This document will demonstrate how to interact with your students during a BigBlueButton meeting. Specifically, it will show you how to send a chat message to the room, send a message to an individual, lower the “hands” of all participants, mute participants individually and as a group, and unmute participants individually and as a group.

**Send a Chat Message to the Room**
1. In the chat window, select the **Public** tab.
2. Type your message in the text box within the chat window.
3. Click **Send**.

**Send a Chat Message to a Participant**
1. In the chat window, select **Options**.
2. Click the name of the person you wish to chat with.
3. Type your message in the text box within the chat window.
4. Click **Send** or press enter.

---

### Lower All Hands

Viewers are able to raise their hands during the session by clicking the hand icon at the bottom of the user window. The presenter has the ability to lower the hands of all viewers.

1. Click the gear icon at the bottom of the Users window.
2. Select **Lower All Hands**.

---

### Mute a User

1. Hover over the student’s name.
2. Click the microphone icon to mute the student.

   **Note:** This option will not appear if the student has not enabled their microphone.

3. The student will receive an audio message stating that they are muted.

---

### Unmute a User

1. Hover over the student’s name.
2. Click the microphone icon.

**Mute All Users**
1. Click the gear icon at the bottom of the Users window.

2. Select **Mute All Users** or **Mute All Users Except Presenter**.

**Unmute All Users**
1. Click the gear icon in the Users window.

2. Select **Unmute All Users**.

**Poll your Students**
1. In the Share Window, click the **Start a Poll** icon in the lower left-hand corner of the window.

2. Select the type of question you wish to ask.
**BigBlueButton: Interact with Participants**

Note: Once you select the type of question, the options for students will appear at the bottom of the Share Window.

3. If you would like students to see the results of the poll click **Publish**.

![Live Poll Results](image)