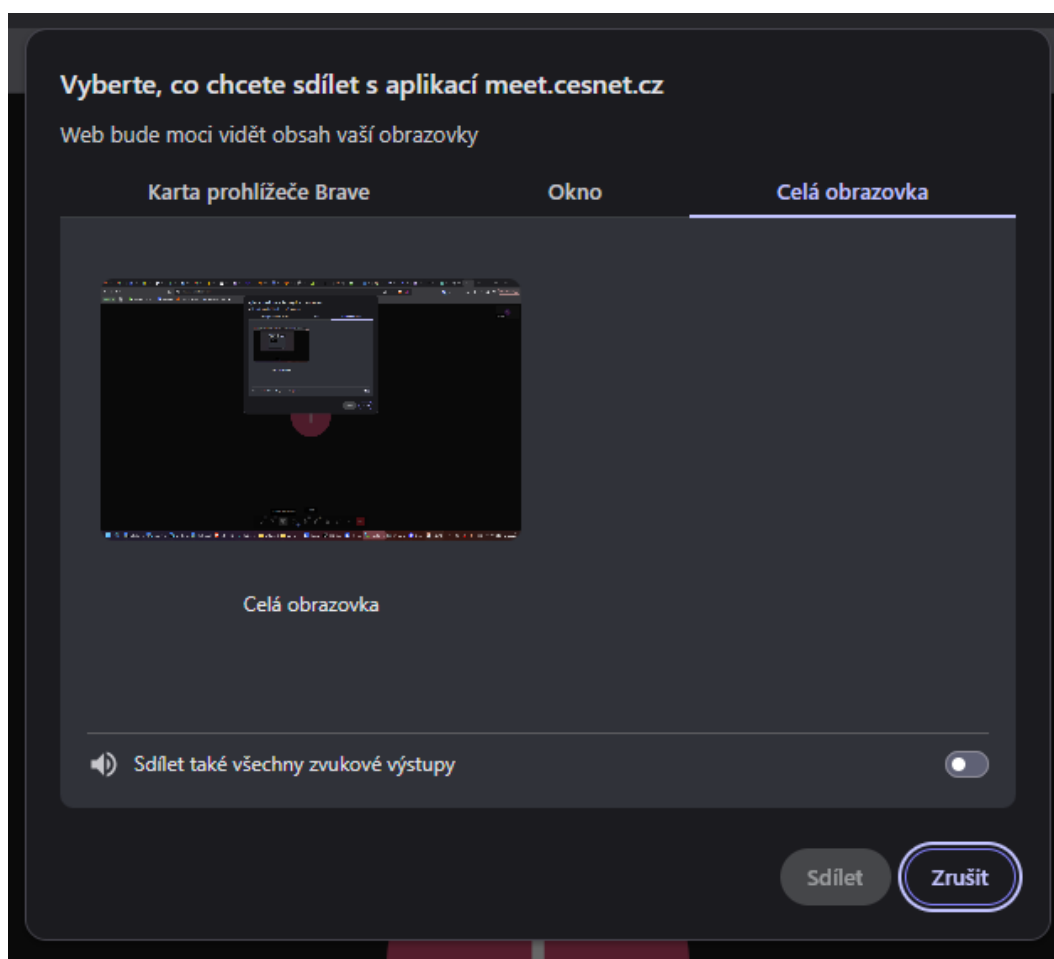
More actions → **Settings**. Devices are on tabs:

- **Audio** – choose the microphone and speaker; **Test sound** button.
- **Video** – choose the camera.



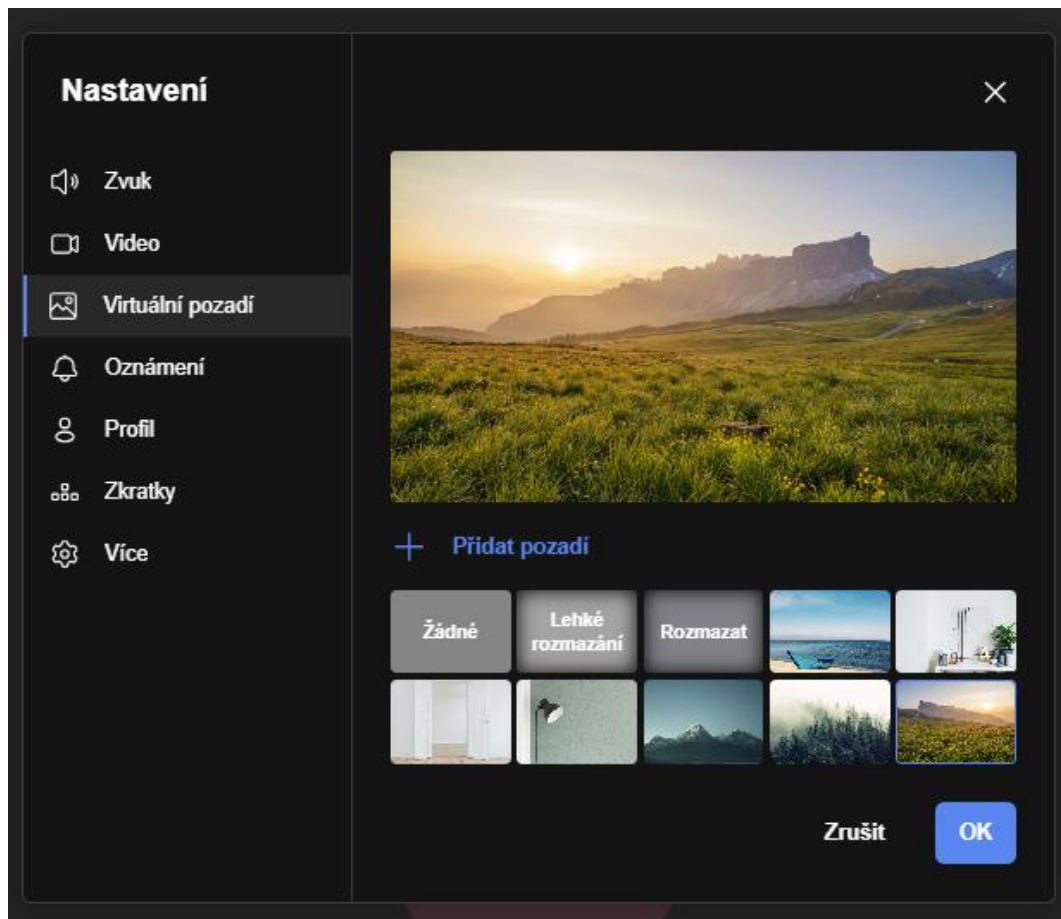
3.4. Screen sharing

The **Share screen** button lets you pick, in the browser's dialog, your **entire screen**, an application **window** or a **browser tab**. To send **audio** too (e.g. from a video), enable the audio-sharing option in the same dialog – it works reliably for a browser tab in Chrome/Edge.



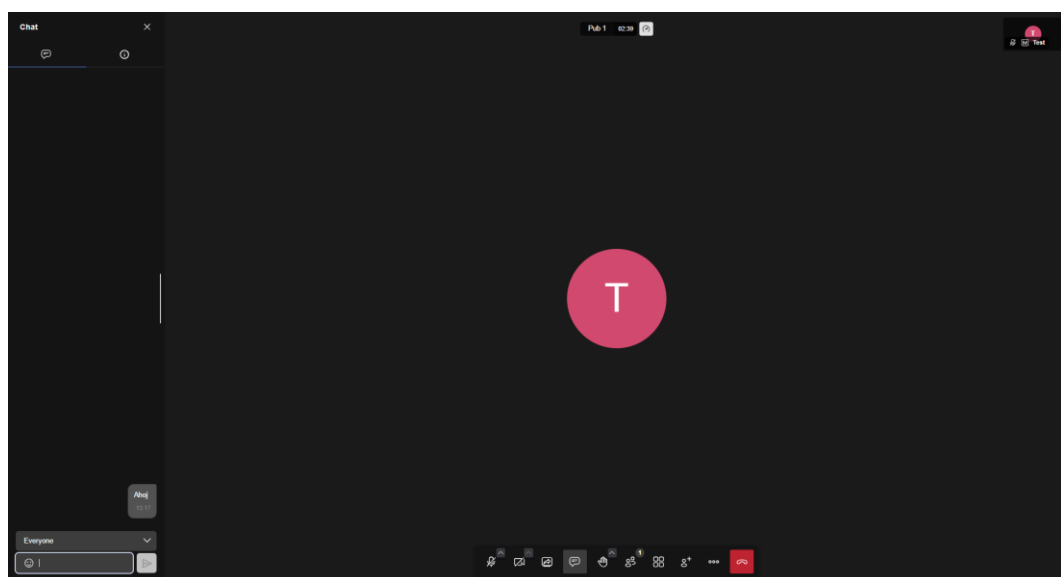
3.5. Background (blur / image)

More actions → **Select background** (or **Settings** → **Virtual background**). Choose **None**, **Slight blur**, **Blur**, a preset image, or **Add background** for your own. Works best in Chrome/Edge; on a weaker machine it raises CPU load.



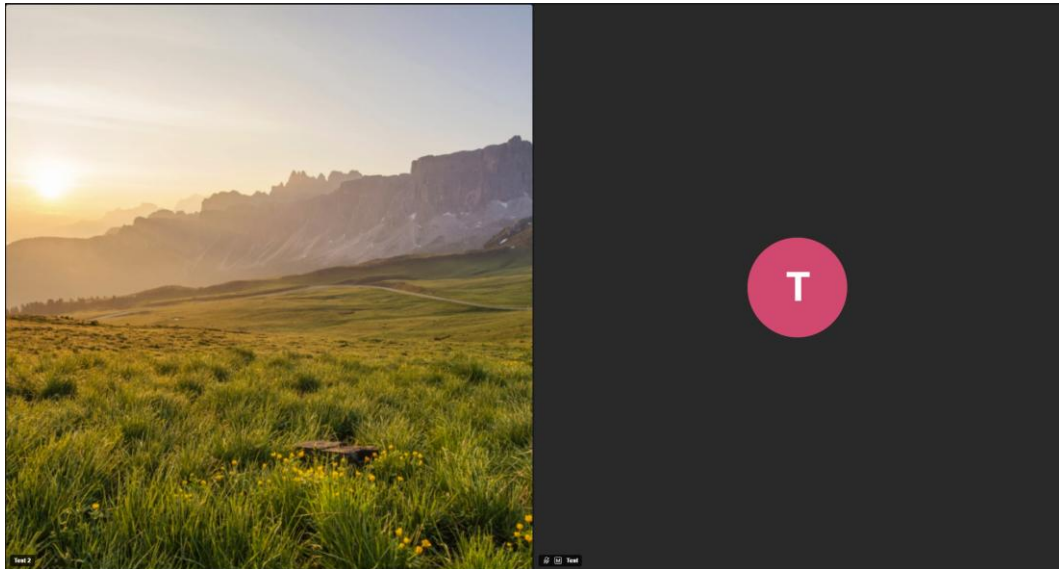
3.6. Chat, hand and reactions

- **Chat** is shared by the whole room; use the recipient selector at the top to switch to a **private message** to one participant (the panel is titled "Chat").
- A **raised hand** appears next to your name and the moderator sees it in the participants panel.
- **Reactions** (emoji) briefly appear over your tiles.



3.7. Views

- **Tile view** – a grid of all participants.
- **Speaker view** – a large image of the current speaker, others smaller.
- You can **pin** a tile so it stays large.
- **Performance settings** let you lower the video quality on a weak connection.



3.8. Polls

More actions → **Polls** → enter a question and answers → send. Everyone sees the results in the polls panel. Polls last for the duration of the meeting.

3.9. Recording and streaming

The service **does not provide** server-side recording or live streaming to external platforms. If your client offers **local recording**, the file is created only on the computer of the person who started it, and other participants are notified that recording is in progress. Always tell participants in advance about any recording (see Terms of service and privacy — separate guide).

4. Troubleshooting

4.1. Audio and microphone

Others cannot hear me.

1. Check that your microphone is not muted (the microphone button in the toolbar is not crossed out).
2. ⋮ → **Settings** → **Audio** – is the correct microphone selected? Does the indicator move when you speak?

3. Did you allow the browser to use the microphone? Click the lock / camera icon in the address bar, allow access, then reload the page.
4. Is another app using the microphone (Teams, Zoom, Discord)? Close it.

I cannot hear others.

- Check the system volume and the **speaker** selection in **Settings → Audio**; use **Test sound**.
- If you have both headphones and speakers, make sure the audio goes to the ones you are wearing.

Echo, howling.

- Echo is caused by a microphone picking up sound from speakers. Use **headphones**.
- Ask others to mute themselves when not speaking; the moderator can spot the culprit from the talking indicator.

4.2. Camera

Others cannot see me.

1. The camera button in the toolbar is not crossed out.
2. **⋮ → Settings → Video** – is the correct camera selected?
3. Allow the browser to use the camera (the icon in the address bar), then reload the page.
4. No other app is using the camera.
5. For an external camera, try a different USB port.

4.3. Entering the room

I see "Waiting for the host..." and nothing happens.

- You can only enter a **normal (protected)** room after signing in. Click **I am the host** and sign in with eduID.
- If you have no eduID account, this is a room that a signed-in moderator must create first – **wait** for the meeting to start and reload the page.
- For a **public** room the sign-in happens automatically within a few seconds; if the dialog does not disappear, reload the page (F5).

eduID sign-in fails / the page keeps bouncing back.

- Try a different browser or a private window (blocked third-party cookies can break sign-in).
- Check that you are signing in under the correct **home organization**.
- If it persists, contact support with the time of the attempt and the organization name.

The room asks me for a password / PIN.

- This is a secured room. Enter the **PIN from the organizer**; it is case-sensitive. See Meeting rooms — separate guide.

4.4. Video and performance

Choppy video, delayed audio, "weak connection".

- ⋮ → **Performance settings** – lower the video quality or switch to **audio only**.
- Turn your own camera off when not speaking.
- Stop downloads and other apps that load the network; switch to a wired connection.

Screen sharing does not work / shows a black area.

- On macOS, allow the browser under **Screen Recording** in *System Settings* → *Privacy & Security*, then restart the browser.
- To share a video's **audio**, share a **browser tab** and tick *Share audio* (Chrome/Edge).

4.5. Telephone dial-in

See Joining by telephone – Troubleshooting — separate guide.

4.6. None of this helped

Contact service support (see Terms of service and privacy — separate guide) and provide:

- the room name and approximate time,
- your browser name and version and operating system,
- what you did and what happened,
- ideally a screenshot of the error.