

## Joining a FUZE meeting in Animal Biosciences ( ABSc )

This document outlines the steps involved in attending a fuze meeting in ABSc.

1. Install the fuze client onto your local system → <https://www.fuze.com/download>  
If you need to be seen then you must have a camera (i.e. webcam) on the computer you are connecting with and if you want to speak you must have a microphone (i.e. mic). Most laptops have both a webcam and mic. Also make sure you have a good Internet connection. A headset with mic is recommended for better audio.
2. You will be sent a 7 digit meeting id like this 123-45-678 and also a link to the meeting. The link will start the client or encourage you to install it. It is possible to join in a browser but the client works better. First click “Join Meeting”

**Join Meeting**

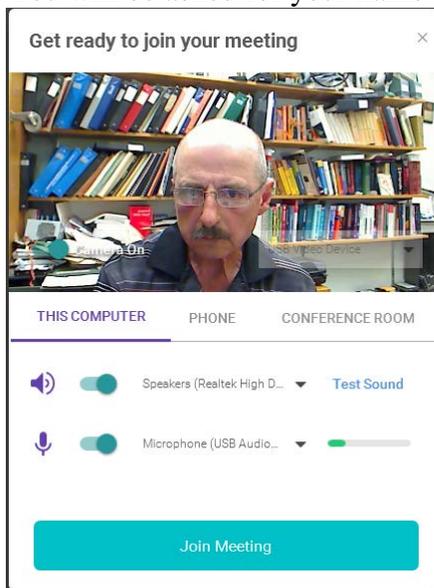
No Fuze account? Been invited to a meeting?  
Please enter your meeting ID

**NEXT**

Have an account? [Sign In](#)

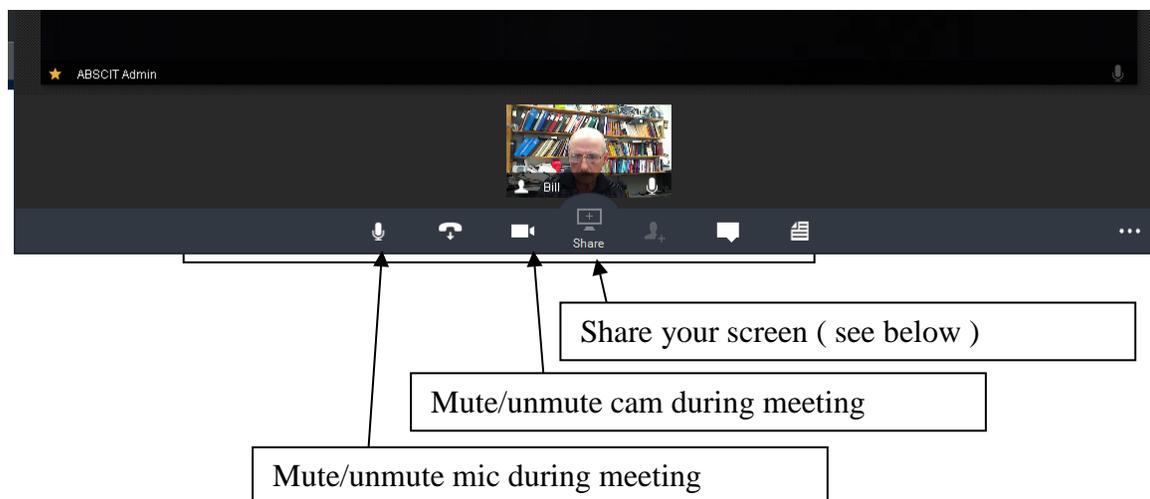
Enter meeting ID here, NEXT

You will be asked for your name and brought to this screen



Here you should test your sound “Speakers” so you can hear.  
You can join with your webcam on or off and with your mic on or off.  
These toggles are available after joining too.

3. After being accepted into the meeting you should see and hear the meeting. Usually we will start the fuze meeting at least 20 minutes before the actual start time if it is a presentation. If it is a seminar presentation you will need to mute your mic so no unwanted sounds come to the meeting from your mic. You may also mute your cam. If you want to speak to the meeting or ask questions you will need to unmute your mic and optionally cam.



The moderator of the meeting can promote remote participants enabling them to share their screen. The “Share” button will then become available.

The moderator can also record the meetings.

Please send any questions to [abscit@uoguelph.ca](mailto:abscit@uoguelph.ca)