Guide to Video Conferences
Last update: 13.03.2020

Setting up a Video Conference

You can access the dfn conference tool from the following webpage:
https://www.kim.uni-konstanz.de/services/forschen-und-lehren/videokonferenzen/

Follow the link to dfnconf and log in using the University of Konstanz shibboleth:

Once logged in, you can change the language to English in the top right hand corner of the screen.

1. Select the button „New Meeting Room“.

2. Give your meeting room a name. We recommend setting up a Host PIN.
3. The overview page provides links to both an English and a German template which can be sent to participants. The template includes a list of ways you can access the meeting room (Computer, laptop, smart device, etc). You can copy this text into an email or draft your own.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Room Number</th>
<th>Invitation (de)</th>
<th>Invitation (en)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni_KN</td>
<td>None</td>
<td>97912873</td>
<td>Textvorlage</td>
<td>Template</td>
</tr>
</tbody>
</table>

4. Hosts can access the meeting room via the „Room Number“ link and participants can access the Meeting room via the link in the email.

**Meeting Room**

Once you have joined the meeting room, you will be able to see a list of participants on the left hand side. Use the menu at the bottom of the screen to share your screen, upload documents, record the video conference or invite additional participants.

**Tips**

The link to the meeting room is valid until you delete the conference.

**Further information**

https://www.kim.uni-konstanz.de/en/services/research-and-teaching/video-conferences/


**Contact**

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