Participant Manual: Connect to a BigBlueButton Meeting

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Access a Meeting Room
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.

   ![Meeting Room Access](image-url)
3. Under Meeting Details, click **Join meeting**.

![Meeting Details](image)

4. The meeting room will open in a separate window.

**Access a Meeting using an External Link**

1. Contact the host of the meeting for the guest URL.
2. Copy and paste the link into the web address of your browser.
3. Type your name in the text box.
4. Click **Join**.

![Enter your name](image)

**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.

**Connect your Microphone**

**Share your Microphone**

These instructions reflect using the recommended browser, Mozilla Firefox. You must connect your microphone to your computer **before** opening the meeting room.
1. When entering a meeting, you will be asked, “How do you want to join the audio?” Select Microphone.

![Microphone Selection](image)

2. Use the dropdown arrow under **Microphone to share**: to select your microphone.

3. Click **Share Selected Device**.

![Microphone Sharing](image)

**Note:** If you do not share your microphone upon entering the meeting room, you can click the microphone icon to share your microphone. Additionally, you can click the microphone icon to stop sharing your microphone. The icon is in the upper left-hand corner of the page.
Conduct an Audio Test

After selecting to share your microphone the Audio Test will automatically begin.

1. Say a few words into the microphone. If you can hear yourself, click Yes.

   ![Audio Test](image)
   
   Use a headset with a microphone for best audio experience.

   If you are using a headset (or earbuds), you should hear the audio from your headset – not from your computer speakers.

   This is a private echo test. Speak a few words. Did you hear audio?

   ![Yes][No]

2. If cannot hear yourself in your headset, click No. You will be redirected to adjust your audio.

   From this screen, you can select a different microphone, adjust the volume on your microphone, and test your speakers.
3. You will be brought back to the original audio test screen. If you can now hear yourself in your headset click **Yes**. If you cannot, please see instructions below for checking your microphone connection.

**Check your Microphone Connection**

**Windows:**

1. Right-click on the speaker icon in the lower right-hand corner of the screen.

2. Select **Recording Devices**.

3. The display will show all your microphones. Click your desired microphone. If you test speaking, the green bars should move as you talk. If the bars do not move, your microphone may be muted or may not be working properly.

4. Select the microphone.

5. Click **Properties**.

6. Select the **Levels** tab.

7. Adjust the microphone levels and click **OK**.

8. From the recording devices screen, click **OK**.

**MAC OS X:**

1. Open **System Preferences**.

2. Select the **Sound** icon.

3. Select a microphone and test your input levels. The blue bars should move as you speak. Use the slider to adjust the input volume.
Connect your Webcam

The host of the meeting has the ability to lock webcams of participants. Therefore, you may not be able to share your webcam in every BigBlueButton meeting room.

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.