

## **VETERINÁRNÍ UNIVERZITA BRNO**

# **Livestreaming – videokonference a nástroje pro online výuku I.**

**Metodické pomůcky pro kurzy vzdělávání v pedagogických  
dovednostech a flexibilních formách výuky na VETUNI**

**VETUNI pro 21. století: Rozvoj VETUNI v oblasti digitalizace činností, profesionálního vzdělávání  
a flexibilních forem vzdělávání**

**Specifický cíl A2: Rozvoj v oblasti distanční výuky, online výuky a blended learning**

Projekt NPO registrační číslo NPO\_VETUNI\_MSMT-16594/2022

Výstup č. 2, vazba na cíl projektu č. 2

**VETERINÁRNÍ UNIVERZITA BRNO**

# **Livestreaming – videokonference a nástroje pro online výuku I.**

**Karta kurzu**

## **Kurz „Livestreaming – videokonference a nástroje pro online výuku I.“**

Nástroje pro on-line schůzky, chat a mobilní spolupráci se staly nezbytnou součástí moderních přístupů nejen k distančnímu vzdělávání studentů. Technologická podpora, školení a motivace vyučujících je základem pro úspěšnou integraci nejnovějších metod a způsobů online výuky a blended learningu. Mezi nejdůležitější nástroje pro videokonference se současně řadí platformy ZOOM, Microsoft Teams a Google Meet.

Zoom nabízí v neplacené verzi 100 účastníků v hodinách po 40 minutách. Ovládání systému je složitější a komplexnější, s obrovským množstvím nastavení, která umožňují například regulovat kvalitu záznamu. Velkou výhodou je podpora greenscreen (ovšem s libovolnou barvou pozadí, takže funguje třeba i na bílé zdi) pro přednášejícího, který tak může dynamicky měnit prostředí, ve kterých se nachází. Microsoft Teams jsou komplexním řešením, které je dostupné školám nebo firmám. Systém nabízí možnost týmové diskuse, sdílení dokumentů, a mimo jiné právě i videohovory s až 250 osobami, které lze nahrávat. Google Meet je s nastavenou kapacitou účastníků do 250 osob. Velkou výhodou je jednoduché ovládání. Místností si člověk může vytvářet neomezené množství a každé se vytvoří unikátní URL, kterou lze sdílet. Velkou výhodou jsou podrobné statistiky o uživateli, velká stabilita a mimořádná jednoduchost. Lze sdílet obraz, zvuk či libovolnou aplikaci, k dispozici je online textový chat a možnost živě diskutovat.



## Základní informace o kurzu

Kurz seznámí se základními nástroji pro videokonference a livestreaming, zejména se způsoby přihlašování, nastavení jednotlivých platforem a zahájení schůzky/konference. Dále představí základy chatu, prezentace, vedení schůzky, záznamu schůzky, ankety a archivace záznamu.

## Obsah kurzu

- Úvod do jednotlivých platforem pro videokonference – ZOOM, Microsoft Teams a Google Meet
- Založení účtu a instalace aplikace, další možnosti použití
- Základní nastavení a orientace v licencích
- Vytvoření schůzky, role organizátora a role účastníka
- Chat, soubory, místnost, kreslicí nástroje a sdílené poznámky
- Sdílení plochy
- Skupinové hovory, místnosti
- Shrnutí, praktické ukázky a rady, diskuze

**Forma:** Online

**Link:** [klikněte pro přihlášení do Moodle](#)



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NÁRODNÍ  
PLÁN OBNOVY

**VETERINÁRNÍ UNIVERZITA BRNO**

# **Livestreaming – videokonference a nástroje pro online výuku I.**

## **Výukové materiály**



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NÁRODNÍ  
PLÁN OBNOVY

# Livestreaming – videokonference a nástroje pro online výuku I. Pavlína Pilátová

VETUNI



# Obsah kurzu

- Úvod do jednotlivých platforem pro videokonference – ZOOM, Microsoft Teams a Google Meet.
- Založení účtu a instalace aplikace, další možnosti použití
- Základní nastavení a orientace v licencích
- Vytvoření schůzky, role organizátora a role účastníka
- Chat, soubory, místnost, kreslicí nástroje a sdílené poznámky
- Sdílení plochy
- Skupinové hovory, místnosti
- Shrnutí, praktické ukázky a rady, diskuze

# ZOOM x Google Meet x Microsoft Teams zdarma

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font.

- Max 100 účastníků
- Max 40 min
- Breakout rooms
- Whiteboard
- Chat
- Clips
- Notes

The Google Meet logo features a colorful camera icon (red, yellow, green, blue) to the left of the text "Google Meet" in a grey, sans-serif font.

- Max 100 účastníků
- Max 60 min
- Individuální až 24 hod
- Jamboard
- Chat



- Max 100 účastníků
- Max 60 min
- Chat
- Sdílení



# ZOOM x Google Meet x Microsoft Teams verze



zoom

- Basic (free)
- Placené
  - Navýšení kapacity



Google Meet

- Google Workspace
  - Navýšení kapacity
  - Hovory
  - Nahrávání videa
  - Breakout rooms
- Google One Premium



- Zdarma
- Placené verze
  - Navýšení kapacity
  - Propojení s dalšími produkty

# Neregistrovaný uživatel

- Pouze jako účastník
- Informační email s odkazem
- Spuštění v prohlížeči nebo v aplikaci
- Chybí některé možnosti nastavení

zoom

Zoom

<https://zoom.us/>

# Registrace - https://zoom.us/



Products

Solutions

Resources

Plans & Pricing

Contact Support

Contact Sales

Sign Up Free



Already have an account? [Sign In](#) [Support](#) [English](#) ▼



## Create your free Basic account

- ✓ Unlimited meetings for up to 40 minutes and 100 participants each
- ✓ Automated captions to help make meetings more inclusive
- ✓ Secure, HD-quality audio and video
- ✓ 3 editable whiteboards
- ✓ Team Chat for collaboration, file sharing, and more
- ✓ Zoom Mail and Calendar in the Zoom app
- ✓ Notes for creating and sharing editable documents
- ✓ Screen sharing, virtual backgrounds, breakout rooms, and local recording

## Create Your Account

Enter your full name and password.

Please enter your first name

**For Educators:** Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

## Check Your Email For A Code

Please enter the verification code sent to your email address pilatova@actimmy.cz

  
09:49

Verify

[Can't find the email? Click here to resend.](#)

Open Gmail

Open Outlook

# Zoom klient

The image displays the Zoom website and desktop application interface. The website header includes the Zoom logo, navigation links (Products, Solutions, Resources, Plans & Pricing), and utility links (Schedule, Join, Host, Web App). A banner promotes Zoom Workplace Pro. The main content area features a 'Let's get started!' section with three steps: 1. Download Zoom to Your Computer (completed), 2. Check Your Audio & Video (current step), and 3. Invite Others to Join. Below this are sections for Training/Webinars and Resources, including a live demo and various help articles. The desktop application window shows a navigation bar with Home, Meetings, Team Chat, Whiteboards, Notes, Mail, Apps, Clips, Contacts, and Calendar. The main area displays a 15:00 clock for Monday, April 8, 2024, and four large buttons: New meeting, Join, Schedule, and Share screen. A 'No upcoming meetings today' message is shown. A 'Get Started' progress bar is at the bottom right. A small tooltip at the bottom center reads: 'Introducing... Record, edit, and share high-quality, short-form video messages with Zoom Clips. Try it today with five free Clips! Get started'.

# Profil

The image shows the Zoom Admin Center interface. At the top, there is a navigation bar with the Zoom logo and links for Products, Solutions, Resources, and Plans & Pricing. On the right side of the navigation bar, there are links for Schedule, Join, Host, and Web App, along with a user profile icon circled in red. Below the navigation bar, there are two promotional banners for Zoom AI Companion and Zoom Workplace Pro. The left sidebar contains a menu with categories: PERSONAL (circled in red), ADMIN, and Zoom Learning Center. The 'PERSONAL' category is expanded, showing options like Home, Profile, Meetings, Webinars, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes, Recordings, Clips, Scheduler, and Settings (circled in red and highlighted in blue). The 'Settings' page is displayed, featuring a search bar and tabs for General, Meeting, Recording, Audio Conferencing, Zoom Apps, Whiteboard, Notes, and Clips. Under the 'Other' section, there are three settings: 'Feedback to Zoom' (disabled), 'Show "Join from a room" feature on Zoom meetings in the Zoom client meeting list' (enabled), and 'Hide potentially sensitive information on mobile task switcher' (enabled). A blue chat icon is visible in the bottom right corner.

# Desktopová aplikace ZOOM



Products

Solutions

Resources ^

Plans & Pricing

Contact Sales

Sign Up Free

## Explore

## Connect & Learn

### Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.17.11 (34827) (64-bit)

[Download 32-bit Client](#) [Download ARM Client](#)

### Zoom Plugin for Microsoft Outlook

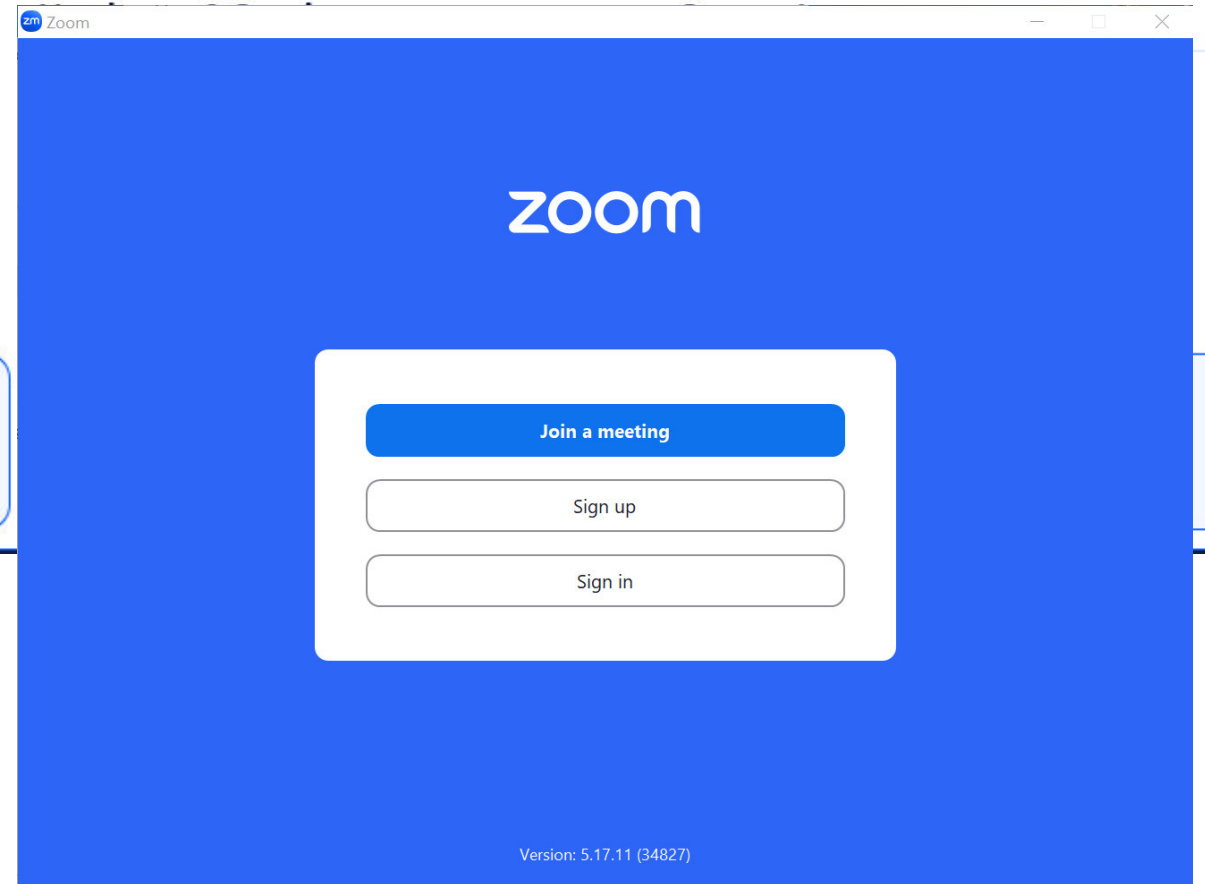
The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

Download

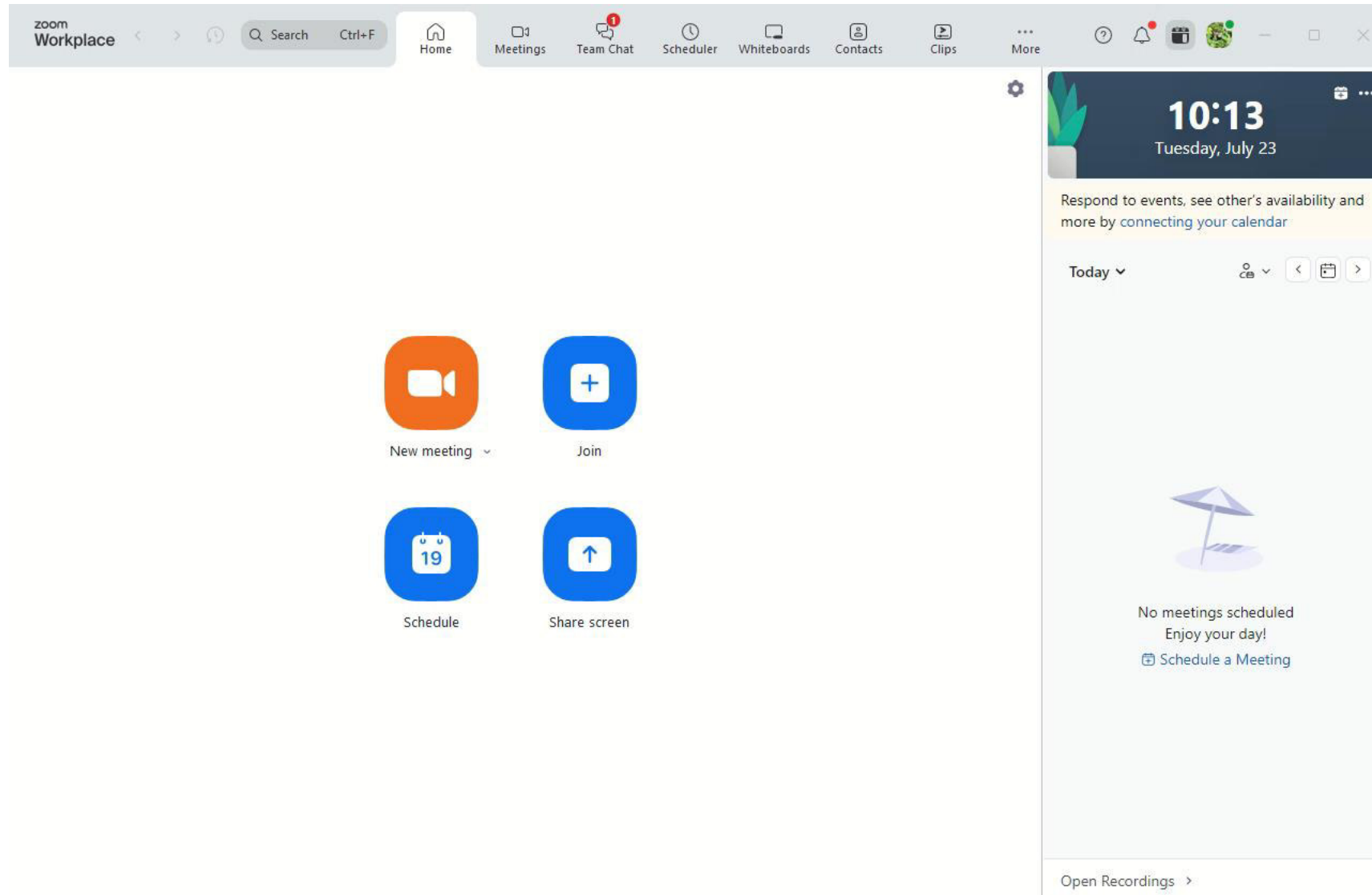
Version 5.17.10.1010

[Add Zoom as an Add-in for Outlook on the web](#)

[Configure \(Admin Only\)](#)



# Desktopová aplikace ZOOM





# Profil a nastavení desktop

The image shows the Zoom desktop client interface. On the left is the 'Settings' window with a sidebar menu and a main settings area. On the right is a profile dropdown menu.

**Settings Window:**

- Upgrade to Zoom One Pro** to get unlimited meetings, productivity apps and more! [Upgrade now](#)
- General** (selected)
- Video
- Audio
- Share Screen
- Team Chat
- Zoom Apps
- Background & Effects
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

**General Settings:**

- Start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors [?](#)
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invite link once the meeting starts
- Always show meeting controls [?](#)
- Ask me to confirm when I leave a meeting
- Show meeting timers
- Remind me about upcoming events: 5 minutes before [v](#)
- Stop my video and audio when my device is locked
- Integrate Zoom with Outlook [?](#)
- Show user profile icon next to in-meeting chat messages

**Zoom Updates:**

- Automatically keep Zoom desktop client up to date
- Update Channel: Slow [?](#)

**Theme:**

- 
- 
- 

[View More Settings](#) [v](#)

**Profile Menu:**

- Pavλίna Pilátová**  
pil\*\*\*@actimmy.cz [>](#)
- Available [>](#)
- Set Status Message
- Work Location: Off [>](#)
- Forward Calls
- Try top features [v](#)
- Check for updates
- Discover What's New
- Help [>](#)
- Settings** [v](#)
- Add Account **NEW**
- Sign Out

**Get more from Zoom**

Upgrade to Zoom One Pro for unlimited meetings and more.

[Upgrade now](#)

# Tipy ke schůzce

The screenshot displays the Zoom Workplace interface. At the top, a navigation bar includes the Zoom logo, a search bar with 'Search' and 'Ctrl+F' text, and several icons for Home, Meetings, Team Chat, Scheduler, Whiteboards, Contacts, Clips, and More. Below this, the main workspace features four large, rounded square buttons: an orange 'New meeting' button with a video camera icon, a blue 'Join' button with a plus sign, a blue 'Schedule' button with a calendar icon showing the number 19, and a blue 'Share screen' button with an upward arrow icon. On the right side, a calendar sidebar is visible, showing the current time as 11:14 on Wednesday, July 24. It includes a prompt to 'Respond to events, see other's availability and more by connecting your calendar' and a 'Today' section with navigation arrows. Below this, a message states 'No meetings scheduled Enjoy your day!' with a 'Schedule a Meeting' button. At the bottom of the sidebar, there is an 'Open Recordings' link.

# Vytvoření meetingu

The screenshot displays the Zoom Workplace application interface. At the top, there is a navigation bar with the following elements: the Zoom Workplace logo, navigation arrows, a search bar with the text "Search" and "Ctrl+F", and a series of icons for "Home", "Meetings", "Team Chat", "Scheduler", "Whiteboards", "Contacts", "Clips", and "More".

The main workspace contains four large, rounded square buttons arranged in a 2x2 grid:

- New meeting**: An orange button with a white video camera icon and a small downward arrow.
- Join**: A blue button with a white plus sign icon.
- Schedule**: A blue button with a white calendar icon showing the number "19".
- Share screen**: A blue button with a white upward-pointing arrow icon.

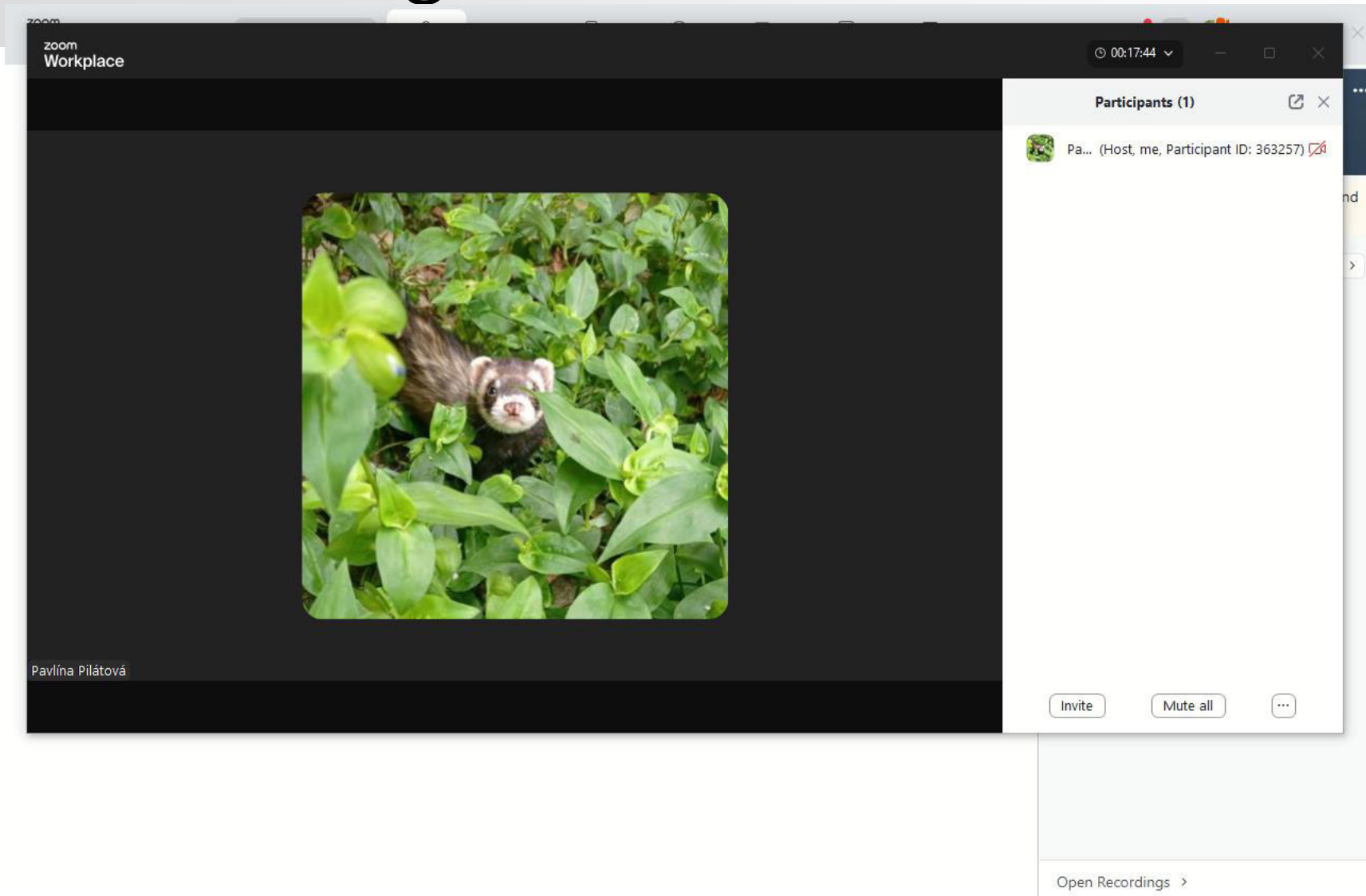
On the right side, there is a vertical sidebar. The top section is a dark blue header showing the time "10:49" and the date "Wednesday, July 24". Below this is a light yellow banner with the text "Respond to events, see other's availability and more by connecting your calendar". The main part of the sidebar is a calendar view for "Today", which is currently empty. It features a "Today" dropdown, a group of people icon, and navigation arrows. At the bottom of the sidebar, there is a message: "No meetings scheduled. Enjoy your day!" followed by a "Schedule a Meeting" button with a calendar icon. At the very bottom of the sidebar, there is a link for "Open Recordings" with a right-pointing arrow.

# Vytvoření meetingu

The screenshot displays the Zoom Workplace application interface. At the top, a navigation bar includes the Zoom logo, a search bar with 'Search' and 'Ctrl+F' options, and several menu items: Home, Meetings, Team Chat (with a notification badge), Scheduler, Whiteboards, Contacts, Clips, and More. Below this, a meeting window is open, showing a video feed of a participant named 'Pavčina Píátová' in a small thumbnail. The main area of the meeting window is a large black rectangle with the name 'Karla Konecna' displayed in white text. A small name tag 'Karla Konecna' is visible in the bottom-left corner of the meeting window.

On the right side of the interface, a calendar sidebar is visible. It shows the current time as 14:40 on Wednesday, July 24. Below the time, there is a prompt: 'Respond to events, see other's availability and more by connecting your calendar'. The calendar view for 'Today' shows 'No meetings scheduled' and 'Enjoy your day!', with a 'Schedule a Meeting' button. At the bottom of the sidebar, there is a link for 'Open Recordings'.

# Přihlášení k meetingu



The screenshot displays a Zoom Workplace meeting window. The main video area shows a ferret peeking through green foliage. The name 'Pavína Pilátová' is visible at the bottom left of the video. On the right, a 'Participants (1)' sidebar is open, listing the host 'Pa...' with ID 363257. At the bottom of the sidebar are buttons for 'Invite', 'Mute all', and a menu icon. Below the sidebar, a link for 'Open Recordings' is visible.

zoom  
Workplace

00:17:44

Participants (1)

Pa... (Host, me, Participant ID: 363257)

Invite Mute all

Open Recordings >

# Účastníci

The image shows a Zoom meeting interface. At the top, there is a navigation bar with icons for Home, Meetings, Team Chat, Scheduler, Whiteboards, Contacts, and Clips. A search bar is also present. The main meeting area is dark, displaying the name "Josef Novak" in large white text. Below the name is a video thumbnail of a small brown bear in a green field. At the bottom of the meeting area, the names "Josef Novak" and "Pavčina Pilátová" are visible. On the right side, a "Participants (2)" panel is open, showing a list of participants: "Pa... (Host, me, Participant ID: 131309)" and "Josef Novak". Below the list are buttons for "Invite", "Mute all", and a menu icon. At the bottom right, there is a link for "Open Recordings >".

# Záznam meetingu

The screenshot displays the Zoom Workplace interface. At the top, a navigation bar includes 'Home', 'Meetings', 'Team Chat', 'Scheduler', 'Whiteboards', 'Contacts', and 'Clips'. The main meeting area shows a video feed of 'Pavlna Pilátová' in a small window at the top center. Below it, a large black area contains the name 'Karla Konecna' in white text. A 'Participants (2)' panel on the right lists 'Pavlna Pilátová (Host, me)' and 'Karla Konecna'. At the bottom of the meeting area, there are buttons for 'Invite', 'Mute all', and a menu icon. A 'Open Recordings >' link is visible at the bottom right.

zoom Workplace

Home Meetings Team Chat Scheduler Whiteboards Contacts Clips More

00:07:07

Participants (2)

- Pavlna Pilátová (Host, me)
- KK Karla Konecna

Invite Mute all

Open Recordings >

# Chat

The image shows a Zoom Workplace interface. At the top left, it says "zoom Workplace". In the top right corner, there is a timer showing "00:12:06" and window control icons. The main area is a video call with a black background and the name "Josef Novak" displayed in large white text. A small video thumbnail in the top center shows a person with the name "Pavína Pilátová" below it. In the bottom left corner of the video area, the name "Josef Novak" is visible. On the right side, there is a "Participants (2)" panel. It lists two participants: "Pa... (Host, me, Participant ID: 411052)" and "Josef Novak". Below the participants list are buttons for "Invite", "Mute all", and a menu icon. At the bottom right of the window, there is a link that says "Open Recordings >".



# Team Chat

The screenshot displays the Zoom Workplace interface. At the top, the navigation bar includes 'Zoom Workplace', a search bar, and icons for Home, Meetings, Team Chat, Scheduler, Whiteboards, Contacts, Clips, and More. The main content area is divided into three sections:

- Left Sidebar (Team Chat):** Contains navigation options: Mentions, Missed calls, Drafts and sent (1), More, Messages (with a dropdown arrow), Starred, Firma, a list of contacts (Josef Novak and Karla Konecna, both marked as EXTERNAL), Recents, and the active channel 'Oznámení' (highlighted in blue). Below this are 'Návrhy' and 'Apps'.
- Center (Channel View):** Shows the channel name 'Oznámení' with a lock icon, a star icon, and a plus icon. Below the name are tabs for 'Chat' and 'Resources'. A message from 'You' dated 'Jul 25, 13:09' reads 'V 5 hodin se zavírá...'. A system message states 'Messages older than 1 year have been removed' and 'You created this channel Oznámení'. The bottom of the chat area has a text input field with the placeholder 'Message Oznámení' and a rich text toolbar with icons for emojis, GIFs, attachments, video, voice, and code.
- Right Sidebar (Calendar):** Displays the current time '10:12' and date 'Monday, July 29'. It includes a prompt to 'Respond to events, see other's availability and more by connecting your calendar'. Below this is a 'Today' view with navigation arrows and a 'No meetings scheduled. Enjoy your day!' message with a 'Schedule a Meeting' button. At the bottom, there is an 'Open Recordings' link.

# Team Chat

The screenshot displays the Zoom Workplace interface. At the top, a navigation bar includes 'Home', 'Meetings', 'Team Chat', 'Scheduler', 'Whiteboards', 'Contacts', 'Clips', and 'More'. The 'Team Chat' section is active, showing a chat window for 'Josef Novak, Karla Konecna'. A 'Create a channel' dialog box is open in the center, with the following fields and options:

- Channel name:** A text input field containing 'Název'.
- Description (optional):** A text input field with the placeholder text 'Let people know what this conversation is about'.
- Channel type:** Two radio button options: 'Public' (selected) and 'Private'.
- Add members (optional):** A search input field with the placeholder 'Search by name or channel'.
- Advanced permissions:** A collapsed section indicated by a right-pointing arrow.

At the bottom of the dialog are 'Create channel' and 'Cancel' buttons. The background chat window shows messages from 'Josef Novak' and 'Karla Konecna'. On the right side, a calendar widget shows the time '10:31' on 'Monday, July 29' and a message: 'No meetings scheduled. Enjoy your day! Schedule a Meeting'.

# Sdílená plocha

The image shows a Zoom meeting interface. The main content area is a black rectangle with the text "Karla Konecna" in white. Above this rectangle is a small video thumbnail for "Pavlna Pilátová". To the right is a "Participants (2)" list with "Pavlna Pilátová (Host, me)" and "KK Karla Konecna". At the bottom of the meeting window are "Invite" and "Mute all" buttons. Below the meeting window is a "Recordings" sidebar with a search bar containing "AI Companion" and "1 result(s)".

zoom  
Workplace

00:22:38

Participants (2)

- Pavlna Pilátová (Host, me)
- KK Karla Konecna

Invite Mute all

Recordings

> AI Companion

< > 1 result(s)

# Whiteboard

The screenshot displays a Microsoft Teams meeting window. The main content area is a whiteboard with a black background. At the top center of the whiteboard is a small video thumbnail of a participant named Pavlína Pilátová. Below the thumbnail, the name "Josef Novak" is written in large, bold, white text. In the bottom-left corner of the whiteboard, the name "Josef Novak" is written in a smaller font. To the right of the whiteboard is a sidebar containing a system tray with the time "10:47" and date "Monday, July 29". Below the system tray is a calendar view for "Today" showing "No meetings scheduled" and a "Schedule a Meeting" button. At the bottom of the sidebar, there is a link for "Open Recordings".

Pavlína Pilátová

# Josef Novak

Josef Novak

10:47  
Monday, July 29

Respond to events, see other's availability and more by [connecting your calendar](#)

Today ▾

No meetings scheduled  
Enjoy your day!  
[Schedule a Meeting](#)

[Open Recordings](#) >

# Notes

The screenshot displays a Zoom Workplace meeting window. The main content area is a dark rectangle with the name "Josef Novak" written in large white text. In the top-left corner of the meeting area, there is a small video thumbnail of a person with the name "Pavína Pilátová" below it. The top of the window shows the "zoom Workplace" logo and a timer at "00:00:36". On the right side, a "Participants (2)" panel is open, listing two participants: "Pa... (Host, me, Participant ID: 293680)" and "Josef Novak". At the bottom of the participants panel, there are buttons for "Invite", "Mute all", and a menu icon. Below the participants panel, there is a link that says "Open Recordings >".

# Breakout Rooms

The image shows a Zoom meeting interface with a dark theme. At the top, it says "zoom Workplace" and "Meeting 40-Minutes". The meeting duration is "00:06:44". The main area displays two breakout rooms. The first room, titled "Karla Konecna", shows a video of a wolf's face with its tongue out, lying on dry leaves. The second room, titled "Pavlna Pilátová", shows a video of a sloth in a green, leafy environment. Below these rooms, a large black box displays the name "Josef Novak". At the bottom of the meeting window is a toolbar with icons for Audio, Video, Participants (3), Chat, React, Share, Breakout rooms, More, and End. To the right of the meeting window is a calendar sidebar. It shows the time "14:16" and the date "Monday, July 29". Below the time, it says "Respond to events, see other's availability and more by connecting your calendar". There is a "Today" dropdown and navigation arrows. A message reads "No meetings scheduled Enjoy your day!" with a link to "Schedule a Meeting". At the bottom of the sidebar, it says "Open Recordings >".



Google Meet

Google Meet

<https://meet.google.com/>

# Založení účtu – accounts.google.com

The image shows a screenshot of the Google homepage in the Czech language. At the top, the browser address bar shows "google.com". Below it, a notification bar states "Google Chrome není vaším výchozím prohlížečem" with a button "Nastavit jako výchozí". The main navigation area includes links for "Gmail", "Obrázky", and a "Přihlásit" button. The central focus is the Google logo, which is a Doodle featuring a large wooden birdhouse with a blue bird perched on it, surrounded by green leaves. Below the logo is a search bar with a magnifying glass icon and icons for keyboard, voice search, and image search. Under the search bar are two buttons: "Hledat Googlem" and "Zkusím štěstí". At the bottom, the footer includes the text "Česko", a green leaf icon with the text "Třetí desetiletí našich opatření v oblasti ochrany klimatu", and a row of links: "O společnosti Google", "Reklama", "Firma", "Jak funguje Vyhledávání", "Ochrana soukromí", "Smluvní podmínky", and "Nastavení".



# Přihlášení - https://meet.google.com/

Google Meet

3:11 PM • Mon, Jul 29

Video calls and meetings for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

[New meeting](#)  [Join](#)

[Learn more](#) about Google Meet

Try Premium Google Meet features

Enjoy longer group calls and more with a 1-month trial of a Google One Premium plan

[Explore plan](#)

karlickakonec@gmail.com

Hi, Karla!

[Manage your Google Account](#)

[+ Add account](#) [Sign out](#)

[Privacy Policy](#) • [Terms of Service](#)

# Meet app

Google Meet

8:17 • út 30. 7.

## Videohovory a schůzky pro všechny

Připojte se, spolupracujte a oslavujte odkudkoli přes Google Meet

[Nová schůzka](#)  [Připojit se](#)

[Další informace](#) o Google Meet

### Vyzkoušejte prémiové funkce služby Google Meet

Pořídte si na měsíc na zkoušku tarif Google One Premium a získáte přístup k delším skupinovým hovorům a dalším funkcím

[Prohlédnout si tarif](#)

# Meet app

The screenshot shows the Google Meet web interface. At the top, there is a blue header with the Google Meet logo and navigation icons. The main content area features a large heading "Videohovory a schůzky pro všechny" and a subheading "Připojte se, spolupracujte a oslavujte odkudkoli přes Google Meet". Below this, there are two buttons: "Nová schůzka" (New meeting) and "Zadejte kód nebo Připojit se" (Enter code or Join). A promotional box on the right highlights premium features available with Google One Premium, such as longer group video calls and noise reduction. At the bottom, there is a link for "Další informace o Google Meet" and a footer note about the user's Google Calendar account.

Google Meet

10:12 • út 30. 7.

## Videohovory a schůzky pro všechny

Připojte se, spolupracujte a oslavujte odkudkoli přes Google Meet

[Nová schůzka](#)  Připojit se

[Další informace o Google Meet](#)

Odemkněte si v Meetu prémiové funkce

S tarifem Google One Premium můžete využívat delší skupinové videohovory, potlačování hluku a další výhody. [Prohlédnout si tarif](#)

10:15 meet

Z vašeho účtu Kalendáře Google: pav.pilatova@gmail.com

# Meeting


The image shows a browser window displaying the Google Meet landing page. The browser's address bar shows the URL `meet.google.com/landing?hs=197&authuser=0&pli=1`. The page features the Google Meet logo, the time `15:17`, and the date `út 30. 7.`. The main heading is `Videohovory a schůzky pro všechny`, followed by the subtext `Připojte se, spolupracujte a oslavujte odkudkoli přes Google Meet`. There are two primary buttons: `Nová schůzka` (with a camera icon) and `Zadejte kód nebo odkaz` (with a keyboard icon). A secondary button `Připojit se` is positioned to the right of the second button. On the right side of the page, there is a promotional message: `Vyzkoušejte prémiové funkce služby Google Meet`, accompanied by a graphic of a colorful '1' with a blue and red swirl. At the bottom of the page, a dark navigation bar contains several icons: a microphone, a camera, a chat icon, a mute icon, a video icon, a hand icon, a settings icon, a red phone icon, a help icon, a user icon, a chat icon, a screen share icon, and a lock icon. The user's name `hvv-bwzf-tqt` is visible in the bottom left corner of the navigation bar.


# Vytvoření meetingu



## Videohovory a schůzky pro všechny

Připojte se, spolupracujte a oslavujte odkudkoli přes Google Meet

 **Nová schůzka**

 Zadejte kód nebo odkaz

Připojit se

[Další informace o Google Meet](#)



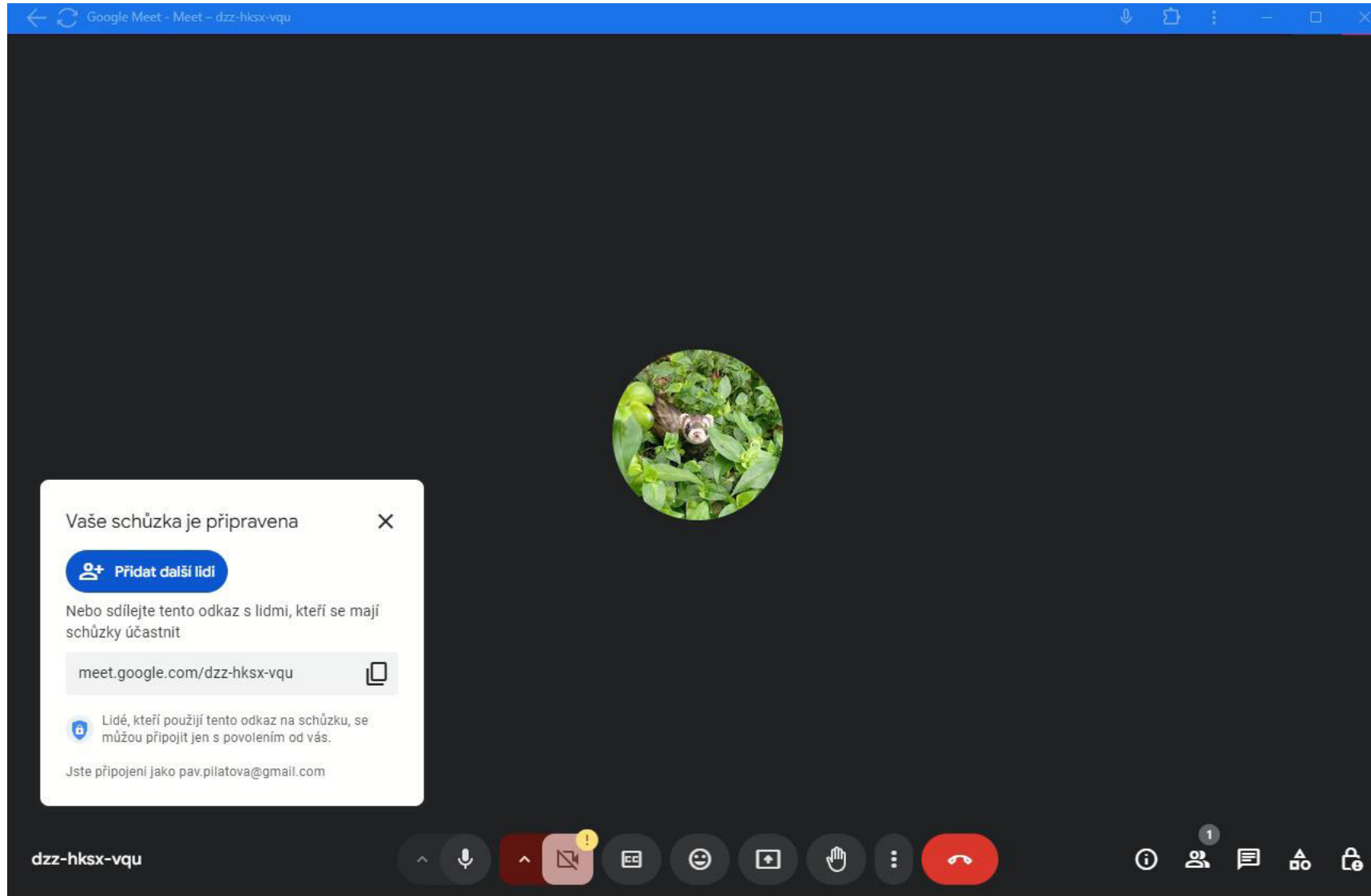
## Vyzkoušejte prémiové funkce služby Google Meet

Pořídte si na měsíc na zkoušku tarif Google One Premium a získáte přístup k delším skupinovým hovorům a dalším funkcím

**Prohlédnout si tarif**



# Možnosti meetingu



The screenshot shows a Google Meet browser window with the URL "meet.google.com/dzz-hksx-vqu". The main area is dark with a circular profile picture of a sloth in the center. A white notification box on the left contains the following text:

Vaše schůzka je připravena

[Přidat další lidi](#)

Nebo sdílejte tento odkaz s lidmi, kteří se mají schůzky účastnit

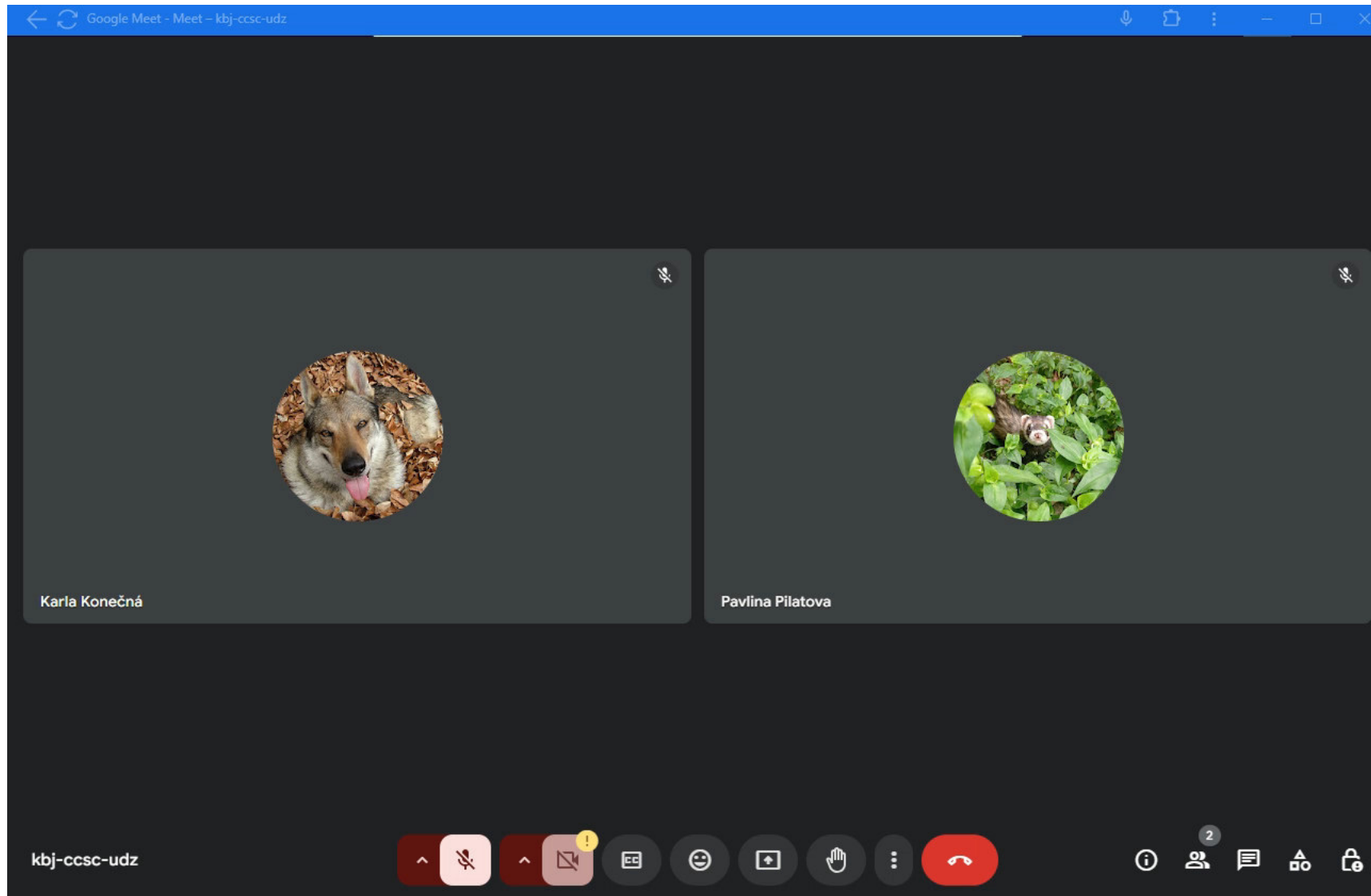
[meet.google.com/dzz-hksx-vqu](https://meet.google.com/dzz-hksx-vqu)

Lidé, kteří použijí tento odkaz na schůzku, se můžou připojit jen s povolením od vás.

Jste připojeni jako pav.pilatova@gmail.com

At the bottom, there is a toolbar with icons for: mute, video off, chat, reactions, share, hand raise, more options, and end call. On the right side of the toolbar, there are icons for: info, participants (with a '1' notification), chat, settings, and lock.

# Možnosti meetingu

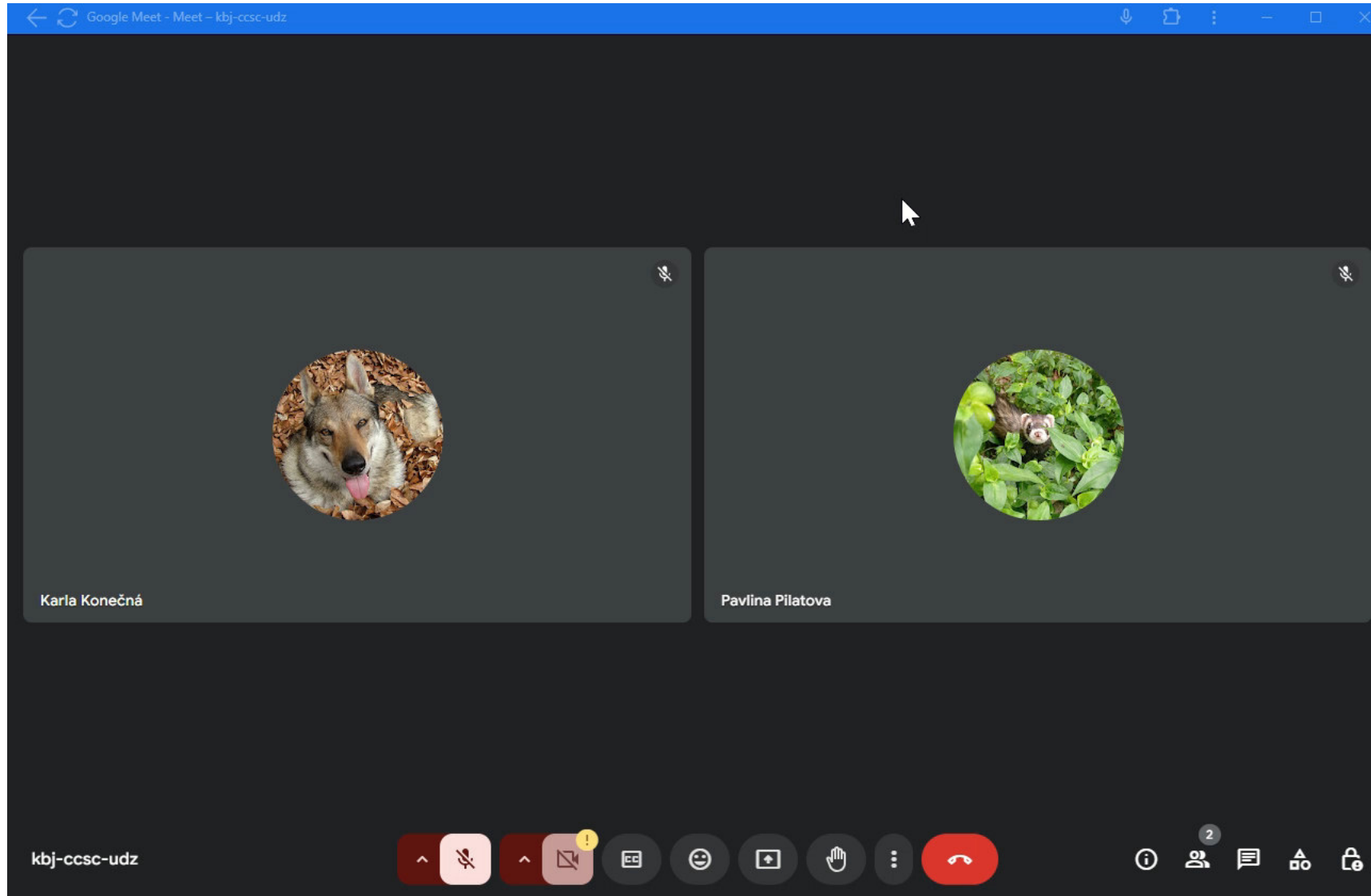


# Chat

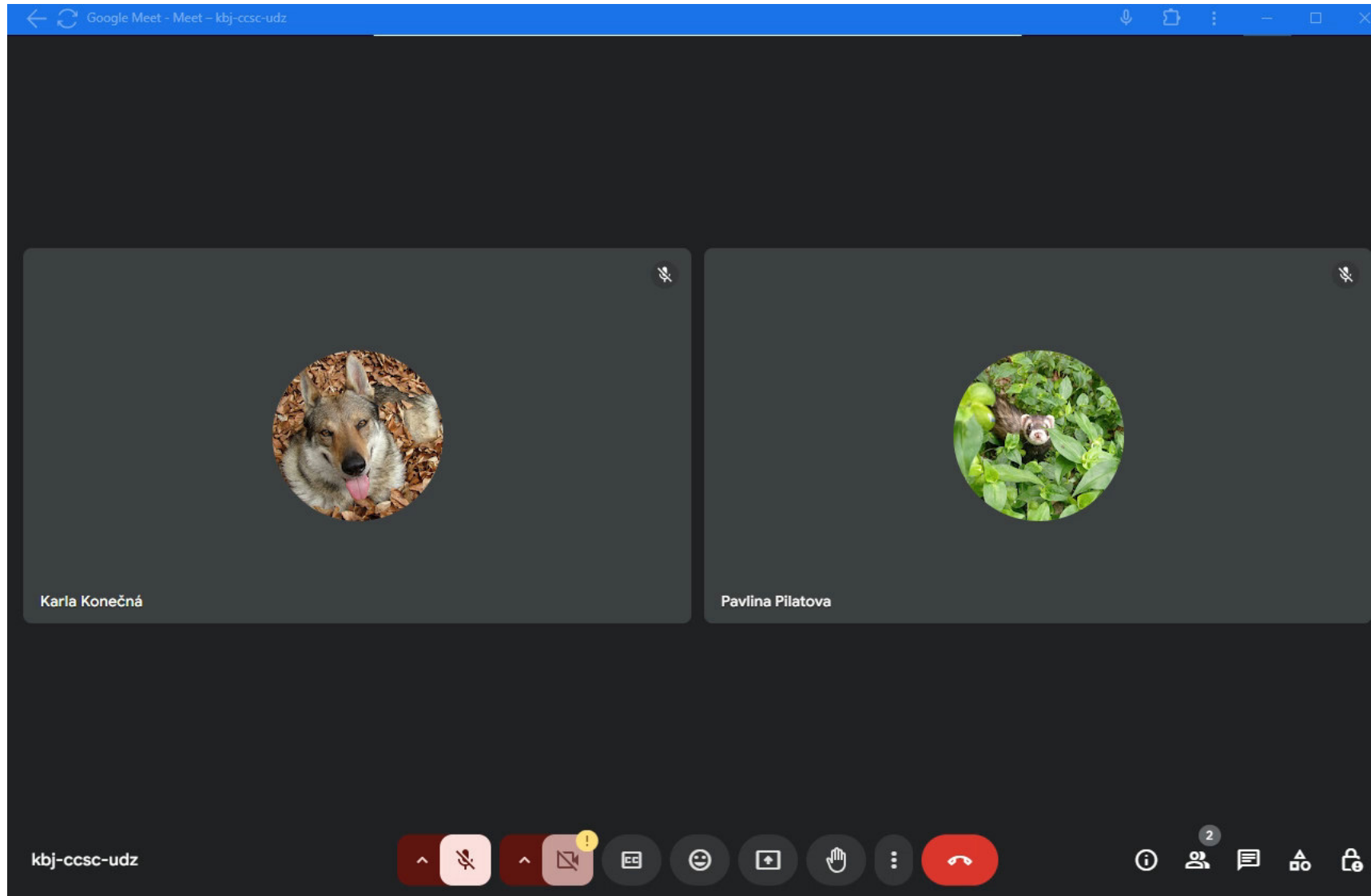
The image shows a Google Meet chat window. At the top, the browser address bar displays "Google Meet - Meet - dzz-hksx-vqu". The main area contains two circular profile pictures: one of a wolf's face with its tongue out, and another of a sloth in a green forest. Below each picture is the name of the participant: "Karla Konečná" and "Pavlína Pilatova". At the bottom, there is a control bar with the meeting ID "dzz-hksx-vqu" on the left and a series of icons for muting, video, chat, reactions, screen sharing, hand raising, a menu, and ending the call. On the right side of the control bar, there are icons for help, a notification badge with the number "2", chat, a grid icon, and a lock icon.



# Jamboard



# Sdílená plocha





# Microsoft Teams

<https://teams.microsoft.com/>

# Registrace

The screenshot shows a browser window with the URL `https://login.live.com/oauth20_authorize.srf?client_id=4b3e8f46-56d3-427f-b1e2-d239b2ea6bca&scope=op`. The page content is a Microsoft login form titled "Přihlášení". It features a Microsoft logo, a text input field for "E-mail, telefon nebo Skype", and a link "Nemáte účet? Vytvořte si jej!". A blue "Další" button is at the bottom right of the form. Below the form is a section titled "Možnosti přihlášení" with a key icon. At the bottom of the browser window, there are links for "Podmínky použití" and "Ochrana osobních údajů a soubory cookie".

← → ↻ 🛡️ `https://login.live.com/oauth20_authorize.srf?client_id=4b3e8f46-56d3-427f-b1e2-d239b2ea6bca&scope=op` ☆

Importovat záložky... Ostatní záložky

Microsoft

## Přihlášení

E-mail, telefon nebo Skype

Nemáte účet? [Vytvořte si jej!](#)

[Další](#)

Možnosti přihlášení

[Podmínky použití](#) [Ochrana osobních údajů a soubory cookie](#) ...



## Vytvořit účet

someone@example.com

[Získat novou e-mailovou adresu](#)

[Další](#)

# Teams desktop

The screenshot shows a web browser window displaying the Microsoft website in Czech. The address bar shows the URL <https://www.microsoft.com/cs-cz/>. The navigation menu includes links for Microsoft 365, Teams, Copilot, Windows, Surface, Xbox, Nabídky, and Podpora. The main content area features a promotional banner for Surface Laptops with Copilot+PC. The banner includes a 'Novinka' (New) tag, the headline 'Představujeme Surface Laptop', and a sub-headline 'Copilot+PC' next to an image of a Surface Laptop. The text describes the laptop as an exceptional performance notebook with AI-powered features like Live Captions and CoCreator. A 'Koupit' (Buy) button is visible. The browser interface includes standard navigation icons and a taskbar at the bottom with icons for a laptop, Xbox, and the Start menu.

← → ↻ 🔒 🌐 <https://www.microsoft.com/cs-cz/> ☆

Importovat záložky... Ostatní záložky

Microsoft Microsoft 365 Teams Copilot Windows Surface Xbox Nabídky Podpora Vše od Microsoftu 🔍 🛒 👤

**Novinka**

## Představujeme Surface Laptop

Odemkněte si s tímto mimořádně výkonným notebookem funkce využívající umělou inteligenci, jako jsou Živé titulky a CoCreator.

**Koupit**

**Copilot+PC**

⏸ ⏪ ● ○ ⏩

📄 🎮 🖱 🖱 🗨

# Teams



## Vítejte v Teams

Chatujte a spolupracujte v jedné aplikaci.

### Vybrat účet

PP Pavlína Pilátová  
pilatova@actimmy.cz

KK Karla Konečná  
karlickakonec@gmail.com

 Pavlína Pilátová  
pilatova@actimmy.cz

 Použít jiný účet

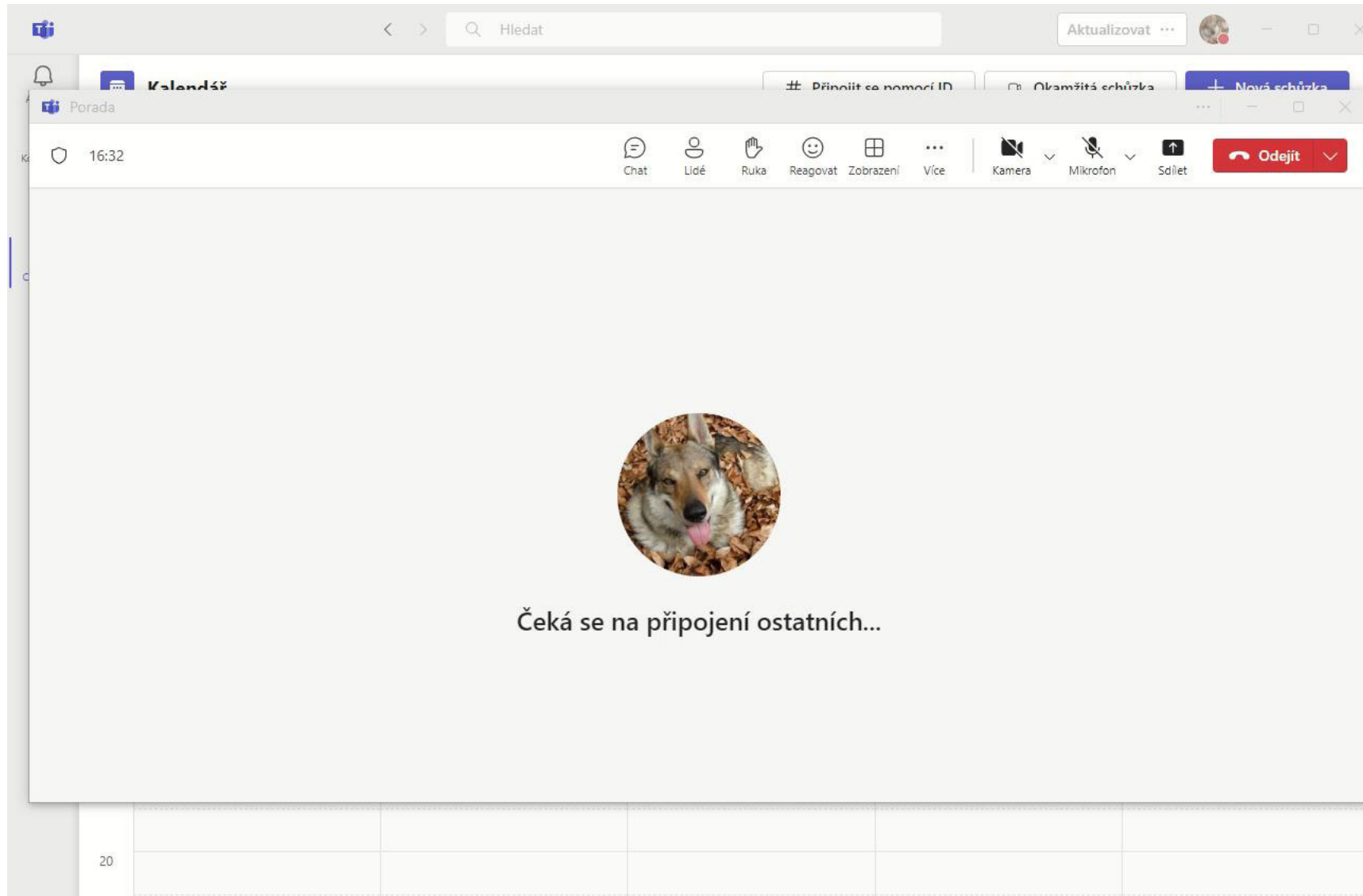
Získat Microsoft Teams (pracovní nebo školní)

# Vytvoření meetingu

The screenshot displays the Microsoft Teams calendar interface. At the top, there is a search bar with the text "Hledat" and a search icon. To the right of the search bar are buttons for "Aktualizovat" (Refresh), a user profile icon, and window control icons (minimize, maximize, close). Below the search bar, the main header area includes the title "Kalendář" (Calendar) and three buttons: "# Připojit se pomocí ID" (Join by ID), "Okamžitá schůzka" (Instant Meeting), and "+ Nová schůzka" (New Meeting). The calendar view shows the current date as "červenec 2024 - srpen 2024" (July 2024 - August 2024) and the view set to "Pracovní týden" (Work Week). The calendar grid displays days from 29 to 02. A meeting titled "Porada" (Meeting) is scheduled for August 1st (Thursday) from 13:00 to 14:00. The meeting details are "Microsoft Teams Meeting" and "Karla Koneř". Another meeting titled "schůzka" (Meeting) is scheduled for August 31st (Wednesday) from 15:00 to 16:00. The meeting details are "Microsoft Teams Meeting".

	29 Pondělí	30 Úterý	31 Středa	01 Čtvrtek	02 Pátek
13				Porada Microsoft Teams Meeting Karla Koneř	
14					
15			schůzka Microsoft Teams Meeting		
16					
17					
18					
19					
20					

# Meeting



The screenshot shows a Microsoft Teams meeting window. At the top, there is a search bar with the text "Hledat" and a refresh button labeled "Aktualizovat". Below this, a navigation bar includes a bell icon, a "Kalendář" button, and a meeting ID "# Připojit se pomocí ID". A secondary bar contains "Okamžitá schůzka" and a "+ Nová schůzka" button. The main meeting area has a toolbar with icons for "Chat", "Lidé", "Ruka", "Reagovat", "Zobrazení", "Více", "Kamera", "Mikrofon", and "Sdílet". A red "Odejit" button is on the right. The meeting title "Porada" and the time "16:32" are visible in the top left. The central content area features a circular profile picture of a dog and the text "Čeká se na připojení ostatních...". At the bottom, a calendar grid is partially visible, showing the number "20" in the first cell.



# Meeting - chat

The screenshot displays a Microsoft Teams meeting window. At the top, there is a search bar with the text "Hledat" and a refresh button labeled "Aktualizovat". Below this, a navigation bar includes a calendar icon and the text "Kalendář". The main meeting area has a title bar with "Porada" and a time display of "32:16". A toolbar contains icons for Chat, Lidé (2), Ruka, Reagovat, Zobrazení, and Více, followed by controls for Kamera, Mikrofon, and Sdílet, and a red "Odejit" button. The central video area is mostly blank, featuring a large, semi-transparent pink circle with the letters "PP" in the center, indicating a missing video feed. In the bottom right corner, a small video thumbnail shows a person's profile picture. At the bottom left, a name tag identifies the user as "Pavlina Pilatova". The bottom of the screen shows a calendar grid with the number "20" visible in the first cell.

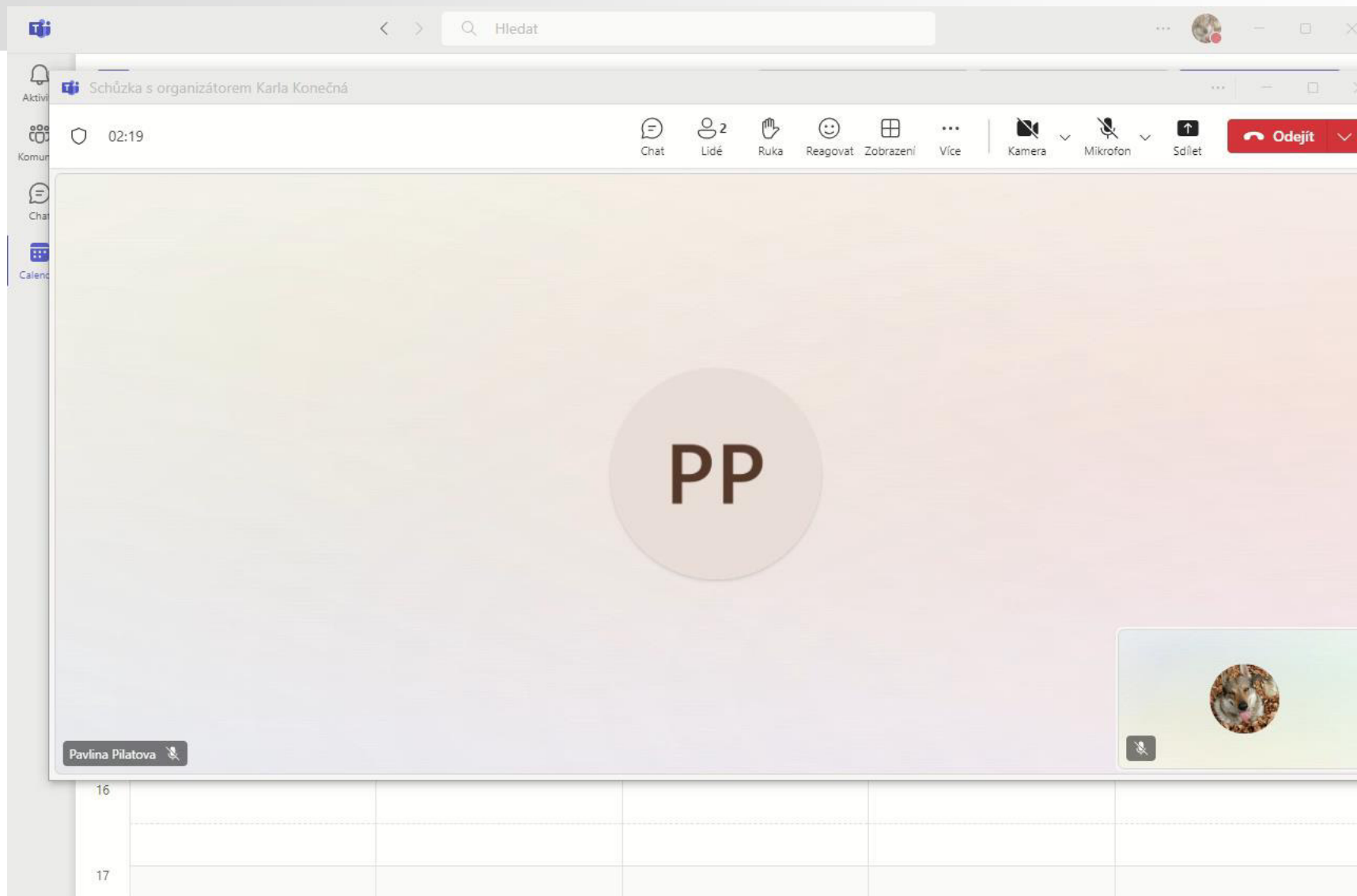
# Chat

The screenshot displays the Microsoft Teams chat interface. On the left, a sidebar contains navigation options: 'Aktivita' (Activity), 'Komunita' (Community), 'Chat', and 'Calendar'. The main chat area is titled 'Schůzka s organizátore...' and shows a list of recent events: 'Porada' (8:40), 'Porada' (01.08, 'Vy: New event created: Porada'), 'schůza' (31.07, 'Vy: New event created: schůza'), and 'Schůzka s organizátore...' (31.07, 'Hlasování: Card - access it on https...').

The chat content includes a notification: 'Někteří lidé v tomto chatu jsou z vaší organizace. Je možné, že mají zásady související se zprávami, které se použijí u tohoto chatu. Další informace'. Below this, a poll titled 'večeře' (dinner) is active. The poll options are 'ANO' and 'NE', both with radio buttons. A button 'Odeslat hlas' (Send vote) is visible. The poll results show 'ANO' at 0% (0) and 'NE' at 0% (0). The total number of responses is 0.

At the bottom of the chat, there is a text input field with the placeholder 'Napište zprávu.' and a toolbar with icons for attachments, emojis, and other chat functions. A notification at the bottom left states: 'Pokud chcete najít další lidi, synchronizujte je z telefonu nebo z jiných zdrojů.' with a 'Synchronizovat' button.

# Sdílená plocha



# Microsoft Teams (Office 365)

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Vyhledávat (Ctrl+E)" and a user profile for "Actimmy a.s.". The main content area is divided into three sections:

- Aktivita (Left Panel):** Shows a list of recent activities. The top item is a meeting invitation from "outlook\_A9249A47" dated "01.08" with the subject "vás pozval(a) Porada" and time "čtvrtek 1. srpna, 14:30 – 15:00". Below it is another invitation from "outlook\_A9249A4" dated "01.08" with the subject "vás pozval(a) Porada" and time "čtvrtek 1. srpna, 13:00 – 13:30". The bottom item is a missed call from "Pi" dated "29.07" with the subject "Zmeškaný hovor od účastníka Pet..." and the note "Hovor v aplikaci Teams".
- Porada (Main Content Area):** Shows the details of the selected meeting. The title is "čtvrtek 1. srpna 2024 14:30 – 15:00". There are buttons for "Potvrdit účast", "Zkopírovat odkaz", and "Přeposlat". Below the title, there is a link "Zobrazit informace o schůzce" and a note: "Odpovědi a odpovědi v kalendáři se organizátorovi nebudou odesílat." with a link "Zobrazit informace o připojení".
- Sledování (Right Panel):** Shows the list of participants. The first participant is "Karla Konečná" (Organizátor) with initials "KK". The second participant is "Pavčina Pilátová" with the status "Žádná odpověď".

# Nahrávání

The screenshot displays the Microsoft Teams meeting interface. At the top, there is a search bar with the text "Vyhledávat (Ctrl+E)". Below it, the meeting title "Schůzka" is visible, along with buttons for "# Připojit se pomocí ID", "Okamžitá schůzka", and "+ Nová schůzka". The meeting name "Schůzka s organizátorem Pavlína Pilátová" is shown below the title bar. The main toolbar includes icons for Chat, Lidé, Ruka, Reagovat, Zobrazení, Místnosti, Aplikace, and Více. On the right side of the toolbar, there are controls for Kamera, Mikrofon, Sdílet, and a red "Odejit" button. The central video area shows a large placeholder with the initials "JN" in a pink circle. In the bottom left corner, a participant's name "Josef Novák (Externí)" is visible. On the right side, the "Informace o schůzce" panel is open, displaying the meeting title, a "Kopírovat údaje o připojení se" button, and the Microsoft Teams logo with a "Need help?" link. Below this, there is a "Join the meeting now" link, the Meeting ID "321 549 098 324", and the Passcode "K8bZ6b".

# Účastníci

The screenshot displays a Microsoft Teams meeting window. At the top, there's a search bar with the text "Vyhledávat (Ctrl+E)". Below it, the meeting title "Schůzka" is visible, along with buttons for "# Připojit se pomocí ID", "Okamžitá schůzka", and "+ Nová schůzka". The meeting name "Schůzka s organizátorem Pavlína Pilátová" is shown below the title bar. The main toolbar includes icons for Chat, Lidé (2), Ruka, Reagovat, Zobrazení, Místnosti, Aplikace, and Více. On the right side of the toolbar, there are controls for Kamera, Mikrofon, Sdílet, and a red "Odejit" button. The central area is a large black rectangle representing the video feed, with a small video thumbnail for "Karla Konečná (Externí)" in the bottom right corner. On the right side, the "Účastníci" panel is open, featuring a search input "Napište jméno", a "Sdílet pozvánku" button, and a list of participants. The list includes "Pavlína Pilátová" (Organizátor) with a muted microphone icon, "KK Karla Konečná (Externí)" with an unmuted microphone icon, and "JN Josef Novák (Externí)" under the "Lidé přidání do chatu (1)" section.

Účastníci

Napište jméno

Sdílet pozvánku

V této schůzce (2) Ztlumit všechny

- Pavlína Pilátová Organizátor
- KK Karla Konečná (Externí)

Lidé přidání do chatu (1)

- JN Josef Novák (Externí)

Karla Konečná (Externí)

# Whiteboard

The screenshot shows a Microsoft Teams meeting window. At the top, there is a search bar with the text "Vyhledávat (Ctrl+E)" and a user profile for "Actimmy a.s.". Below the search bar, the meeting title "Schůzka" is displayed, along with buttons for "# Připojit se pomocí ID", "Okamžitá schůzka", and "+ Nová schůzka". The main meeting area has a title bar "Schůzka s organizátorem Pavlína Pilátová" and a toolbar with icons for Chat, Lidé, Ruka, Reagovat, Zobrazení, Místnosti, Aplikace, and Více. On the right side of the toolbar, there are icons for Kamera, Mikrofon, and Sdílet, along with a red "Odejit" button. The main content area of the meeting is a whiteboard. In the center of the whiteboard, there is a circular image of a ferret. Below the image, the text "Pozvěte ostatní, aby se k vám připojili" is displayed. On the left side of the whiteboard, there is a vertical list of letters: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

Závěr







Financováno z projektu

VETUNI pro 21. století: Rozvoj VETUNI v oblasti digitalizace činností, profesionálního vzdělávání a flexibilních forem vzdělávání

Specifický cíl A2: Rozvoj v oblasti distanční výuky, online výuky a blended learning

Projekt NPO registrační číslo NPO\_VETUNI\_MSMT-16594/2022

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