eSesja
short user guide

eSesja is in polish language only.

For convenience, use eSesja on a other device than the meeting (e.g., smartphone, tablet, laptop). The layout may be different on other devices.

First go to https://tablet.esesja.pl site and type received login and password (pol. hasło).

You will see a question on the screen: Do you want the program to log you in automatically?
If you press yes/tak, you will not be asked for a password the next time (preferred click No/Nie).
After login you will see main page of eSesja:

Nadchodzące posiedzenia – Upcoming meetings

Archiwum posiedzeń – Archive of meetings

On the left side or on the bottom you will see buttons:

- Start – Home page
- Dyskusja – microphone icon – request for a voice - if you want to speak in the discussion (description below)
- Głosowanie – Voting
  If voting is started and the options (YES/TAK, NO/NIE or HOLD OUT/WSTRZYMUJĘ SIĘ) are not displayed, press this button, please.
- Kworum – Quorum – confirmation of your presence before the voting
- Wyloguj – Log out from eSesja
Description of the discussion panel

After pressing the Discussion button, additional buttons will be displayed:

- **Proszę o głos** – If you want to speak, the Head of meeting will be prompted and can give you the floor. The meeting and discussion is provided through Microsoft Teams.
- **Ad vocem**
- **Wniosek formalny** – formal request
- **Zamknij okno** – Close discussion panel