

Access Guide for Online Venue of Off-University

Registration is needed. Please use the following link for the registration to the Off-University platform we use:
<https://coworkingsquares.de/de-DE/Login/CustomLogin/Register?referenceCode=>

Then, use the following links to reach the virtual halls where the meetings will be held.

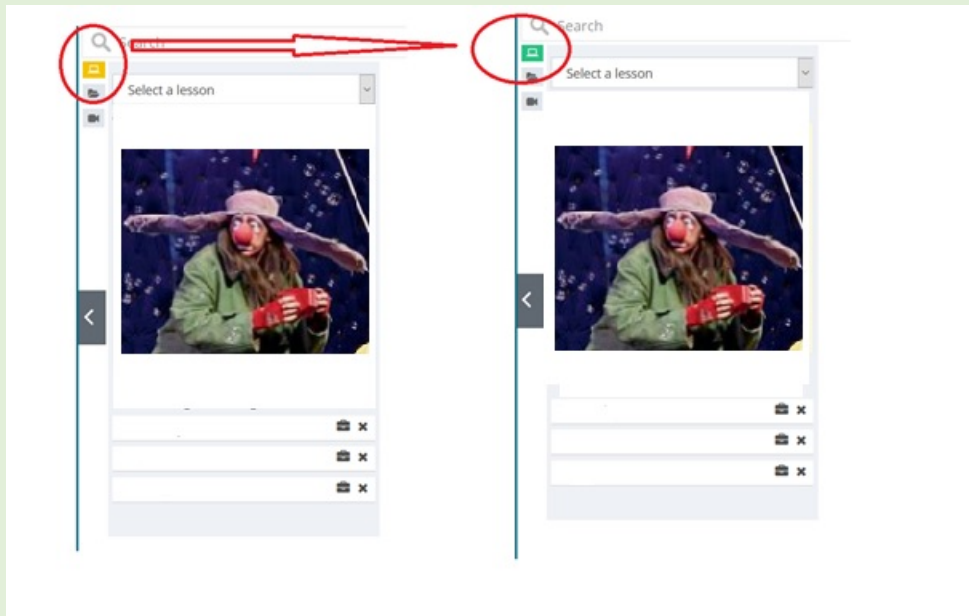
REVIVAL (Room 1)

<https://coworkingsquares.de/en-US/CoursesListWidget/IndexNew/1110>

UTOPIA (Room 2)

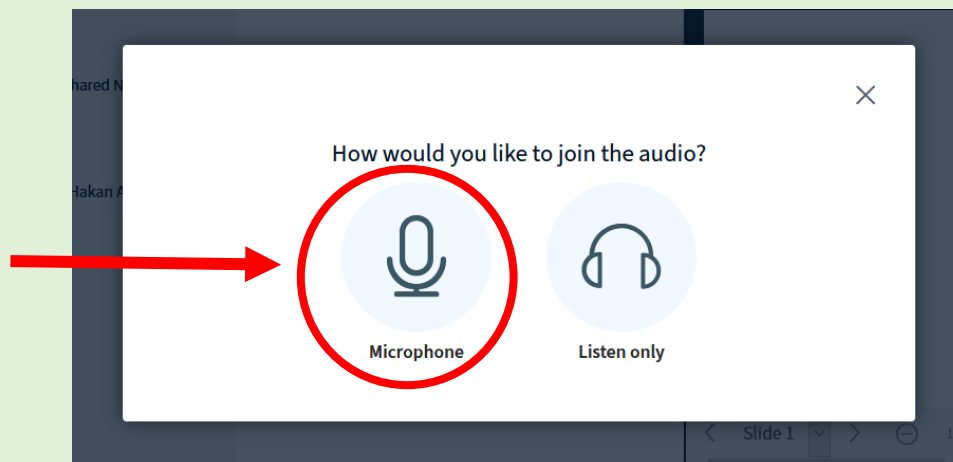
<https://coworkingsquares.de/de-DE/CoursesListWidget/IndexNew/1079>

When you click the link, you will see this window:

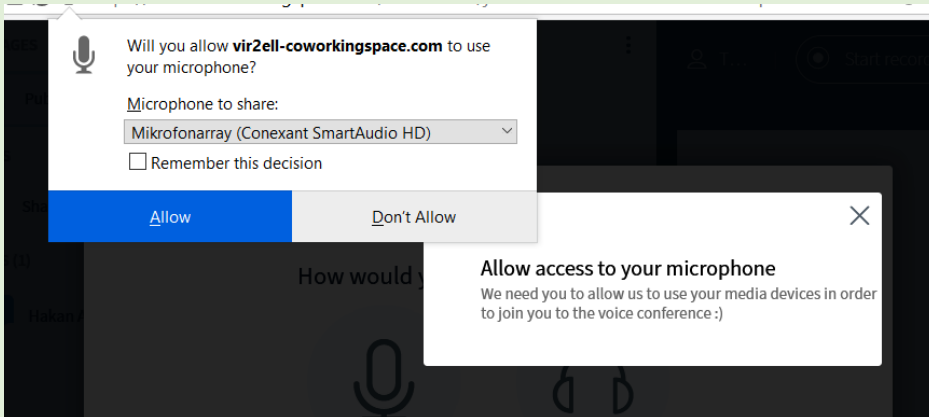


***** If the screen icon in the upper left corner is green, you can enter the class by clicking that green icon.**

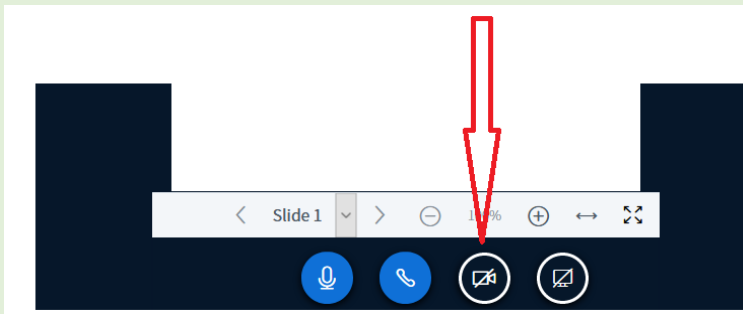
When you enter the classroom, the system will ask you to set your microphone manually. (Since the platform doesn't record or collect any information about the participant because of their security and anonymity, this procedure has to be done.) You will see a screen like this:



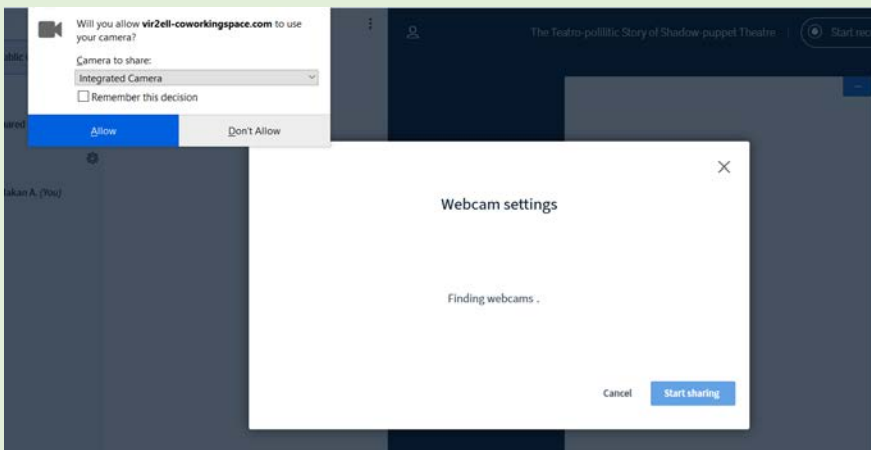
Don't forget to choose the microphone option. Next, you will set the microphone you use by using the new opening window. Otherwise, you cannot use your microphone to speak.



To use your camera, click the camera icon at the bottom of the page.



Select your camera you use, and then share your camera following the steps.



All the stages will take place without any problem and in a short time.

- ✓ Your browser should be up to date to use the platform efficiently!
(Mozilla & Chrome works fine, but also on browsers such as explorer and opera)
- ✓ **Java Plug-in** should be the latest!
(You can use the following link to update: <https://www.java.com/en/download/uninstalltool.jsp>)

If you need, you can watch the Off-University video explaining the usage of the platform at the link:
https://www.youtube.com/watch?v=1131xp_KYN4&feature=emb_title