



Graduate School
for Cellular and
Biomedical Sciences



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UNIVERSITÄT
BERN

Please plan to participate:

Test Session with GCB Virtual Symposium Organizers

Monday, January 25, 2021 – 16:00 – 17:00

Zoom Link: <https://unibe-ch.zoom.us/j/95209059969>

Use Google Chrome or Firefox browser – particularly important for Gather Town

[Zoom Instructions](#) – University of Bern

Login and start



- Direct link: unibe-ch.zoom.us
- SIGN IN with: `<username>@campus.unibe.ch` (e.g., ab99cd345@campus.unibe.ch)
- sign in with SSO
- Company Domain: *unibe-ch*

You will need a valid campus account and a mailbox on the central mail system of the IT Services of the University of Bern. Log in with your campus account using the form: *username@campus.unibe.ch*

If you do not have a central mailbox, please contact the [IT-responsibles](#) (internal link) of your institute.

There is also a Zoom licence for students of the University of Bern. Students can either organize meetings themselves or participate in meetings. However, no cloud storage is assigned to them in Zoom. On the other hand, MSTeams is also available to all students free of charge for setting up communication between students. [Microsoft Teams](#) has the advantage that all students and employees are already included.

Extensions (such as huge meetings or personalized webinars) and app integration (e.g. Slack) via Zoom marketplace are currently not possible.

Useful hints for using Zoom

1. Install the software early and make sure that audio, video, screen and hard disk are accessible.
2. Test the usage of Zoom intensively and read the [Anleitung Videomeeting mit Zoom.pdf \(PDF, 5.4 MB, only in german\)](#).
3. Familiarize yourself with the audio-, video- and screen sharing functions. Use several test meetings to make sure that you are able to use all desired functionalities properly.
4. Check and optimize the environment in which you want to have your meeting (lighting, camera angle/position, objects in the picture, background noises, noise)
5. If you are insecure about using the software, check: Where can you get help? Who could support you?
6. Decide how the meeting will be coordinated. You can find hints/tips for the different culture of communication here: [Tipps Online Meetings.pdf \(PDF, 332KB, only in german\)](#) (iLUB manual).
7. Inform the participants in advance about the meeting link and the starting time.
8. Inform all participants that it is absolutely necessary to test the audio connection (using a headset) in advance.
9. Configure the application so that the users are muted when entering the meeting.
10. Inform your participants of the behavior rules that are valid during the meeting.

How to get help?

- You can find a quick guide for starting Zoom the first time here: [Anleitung Videomeeting mit Zoom](#) (PDF, only in german)
- Ask colleagues to plan test meetings and become familiar with the software.
- The technical managers of your institute can offer good 1st-level support: [IT-responsibles \(only in German\)](#)
- For consulting requests please contact zoom@lehre.unibe.ch

Gather Town Instructions

Familiarize yourself with the software prior to January 28, 2021

1. Try out the demo
2. Review the [documentation](#) – especially the *Basic Functionality*
3. Forward your questions to info@gcb.unibe.ch