

## Instructions for using the Yandex.Telemost service

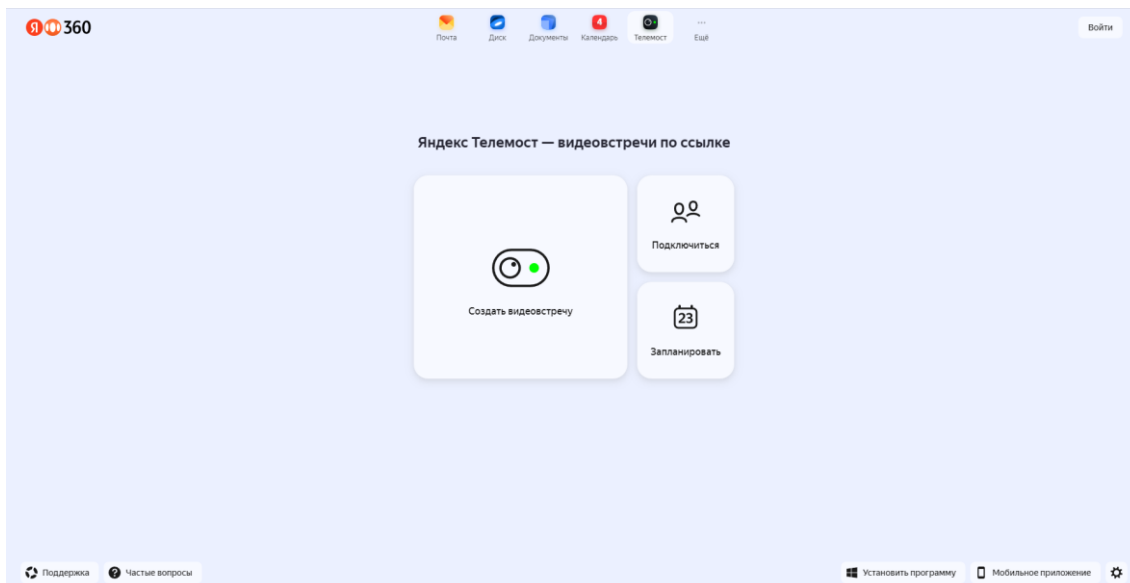
## Table of contents

Login to Yandex.Teleconference .....	3
Features of the Yandex.Telemost .....	6
1. New Hangout .....	6
How to Create a Hangout .....	6
What can you do at a meeting .....	8
2. Schedule a video meeting .....	9
3. Connect using the link or meeting number .....	12
Schedule broadcast .....	14
Create a broadcast now .....	16
Start of broadcast .....	17
What you can do on broadcast .....	18
5. Chat video meetings and broadcasts .....	21
Open chat .....	21
Chat actions .....	21
Saving chat message history .....	23

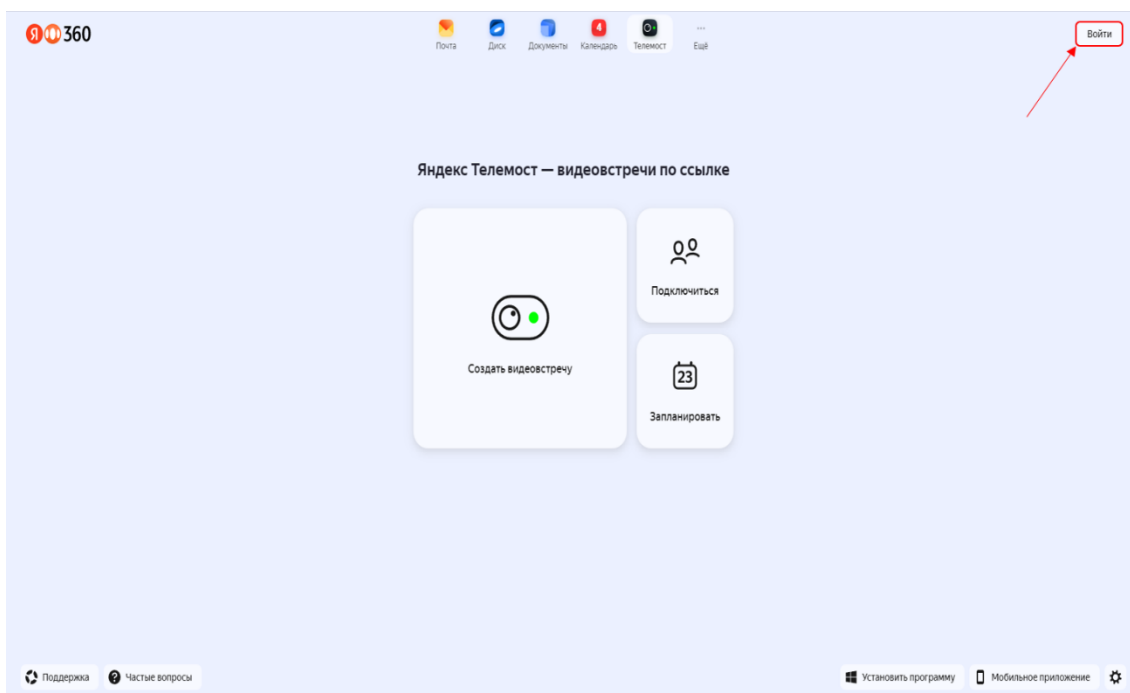
## Login to Yandex.Teleconference

1. Open the Yandex.Telemost page in your browser or follow the link:

<https://telemost.yandex.ru/>



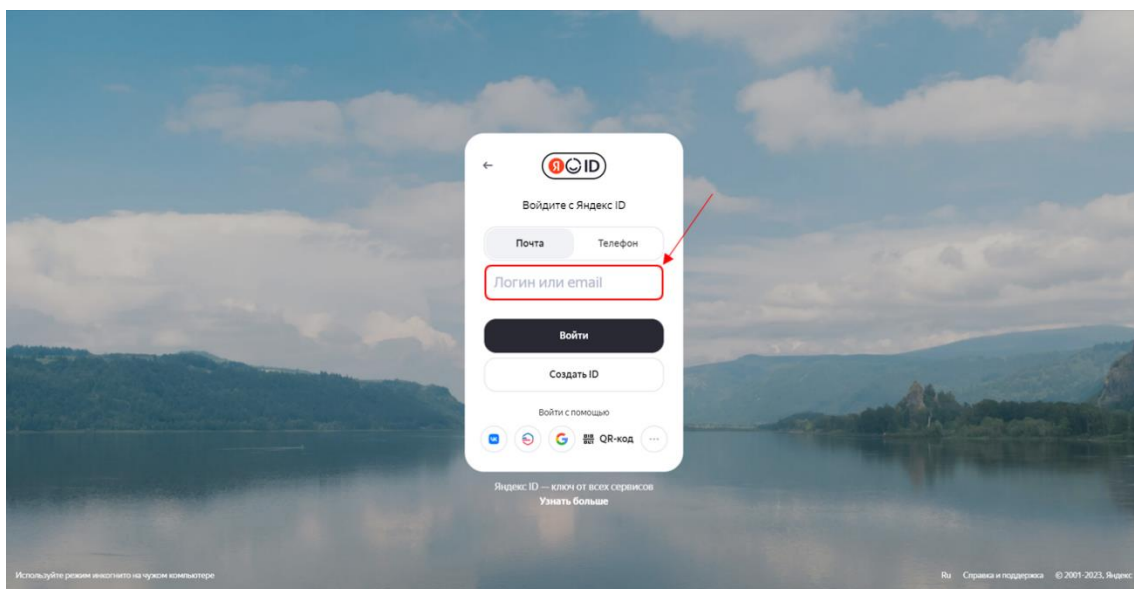
2. Log in using the “Login” button in the upper right corner of the page.



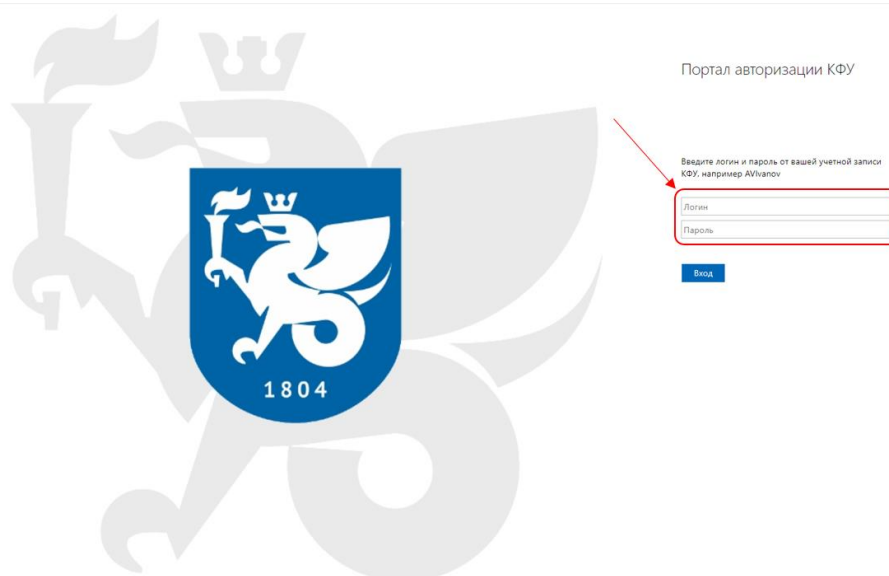
3. In the “login” or “email ” field, enter your corporate email address, which was previously received in the registration card in the form:

login@stud.kpfu.ru – for students;

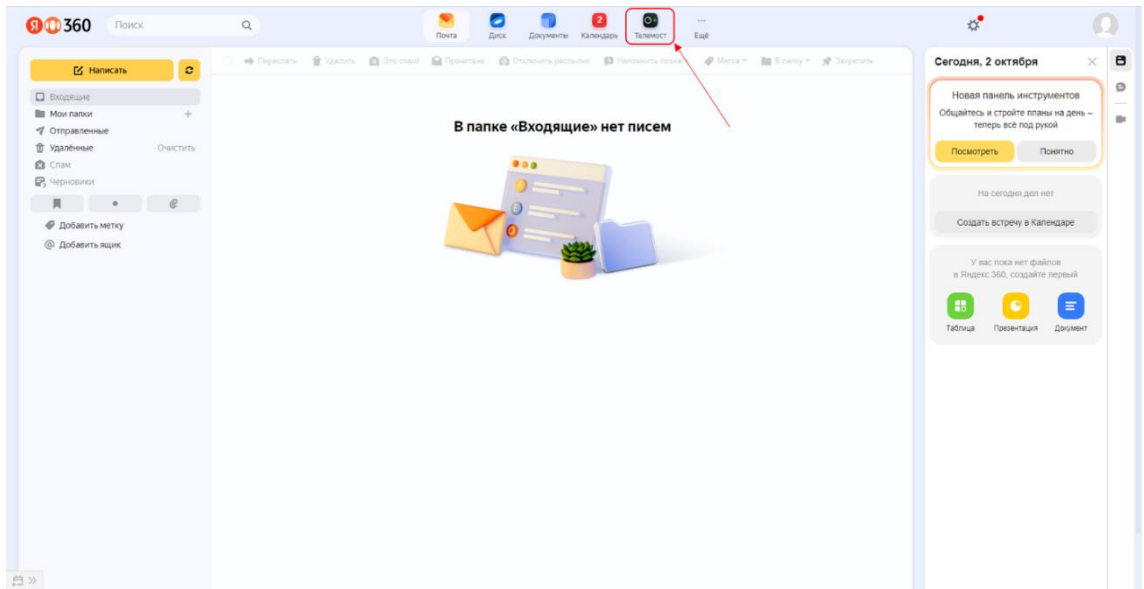
login@kpfu.ru – for teachers.



4. After this, the login page to the university information ecosystem will open. On this page, enter your login and password for your personal account on the KFU website.



5. If you have already been authorized, you can open Yandex.Teleconference through your personal account on the Yandex 360 platform. Select the service in the top panel of the page.



## Features of the Yandex.Telemost service

The following Teleconference features are available to students:

- New video meeting ;
- Schedule a video meeting ;
- Connect using the link or meeting number.

The following Teleconference features are available to teachers:

- New video meeting ;
- Schedule a video meeting ;
- Connect using the link or meeting number;
- New broadcast.

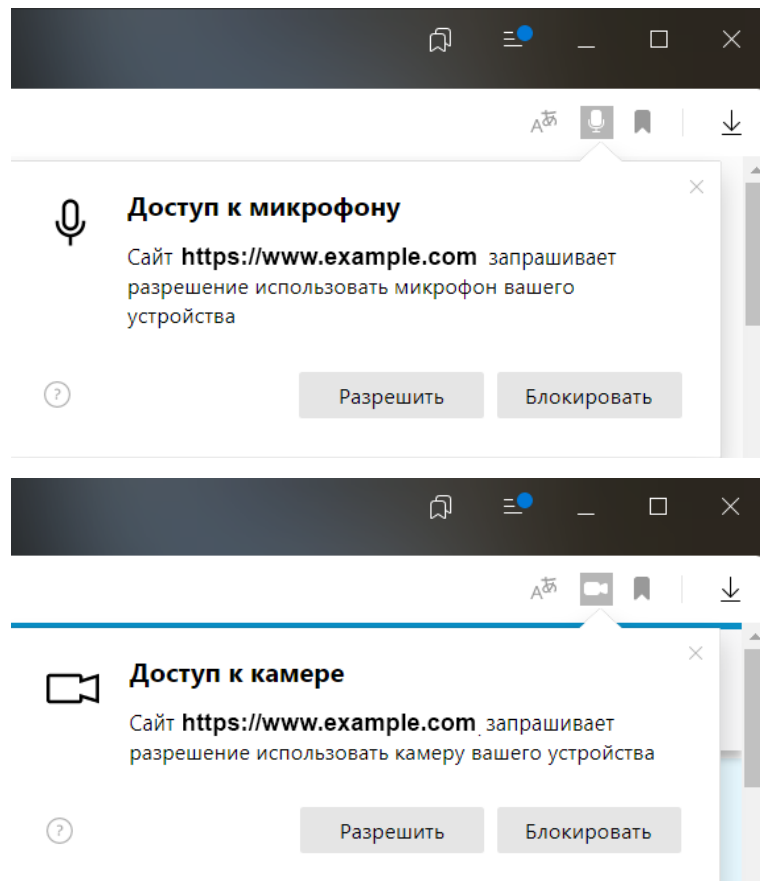
Возможности Яндекс.Телемост	Студенты	Преподаватели
Новая видеовстреча	✓	✓
Запланировать видеовстречу	✓	✓
Подключиться по ссылке или номеру встречи	✓	✓
Новая трансляция	×	✓

### 1. New video meeting

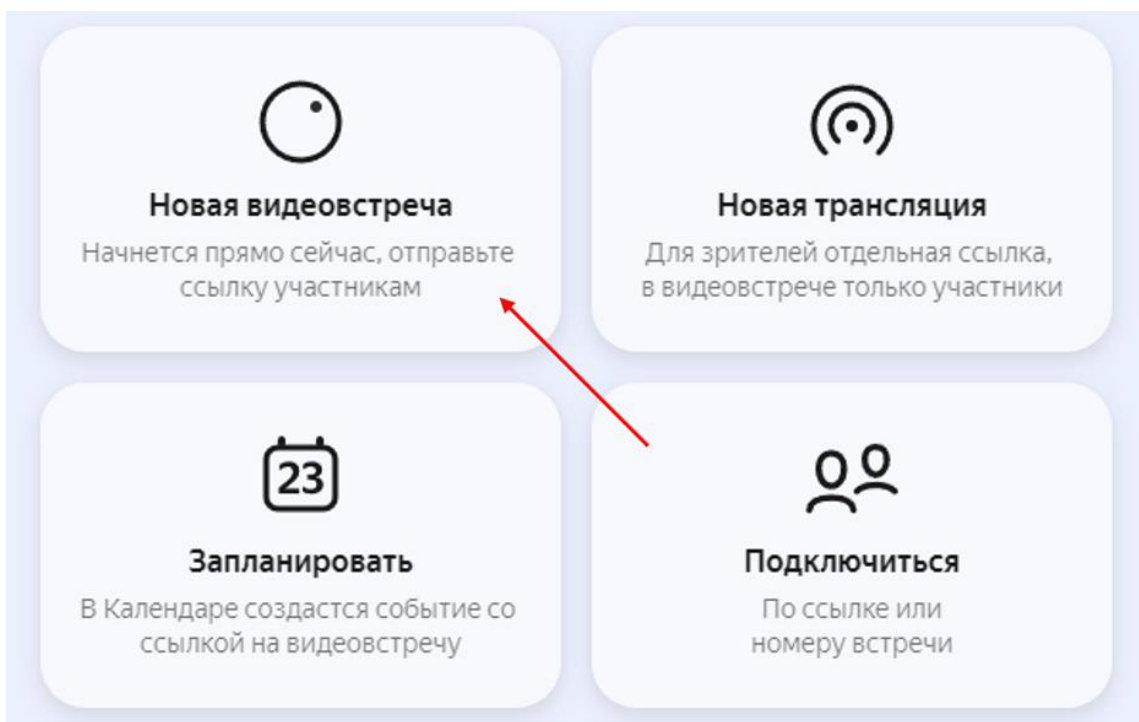
Meetings in Teleconference are not limited in duration and can bring together up to 40 participants.

#### How to create a video meeting

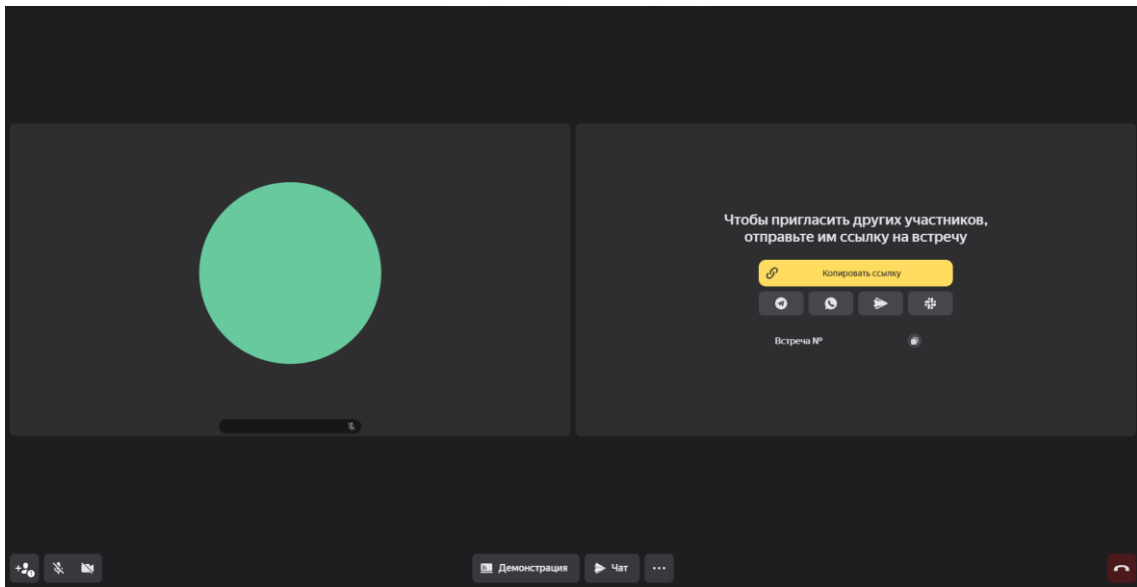
- Open Teleconference.
- If you are connecting for the first time, allow Teleconference access to the microphone and camera.













- If you want to join a meeting without video and microphone, turn them off.
- Click New Hangout . \_







- The meeting link will automatically be copied to your clipboard—send it to your colleagues .

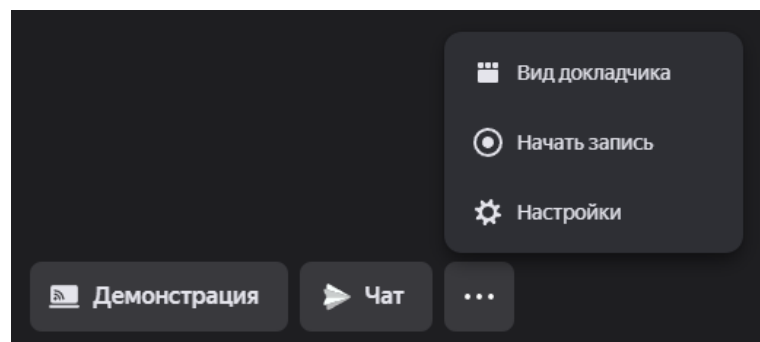
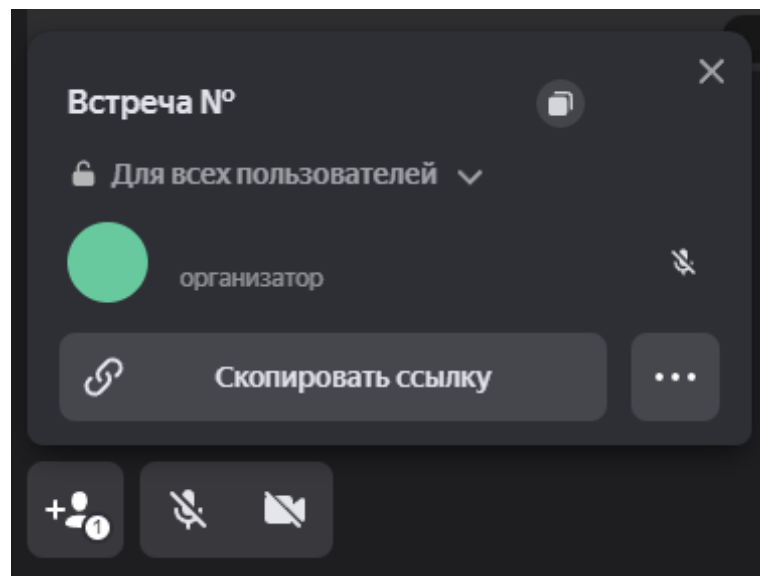


### What can you do at a meeting?

Icon	Action
	Microphone is muted. Click to enable.
	Microphone is on. Click to disable.
	Video disabled. Click to enable.
	Video included. Click to disable.
	Copy the meeting link and view the list of participants.
	Enable gallery view ( all participants are displayed on the screen in the same area, in a grid ).
	Enable presenter view ( one participant appears in a larger area, in the spotlight, and the rest in a grid ).
	Share your screen with meeting participants. You can display the window of one of the open programs, one of the open browser tabs, or show the entire screen.
	You are sharing your screen. Click to complete the demo.
	You are not recording the meeting. Click to start recording. After stopping recording, Teleconference will save the video file on your computer. The default file name is "Meeting recording [date][time] -



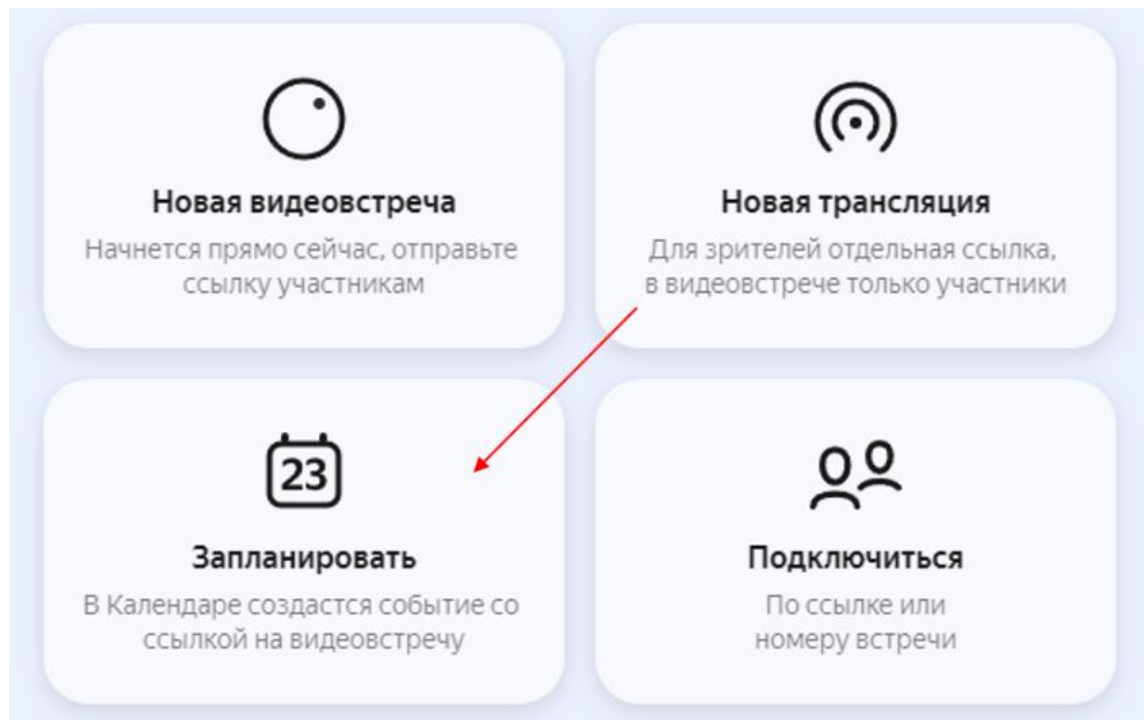
	recording.webm ” , where the date and time is the moment when the recording began.
	You are recording the meeting. Click to stop recording.
	Open the meeting chat.
	Remove a participant from a meeting.
	Leave the meeting.



## 2. Schedule a video meeting

- Open Teleconference.

- Click Schedule .



- Enter a title and description. It will automatically add a link to the video meeting.

**Новая видеовстреча**

Название

+ Описание

📎 Прикрепить файл

Телемост  Для всех  Только для сотрудников

Ссылка на видеовстречу будет в описании

Время и дата   —

Весь день  Повторять

Участники

Уведомление за  час

**Создать**

- Enter the time and date.
- If the meeting is regular, enable the Repeat option . Choose which days and how often meetings will take place. If necessary, set the date of your last meeting on your calendar.
- Add video meeting participants .
- Set up notifications. Choose when the appointment reminder will arrive and how you will be notified.
- Click the Create button , after which the meeting will immediately be added to Yandex Calendar.

### 3. Join via link or meeting number

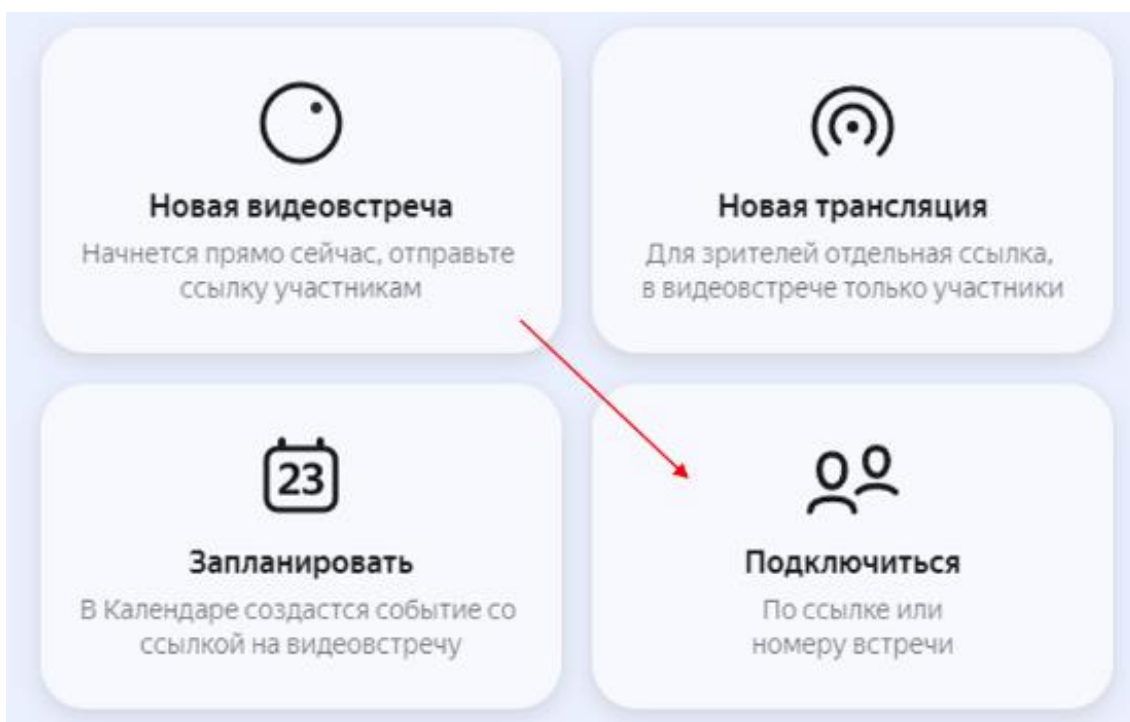
There are two ways to join a video meeting:

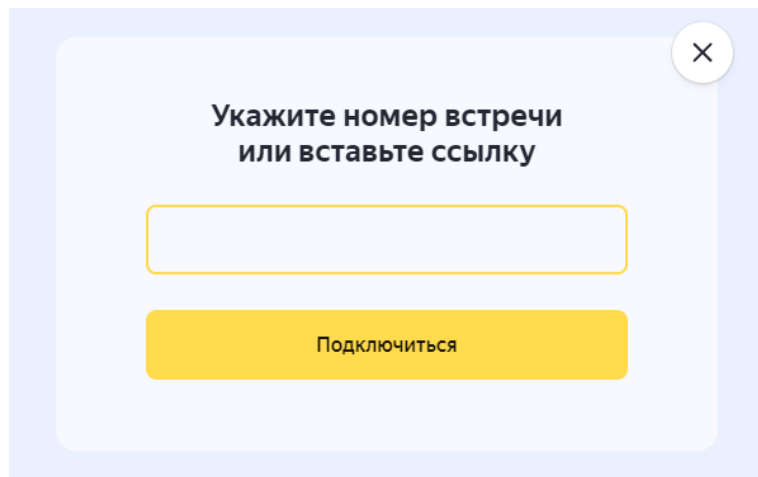
— Open the video meeting link:

- Follow the link sent to you by the meeting organizer.
- If you are connecting for the first time, allow Teleconference access to the microphone and camera.
- Click Continue .

— Enter the meeting number or link in Teleconference

- Open Teleconference.
- Select Connect. Enter the meeting number manually or copy and paste the meeting link.





- If you are connecting for the first time, allow Teleconference access to the microphone and camera.
- Click Connect .

#### 4. New broadcast

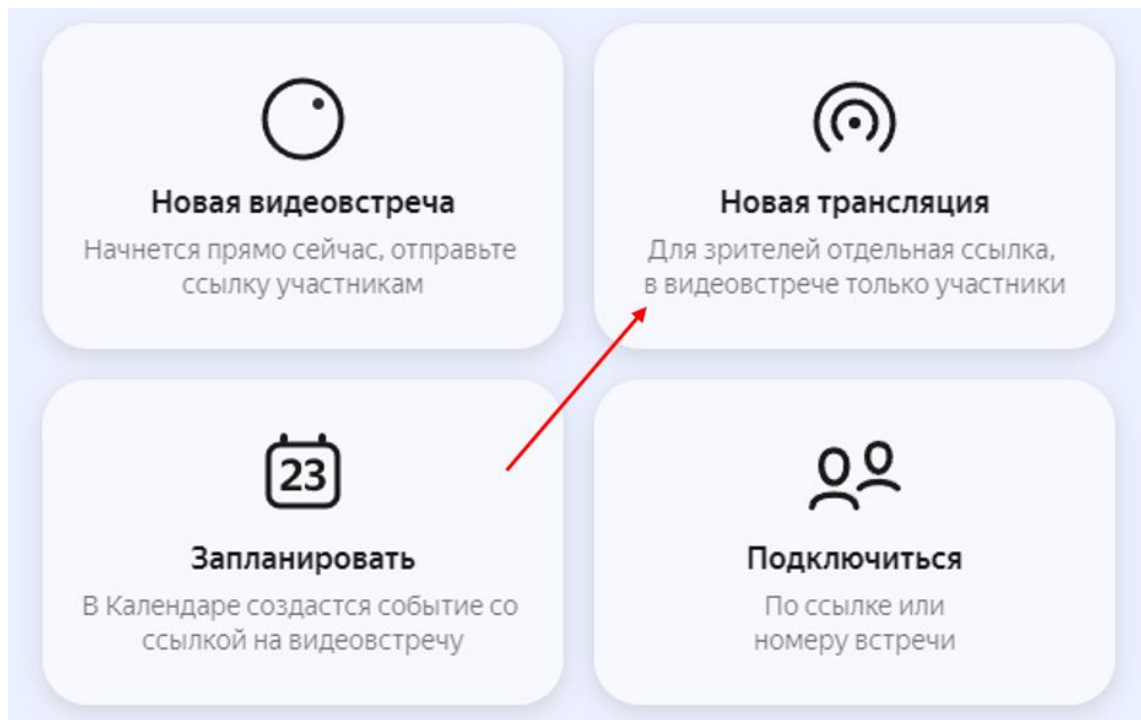
A broadcast is a video meeting in which organizers and speakers (participants), as well as viewers, take part.

Broadcasts can include up to 40 participants and up to 10,000 viewers. Only a teacher can create a broadcast. At the same time, he receives two links to the broadcast: for participants and for viewers.

#### Schedule a broadcast

You can schedule a broadcast in advance and add it to your Calendar:

- Open Teleconference.
- Click New Broadcast → Schedule .



- Enter the name of the broadcast (it will be displayed on the page for viewers) and add a description.

- Select the type of broadcast access: “ For all users” or “ Only for employees of your organization.”
- Specify the time and date of the broadcast. If you plan to broadcast regularly, enable the Repeat option .
- Add participants and click Create .

A new event will appear in the Calendar with two links to the broadcast: for participants and for viewers. All participants will automatically see this event in their calendar.

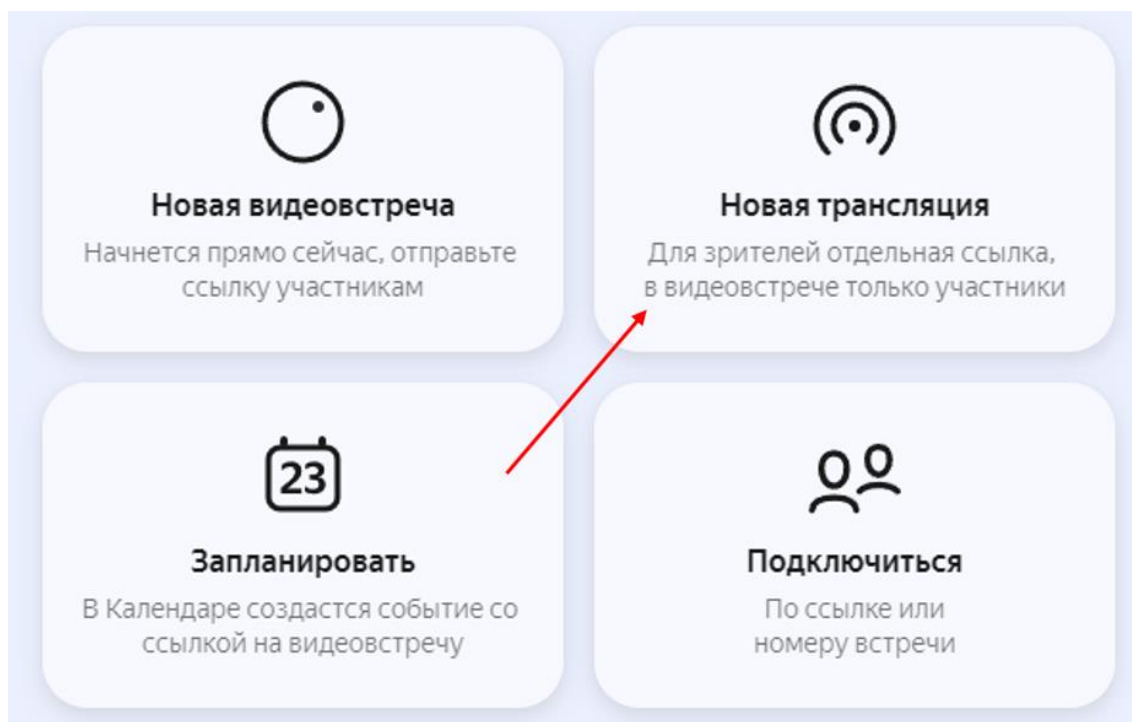
The link must be provided to viewers separately, for example, sent by email, sent to chat, or posted on the project page.

You can follow the link no earlier than an hour before the scheduled start of the event. The connection screen displays a message about the broadcast status - it is already in progress or has not yet started.

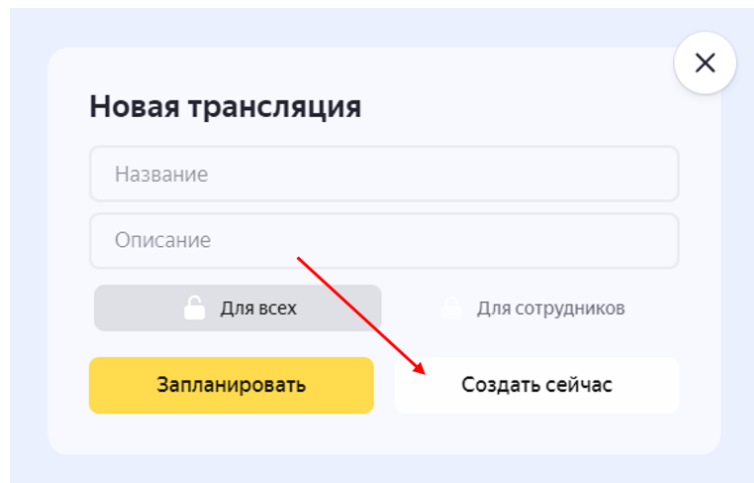
### Create a broadcast now

Broadcasts can be created without prior planning immediately from the Teleconference start screen:

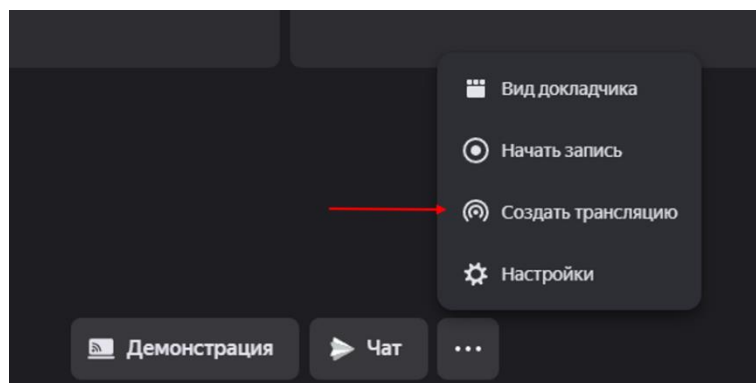
- Click New Broadcast → Create Now .





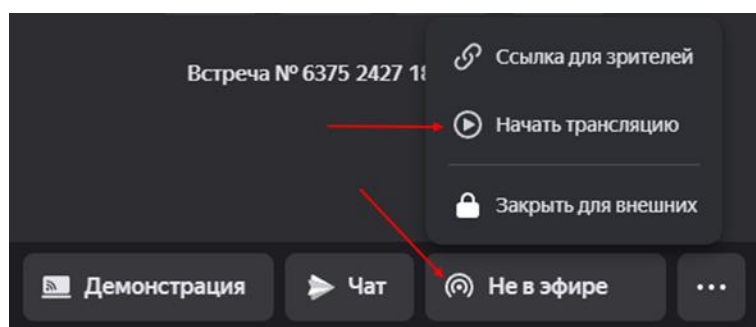


- Enter a name for the broadcast and add a description (they will be displayed on the page for viewers).
- Click Create . You will automatically become the broadcast organizer.
- You can also create a broadcast from an ongoing video meeting .



### Start broadcast

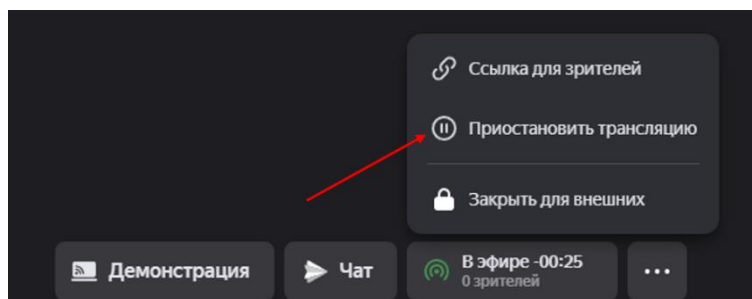
The broadcast will not start automatically even if the scheduled time has arrived. The organizer needs to click “ Start broadcast” and wait about a minute. You will have to wait the same amount of time after resuming a broadcast that was suspended.



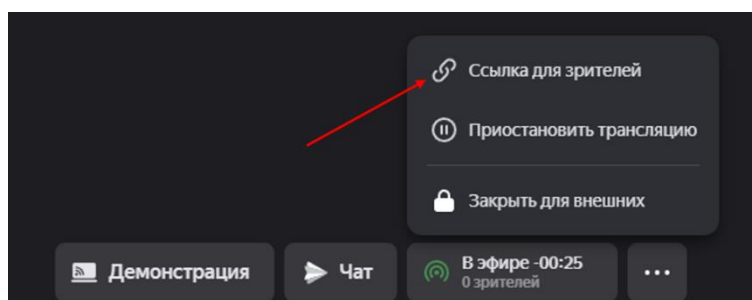
## What can you do during the broadcast?

The broadcast organizer can:

- pause the broadcast - click “ Pause broadcast” ;





- resume broadcast - click “ Continue broadcast” ;
- communicate in the general chat;
- invite broadcast participants (speakers) via the link;
- share the link to the broadcast with viewers - click “Link for viewers” or copy it from the broadcast chat;















Participants can:

- invite other participants via a link;
- share the link to the broadcast with viewers;
- communicate in the general chat .

The following actions are also available to the organizer and participants:

Icon	Action
	Microphone is muted. Click to enable.
	Microphone is on. Click to disable.

	Video disabled. Click to enable.
	Video included. Click to disable.
	Copy the meeting link and view the list of participants.
	Enable gallery view ( all participants are displayed on the screen in the same area, in a grid ).
	Enable presenter view ( one participant appears in a larger area, in the spotlight, and the rest in a grid ).
	Share your screen with meeting participants. You can display the window of one of the open programs, one of the open browser tabs, or show the entire screen.
	You are sharing your screen. Click to complete the demo.
	You are not recording the meeting. Click to start recording. After stopping recording, Teleconference will save the video file on your computer. The default file name is “Meeting recording [date][time] - recording.webm ” , where the date and time is the moment when the recording began.
	You are recording the meeting. Click to stop recording.
	Open the meeting chat.
	Remove a participant from a meeting.
	Leave the meeting.

Viewers can:


- open the link and watch the broadcast;
- share the link to the broadcast with other people;
- communicate in the general chat.



## 5. Chat video meetings and broadcasts

In Telemost you can chat and exchange files.

### Open chat

On the bottom panel, click  Chat . Even if you joined the meeting later than others and opened the chat later, you will still have access to all previous messages.


If you are authorized in Teleconference, you will be able to read and write messages in the chat, and after the meeting the chat will be available in Yandex Messenger.

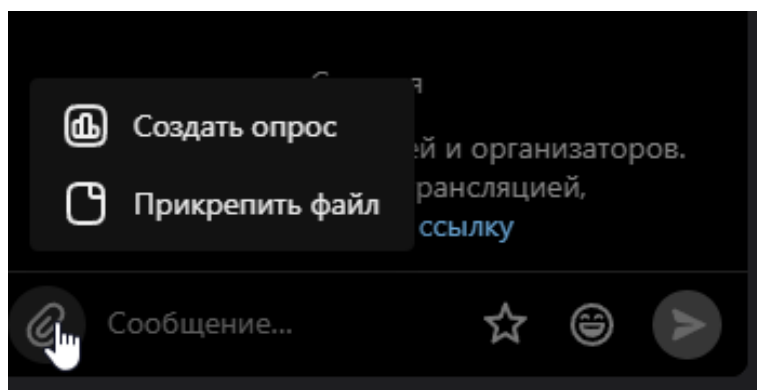
If you are not logged in, you will only be able to read messages from other meeting participants.

### Chat actions



— send a message

Open the chat and enter a message in a convenient way:

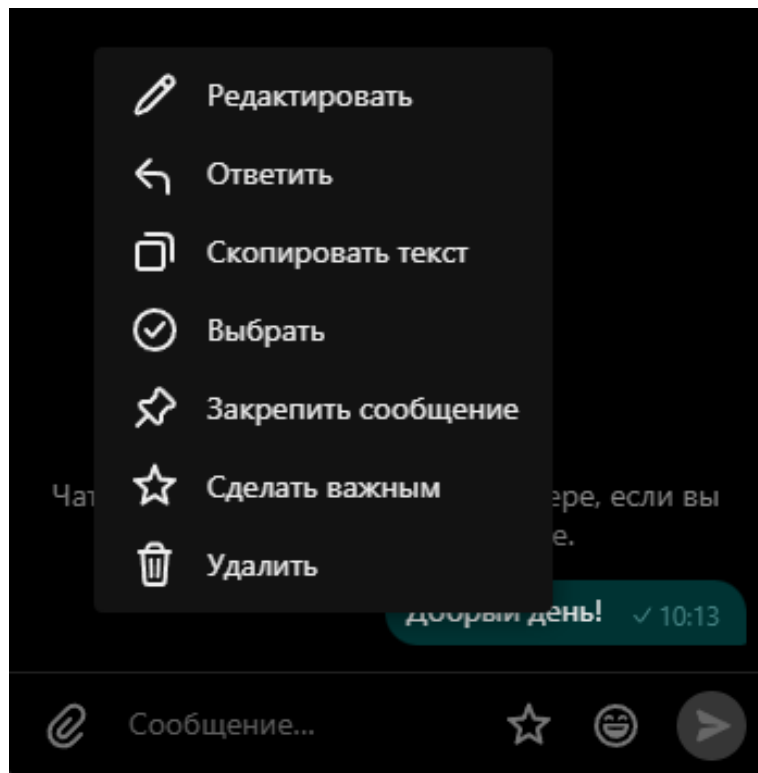
- From the keyboard . Type a message.
- File . Hover over the icon  and select a file to share or create a poll.



To send an important message, tap the icon  .

An icon  next to a message in Messenger means that it has been delivered to the interlocutor. The icon  means that the other person has read it.

When you right-click on a message, the following actions are available:



— Delete message

You can only delete your own messages, the organizer can delete any messages.

- Right-click on the message.
- Select Delete and the message will disappear for all participants in the conversation.

— Reply with quote, copy or edit message

- Right-click the message.
- Select Reply , Copy Text, or Edit .

— Pin message

- Right-click the message.
- Select Pin Message .

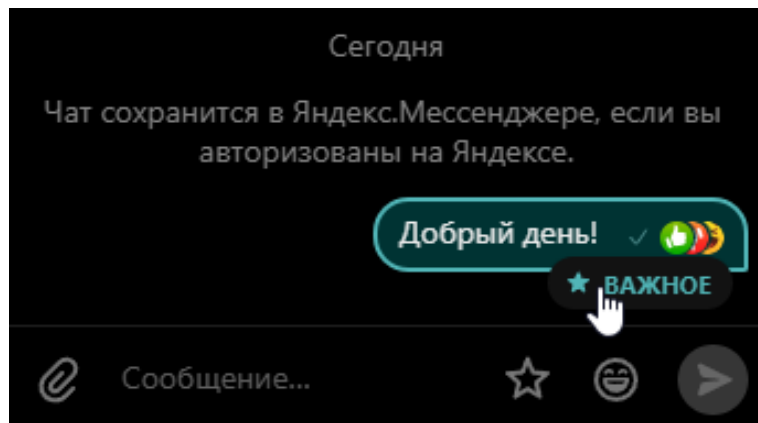
By default, only hosts can pin messages in a group chat.

— Make the message important

- Right-click the message.
- Select Make Important .

To view important messages:

- Click the Important icon next to a message marked as Important.



### Saving chat message history

If during a video meeting or broadcast was recorded and the participants communicated in a chat, then the history of chat messages can be saved. After stopping the recording, Teleconference will offer to save all messages as a separate file.

Click “Save” to download the file to your computer, or “Cancel” if you do not need to save the file. The default file name is “Meeting recording [date][time] - chat.txt.”