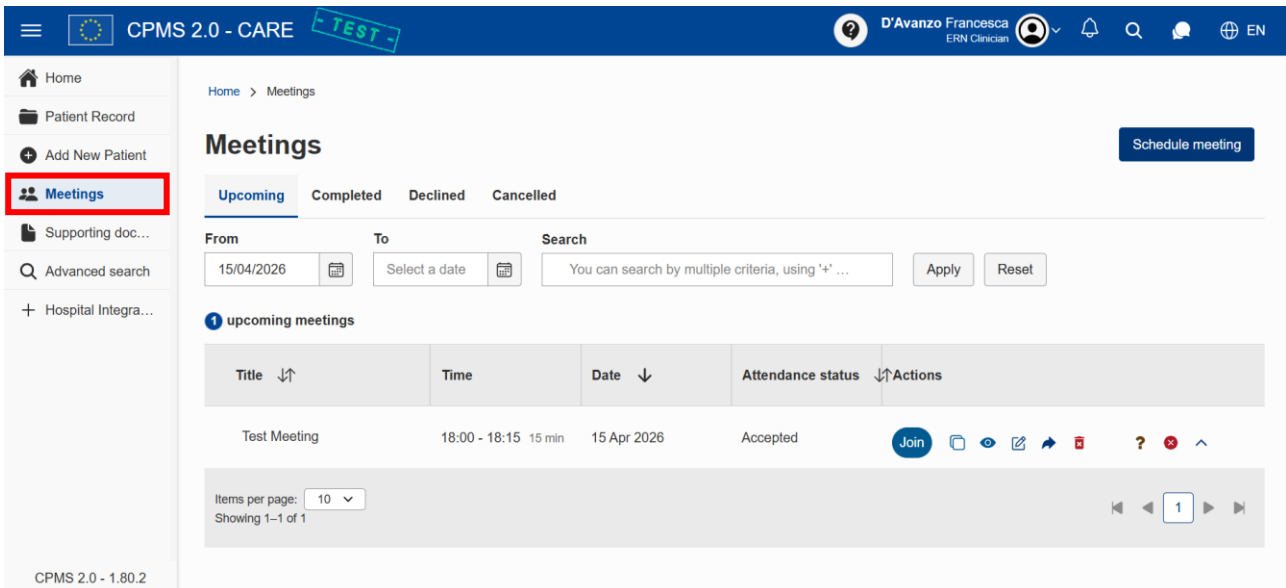


How to Join a CPMS 2.0 meeting

MetabERN – CPMS 2.0 guide

1. Log in at <https://cpms2.ern-net.eu> using your EU login credentials.
2. From the left-hand side menu, select **Meetings**.



CPMS 2.0 - CARE **TEST**

Home > Meetings

Meetings

Schedule meeting

Upcoming Completed Declined Cancelled

From: 15/04/2026 To: Select a date Search: You can search by multiple criteria, using '+' ... Apply Reset

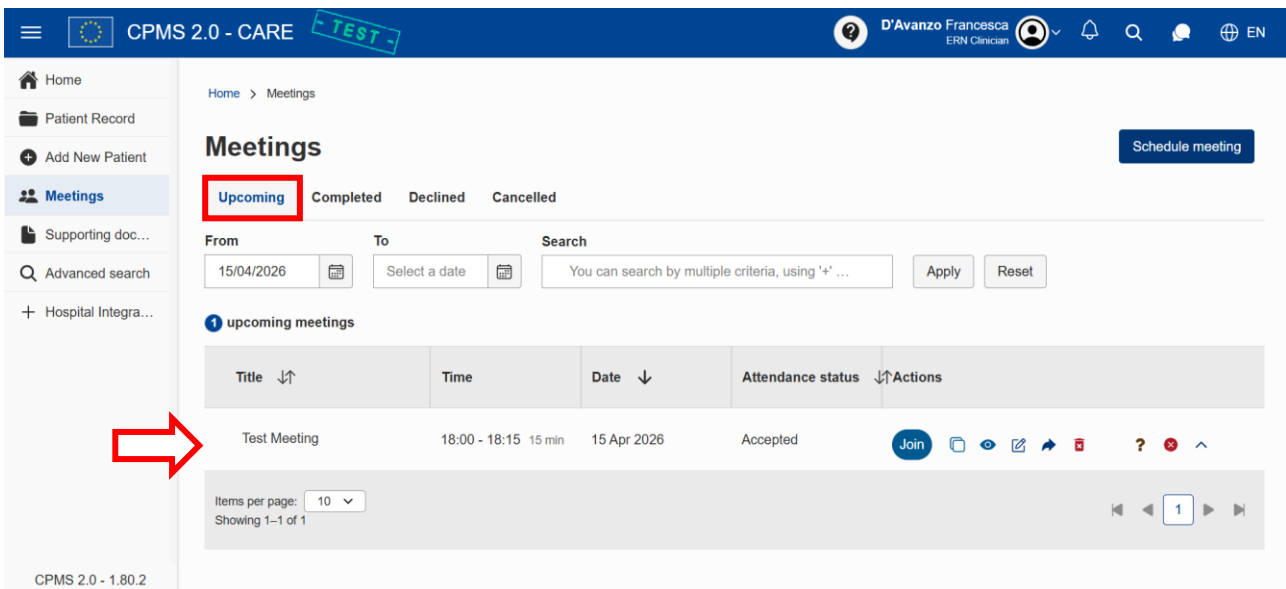
1 upcoming meetings

Title	Time	Date	Attendance status	Actions
Test Meeting	18:00 - 18:15 15 min	15 Apr 2026	Accepted	Join

Items per page: 10 Showing 1-1 of 1

CPMS 2.0 - 1.80.2

3. In the **Upcoming** tab, find the specific meeting you want to join.



CPMS 2.0 - CARE **TEST**

Home > Meetings

Meetings

Schedule meeting

Upcoming Completed Declined Cancelled

From: 15/04/2026 To: Select a date Search: You can search by multiple criteria, using '+' ... Apply Reset

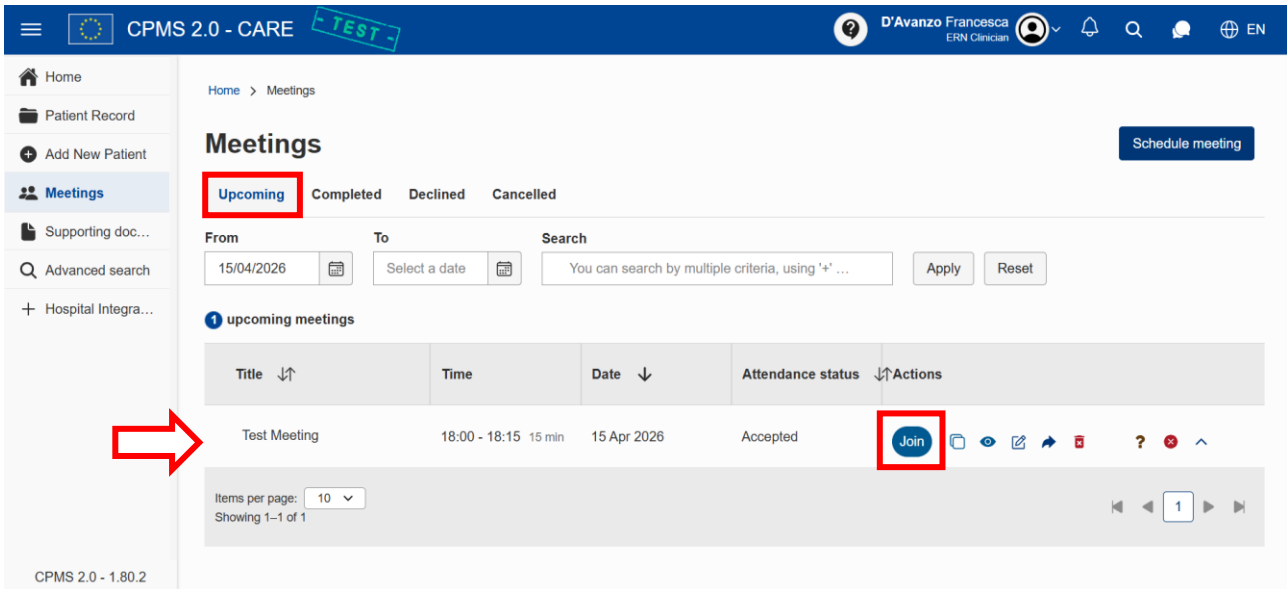
1 upcoming meetings

Title	Time	Date	Attendance status	Actions
Test Meeting	18:00 - 18:15 15 min	15 Apr 2026	Accepted	Join

Items per page: 10 Showing 1-1 of 1

CPMS 2.0 - 1.80.2

- Click on the **Join** button inside the action column in the table for the desired meeting.



CPMS 2.0 - CARE - TEST -

Home > Meetings

Meetings Schedule meeting

Upcoming Completed Declined Cancelled

From: 15/04/2026 To: Select a date Search: You can search by multiple criteria, using '+' ... Apply Reset

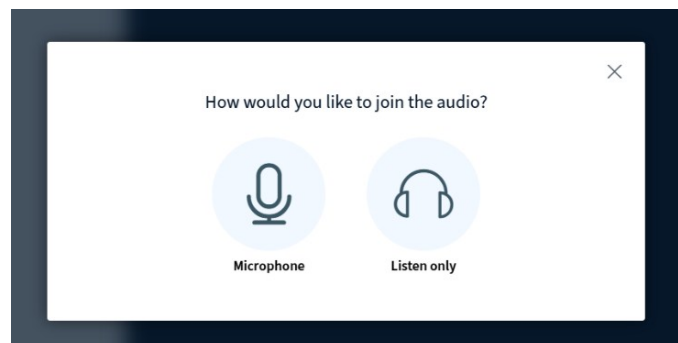
1 upcoming meetings

Title	Time	Date	Attendance status	Actions
Test Meeting	18:00 - 18:15 15 min	15 Apr 2026	Accepted	Join

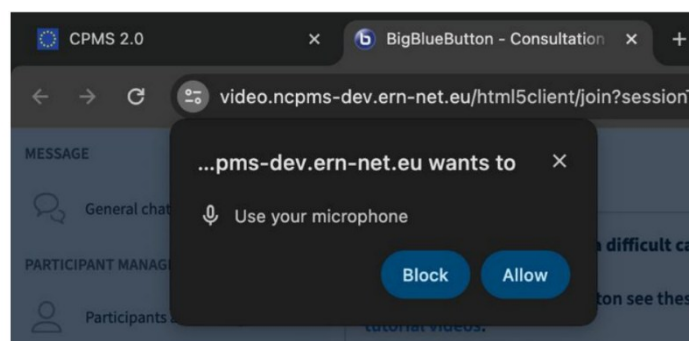
Items per page: 10 Showing 1-1 of 1

CPMS 2.0 - 1.80.2

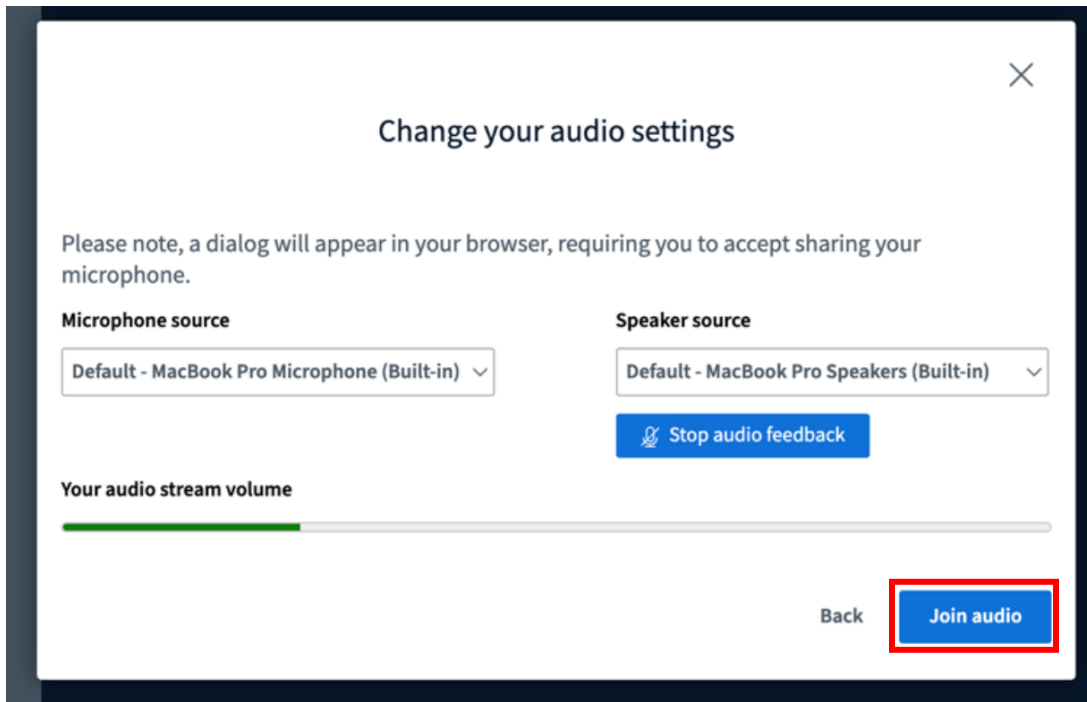
- You will be prompted to choose whether to join with your microphone enabled or in listen mode.



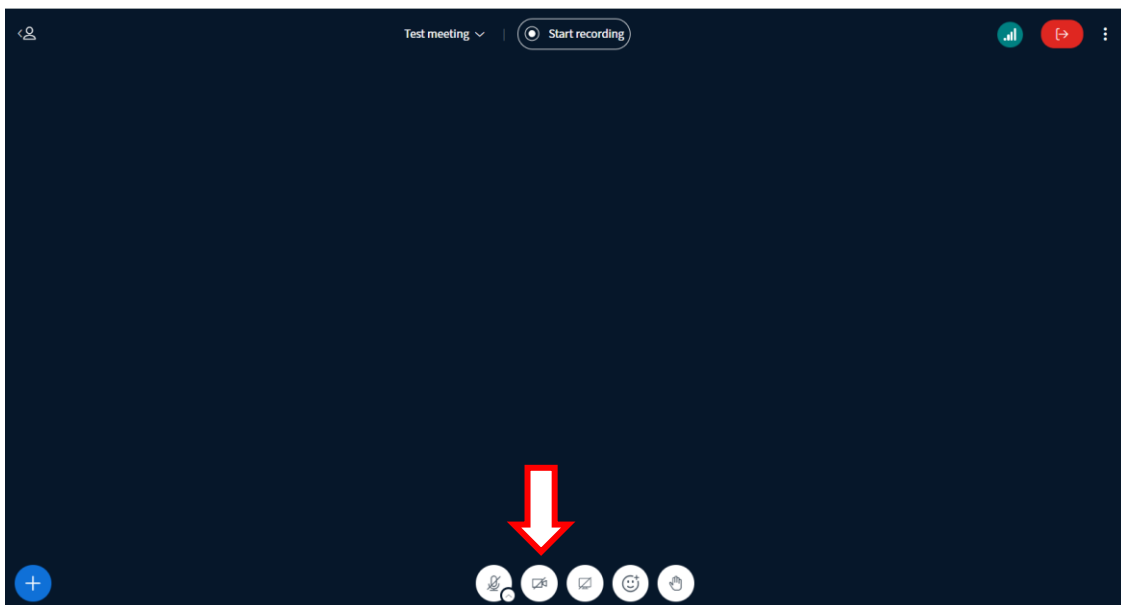
- If this is the first time you are connecting to a CPMS 2.0 meeting with your microphone, you may be prompted to grant your browser permission to use the microphone. If this is the case, please click **Allow**.



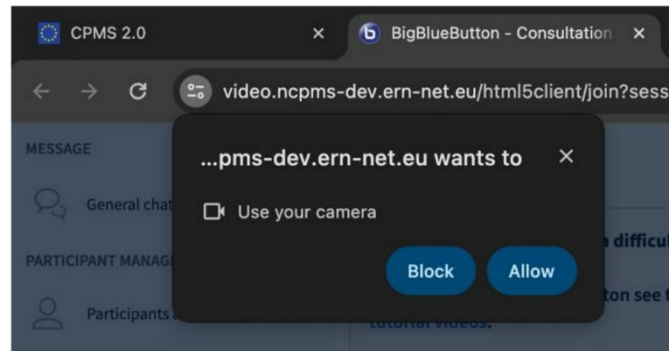
7. Check your **audio settings** by saying a few words and check if you hear the echo. Then, click on the **Join audio** button.



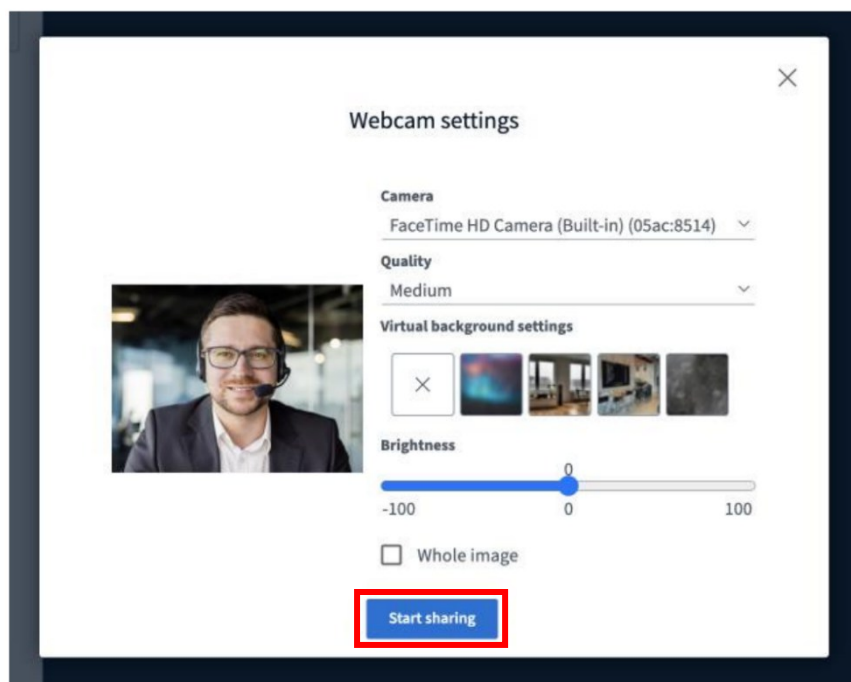
8. To turn on your video, click on the **Camera icon** located at the bottom of the screen.



9. If this is the first time you are connecting to a CPMS 2.0 meeting with your video, you may be prompted to grant your browser permission to use the camera. If this is the case, please click **Allow**.

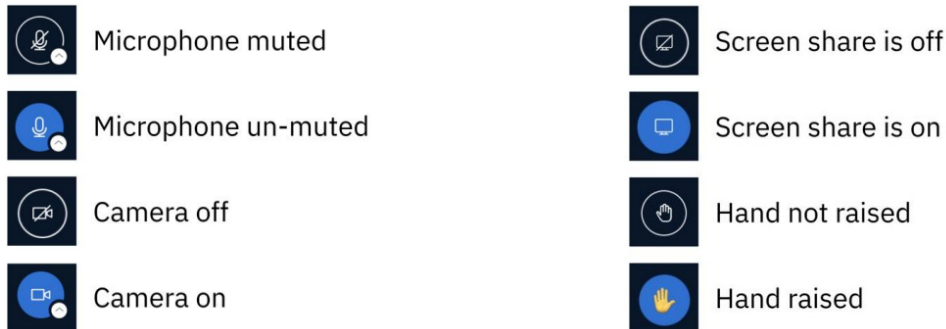


10. Make sure to check your **webcam settings**, where you can choose which camera you which to use (if you have more than one), the video quality and virtual background settings. If you have a slow internet connection, Medium or Low quality can be a good choice to save bandwidth.



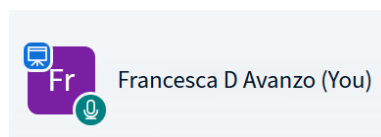
11. Click on the **Start sharing** button. You should now see the video from your camera.

12. You can control your microphone sound, camera and rise hand feature by clicking the buttons below.



Screen Sharing

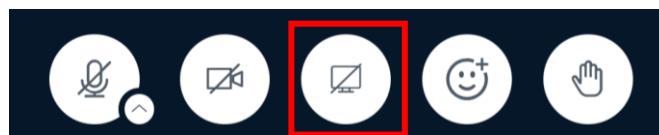
You can share your entire screen or a specific application window from your device. To do this, you need to request presenter status from the moderator. When a user has the presenter role, a blue presenter icon will appear next to their avatar in the participants list.



Please note that screen sharing is currently not supported on mobile or tablet devices. To share your screen, you must use a desktop, laptop, or Chromebook.

To share your screen, follow these steps:

1. Click on the **Presentation** icon at the bottom of the screen.



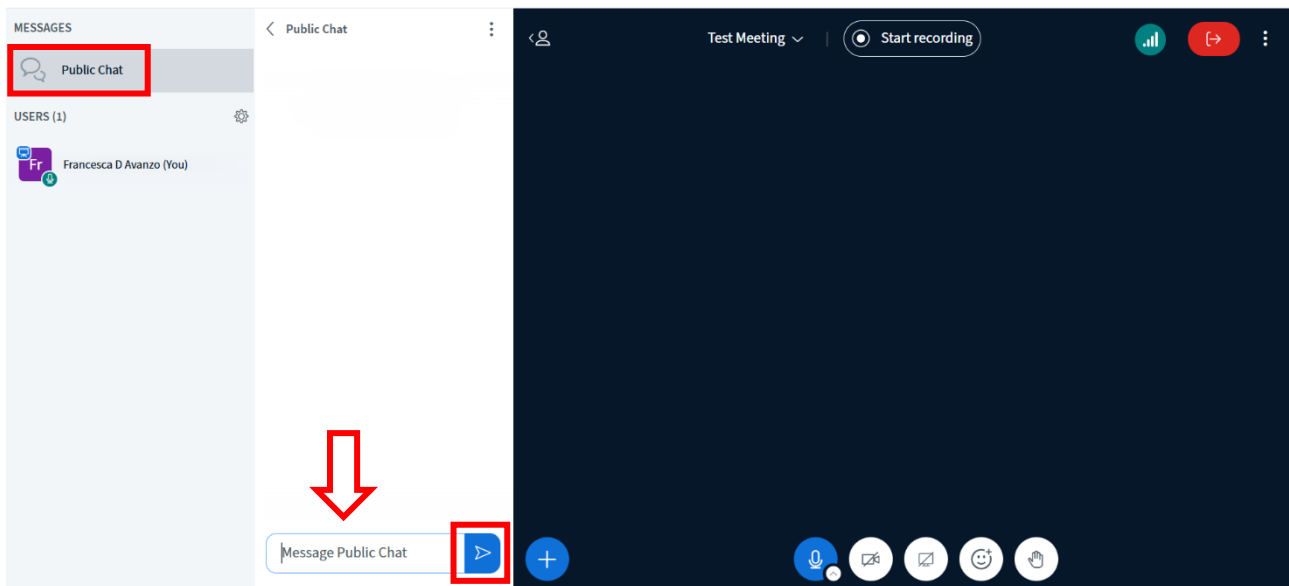
2. Choose what you want to share: your entire screen, an application window, or a browser tab. Then, click the **Share** button to start sharing with participants.

Chat Feature

Both public and private chat features are available.

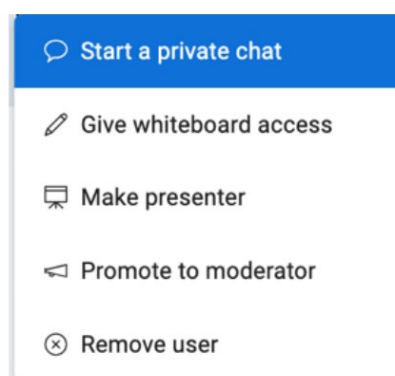
To send a message to all participants using the public chat:

1. Click on the **Public Chat** option in the left-side menu.
2. Go to the text box located at the bottom of the screen.
3. Type your message and click the arrow icon next to the text box to send it.



To start a private conversation with a specific participant:

1. Click on the participant's name in the left-side menu.
2. Select the **Start a private chat** option from the menu.



3. Type your message in the private chat box and send it.