Meeting Room Layouts

Change the Meeting Room Layout

1. Select the drop-down arrow next to Default Layout.
2. Choose a new layout.
3. Click the icon in the bottom right-hand corner of the room to share the layout with all viewers.
**Note:** Viewers can change the layout on their own screen, but they cannot push this layout to other users.

**Customize a Meeting Room Layout**

1. Click the top of a window near the title and drag the window to a desired location within the meeting room.
2. Hover your mouse over the edge of a window and then click and drag to resize a window.
3. Click the icon in the bottom right-hand corner of the room to share the layout with all viewers.

**Use the Chat Window**

**Send a Public Message**

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

![Type your message.]

**Send a Chat Message to an Individual**

The host of the meeting has the ability to disable private chat messages, therefore you may not have the option to individually chat within every BigBlueButton meeting room.

1. In the **Chat** window, select **Options**.

2. Click the name of the user you wish to chat with.

![Select the user's name.]

3. Type the message in the text box within the chat window.

4. Click **Send** or press enter.
**Mute and Unmute your Microphone**

**Mute your Microphone**

1. After sharing your microphone, click the microphone icon at the top toolbar of the meeting room.

**Unmute your Microphone**

1. After you have muted your microphone, click your microphone icon again to unmute yourself.

**Update your Status**

**Change your Status**

1. In the **User** window click the hand icon.
2. Select the appropriate status.

**Remove your Status**

1. In the **User** window click the hand icon.
2. Select **Clear**.
Present during a Meeting
In order to present in a BigBlueButton meeting you will need to be given the presenter status. The host of a meeting has the ability to grant you presenter status.

Upload a Document or PowerPoint Presentation

1. From the presentation window, click the **Upload Presentation** icon located in the bottom left-hand corner of the windows.

2. Click **Select File** to browse your computer for the file.

3. Open the file.

4. Click **Upload**.

5. Your document or PowerPoint presentation will appear in the presentation window.

**Note:** Upload PowerPoint or PDF files.
Navigate through a PowerPoint Presentation

As the presenter navigates through a PowerPoint, the participants will see the same slide as the presenter. Additionally, if the presenter zooms in on a slide the participants will have the same view.

1. Once the PowerPoint presentation is loaded, use the arrows at the bottom of the window to navigate between slides.

2. Use the slider at the bottom of the window to zoom in on a slide.

View a Recording

1. In your Sakai course, click the BigBlueButton tool.
2. Click on the title of the meeting room.
3. Click the link next to Recordings.

<table>
<thead>
<tr>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Overview of BigBlueButton</td>
</tr>
<tr>
<td>Description: Online session</td>
</tr>
<tr>
<td>Status: Available (Join meeting 🌐)</td>
</tr>
<tr>
<td>Connected users: 0</td>
</tr>
<tr>
<td>Recordings: (2 recordings)</td>
</tr>
</tbody>
</table>
4. Click **Video** across from the recording you wish to view. The recording will open in a new window.

<table>
<thead>
<tr>
<th>Recordings</th>
<th>Status</th>
<th>Recording date</th>
<th>Playback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of BigBlueButton</td>
<td>Published</td>
<td>2016-01-26 11:05:56 GMT-6</td>
<td>![video]</td>
</tr>
</tbody>
</table>