**Locate the Call-in Number and Pin**

1. The **Chat** window contains information on using BigBlueButton, including tutorial videos. Below the tutorial videos is the call-in number and pin.
2. Send the call-in number to users you wish to join by phone.

**Locate the External Link**

1. At the bottom of the **User** window, click the link **Invite a guest to join this meeting** to invite external users.
2. Copy the link provided and send the link to the user.

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For a quick overview of BigBlueButton see these (short) [tutorial videos](#).

To join this meeting by phone, dial: (352) 327-4267
Then enter 24599 as the conference pin number.

[Invite a guest to join this meeting](#)