This document will demonstrate how to participate in a BigBlueButton meeting. Specifically, the document will cover sending a public chat message, sending a private chat message, raising your hand, controlling your microphone, controlling your webcam and participating in a poll. The host of a meeting has the ability to lock the following features: webcam, microphone, public chat, private chat, and layout. If you are unable to access these features the host may have locked them from participants. For more information, please visit www.luc.edu/itrs.

**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 an Individual**

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.

### Raise your Hand

1. In the Users window, click the hand icon.
2. Click the icon again to lower your hand.

### Control your Microphone

You will be prompted to share your microphone upon entering the room. You can start/stop sharing your microphone during the meeting by clicking the microphone icon on the top left-hand side of the page. For more information on connecting your microphone please see [www.luc.edu/itrs](http://www.luc.edu/itrs).
Control your Webcam

To start/stop sharing your webcam, click the webcam icon in the upper left-hand corner of the screen.

1. Click the Webcam icon at the top of the screen.

2. Select Allow.

3. A preview of your image will appear. Adjust the image by clicking Change Webcam Settings or change the dimensions of the image, if desired.

4. Click Start Sharing.
5. Your image will now appear in the webcam window.

**Participate in a Poll**

The host of a meeting can choose to poll the participants. There are a variety of poll question types available. When the host polls the room answer options will appear at the bottom of the Share Window. You will select the button that reflects your answer.

**Note:** The host can broadcast the results to show the rest of the room.

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