

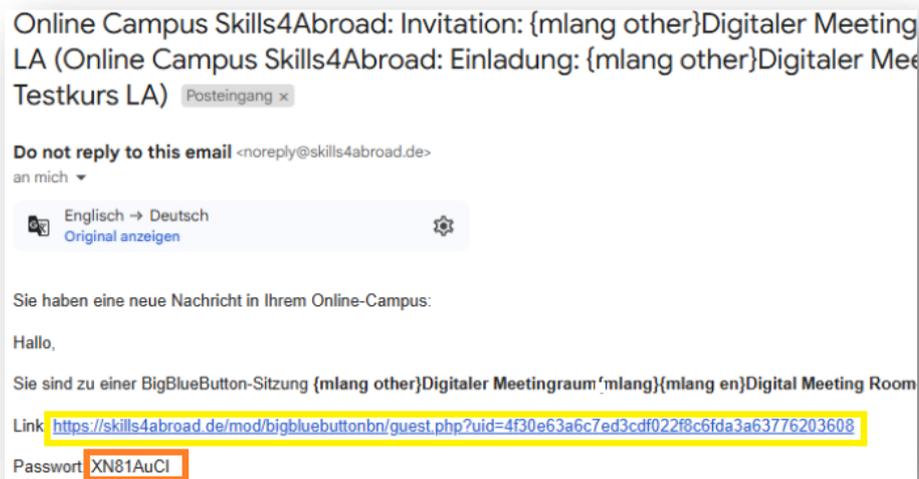
Guests' manual for BigBlueButton

Welcome as a guest speaker to the skills4abroad training!

Here a short 4 step-by-step guide how to enter the BigBlueButton meetingroom.

STEP 1 - INVITATION E-MAIL

You will receive an invitation by the trainer generated through the online campus. The e-mail will give you a link and password. Copy the password and click on the meeting link. BigBlueButton does not have to be downloaded.



STEP 2 - LOGIN

You are now asked for your username and the password. Paste the password that was given in the invitation e-mail. The username can be chosen by you and will be visible to the other participants in the meeting room. Click the yellow button "enter meeting".

Gast-Nutzername ⓘ
Erforderlich

Kennwort ⓘ

ⓘ notwendig

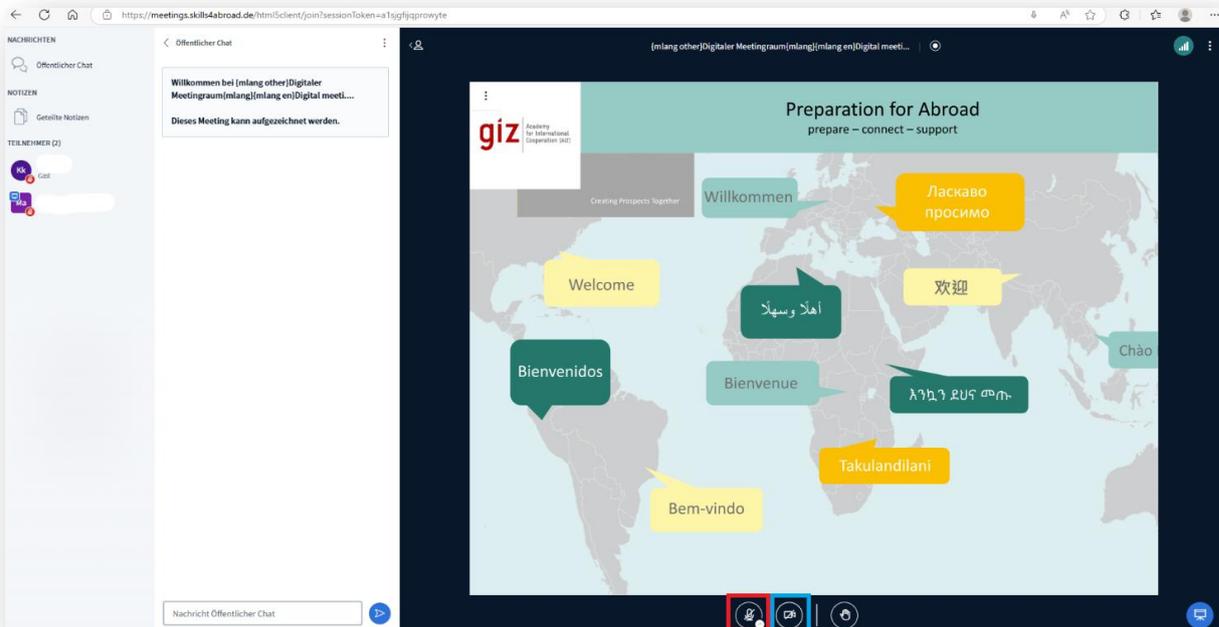
STEP 3 - WAITING AREA

If you see this black screen the host has been notified that you are in the waiting area. The host will give you access, which might take a minute.



STEP 4 - BIGBLUEBUTTON

Now you are in the BigBlueButton room with the host and other participants. Down below there are buttons to un/mute yourself and turn the camera on/off. In the screenshot they are marked in red (audio) and blue (video).



Troubleshooting

If you have trouble with BigBlueButton, check your browser for its newest version. Chrome and Edge are the most reliable.