Access a Meeting through Sakai

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

![BigBlueButton tool in Sakai](image)

2. Choose the title of the meeting room you wish to join.

![Meeting selection in BigBlueButton](image)

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

![Meeting details in BigBlueButton](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. Select Join.

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.