How to use the DFNconf service with an employee account at the University of Cologne (UoC)

Under this URL [https://rrzk.uni-koeln.de/en/software-multimedia/multimedia/video-conferences](https://rrzk.uni-koeln.de/en/software-multimedia/multimedia/video-conferences) you will find a short description and further links as well as a forwarding link to the registration page of the Deutschen Forschungsnetzes.

The link will then take you to the DFN page.

Direct link: [https://www.conf.dfn.de/](https://www.conf.dfn.de/)

Clicking on the 'Veranstalter-Login' button leads you to the registration process (Fig.1).

In the next step, select the 'Universität zu Köln' from the drop down list and then click 'Continue' (Fig.2).
This will open the input mask 'Shibboleth' of the UoC (Fig.3).

Enter the information of your employee account and click on 'Anmeldung' (registration).

You will then be redirected to the overview page of your newly created DFNconf account.

From here you can manage all of your meetings and the settings of all individual meeting rooms and conference calls (Fig.4).

Use the white/gray text buttons to manage your meetings (Fig.4).
When you create a meeting, you get to a settings page (Fig.5) which offers a variety of options and also controls the other features of DFNconf (such as recording and live streaming of the meeting).

![DFNconf Portal](image)

After a meeting / conference has been created, it is shown on the overview page (Fig.6). On this page, you can make changes to the settings by clicking on the corresponding links (blue labelling), view the text templates and start the meeting / conference.

![DFNconf Portal](image)
You can click on 'Template' for detailed information on the meeting (Fig. 7) and use the template for inviting participants.

Pass on the corresponding information for the different access options to the participants as required (Fig. 8).

### Figure 7

**Template:** My Meeting (HTML)

You are invited to a DFNconf Meeting:

Meeting Room Name: My Meeting
Meeting Room Number: 00000000

In order to join the meeting you can select one of the alternatives:

1. With your browser under Windows, MacOS, GNU/Linux:
   [https://conf.dfn.de/webapp/conference/00000000](https://conf.dfn.de/webapp/conference/00000000)
2. With a EIB/H.323 room system or SIP/H.323 software client:
   H.323: 00000000
   SIP: 00000000@conf.dfn.de
3. By telephone (audio-only): Call the central PVN number 0049 30 209 979 - 0
   To enter the meeting room type 00000000 and finish your input with #
4. Via Skype for Business:
   00000000@conf.dfn.de
5. By a mobile smart phone:
   You have to install the Pixip App beforehand:
   Please enter:
   00000000@conf.dfn.de

Please wait for your host to join the meeting room.


See our Privacy Policy to learn about your personal data and all your related rights and obligations.
To start a meeting / conference click on the room number of the entry (Fig.9).

You then start / enter the meeting / conference as a host.

Using a browser the meeting should look something like Figure 10.

The toolbar lets you control following functions (Fig.11), from left to right: switch your camera on and off; switch your microphone on and off; disconnect from meeting; share your screen; Present file; Add participants; Start recording the meeting.

For more detailed instructions and frequently asked questions, visit the following link:

https://www.conf.dfn.de/anleitungen-und-dokumentation/