This document will demonstrate how to access a BigBlueButton meeting through Sakai, as a guest using an external link, or using the call-in feature. The recommended browsers for connecting to a BigBlueButton meeting are Mozilla Firefox and Google Chrome. Internet Explorer and Safari do not provide the highest quality audio. Google Chrome should not be used, if you plan on sharing your screen during the meeting. For more information please visit www.luc.edu/itrs.

**Access a Meeting through Sakai**

1. From your Sakai course, click the BigBlueButton tool from the left-hand side of the page.

2. Click the title of the meeting room.

3. Under Meeting Details, click **Join meeting**.

4. The meeting will open in a separate window.

**Access a Meeting using an External Link**

1. Copy and paste the link into the web address of your browser.
2. Type your name in the text box.
3. Click Join.

**Enter your name**

Call into a Meeting
1. Request the phone number and conference pin number from the meeting host.
2. Dial in the phone number.
3. Enter the conference pin number.