

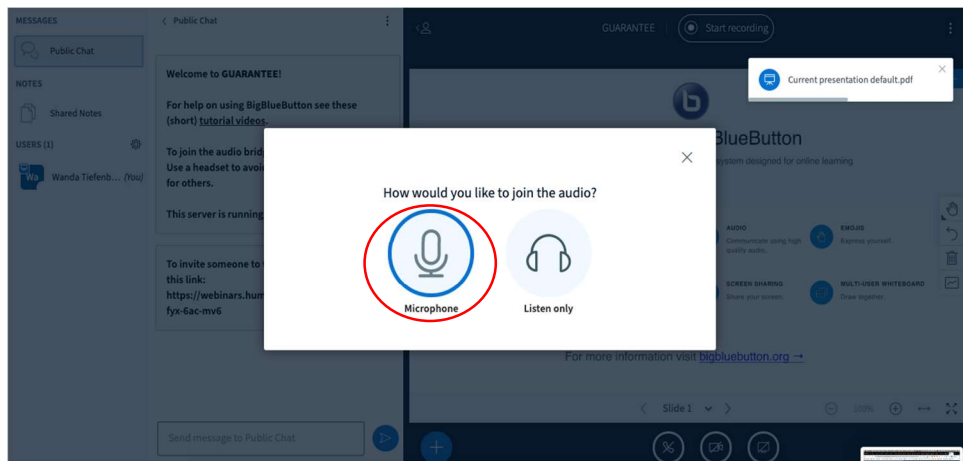
How to use BigBlueButton

Please make sure you have a stable internet connection. Ideally, please use one of the following browsers: Chrome, Edge or Firefox. Please avoid joining using a smartphone.

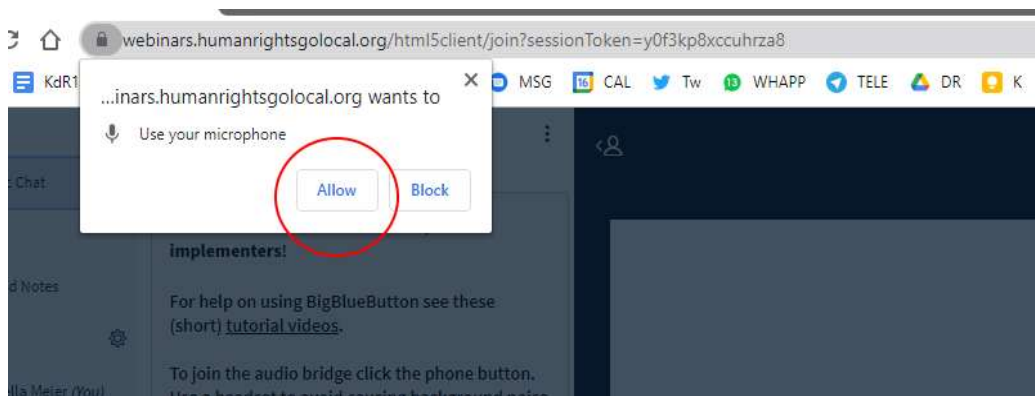
Step 1: Click **invitation link**

Step 2: Enter your **first name and last name**; click “Join”

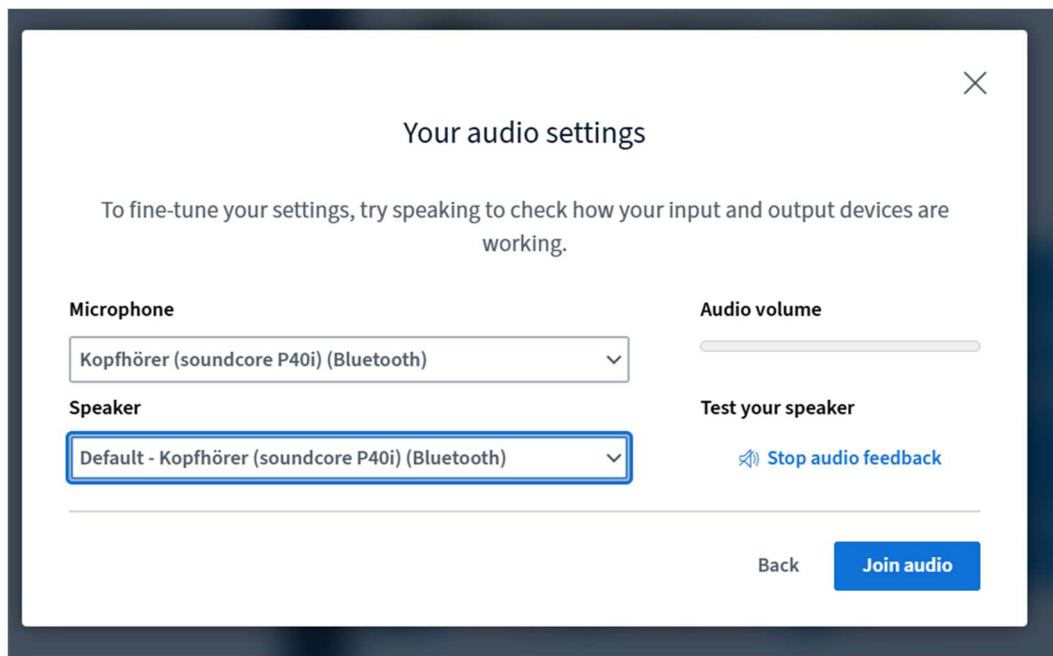
Step 3: Select the **microphone** (this is essential especially for speakers)



Step 4: Your browser will ask you: Allow website to **access microphone**? Please say “yes”, “accept”, or “allow”. You can always reset these permissions by clicking on the icon on the left in the browser search bar.

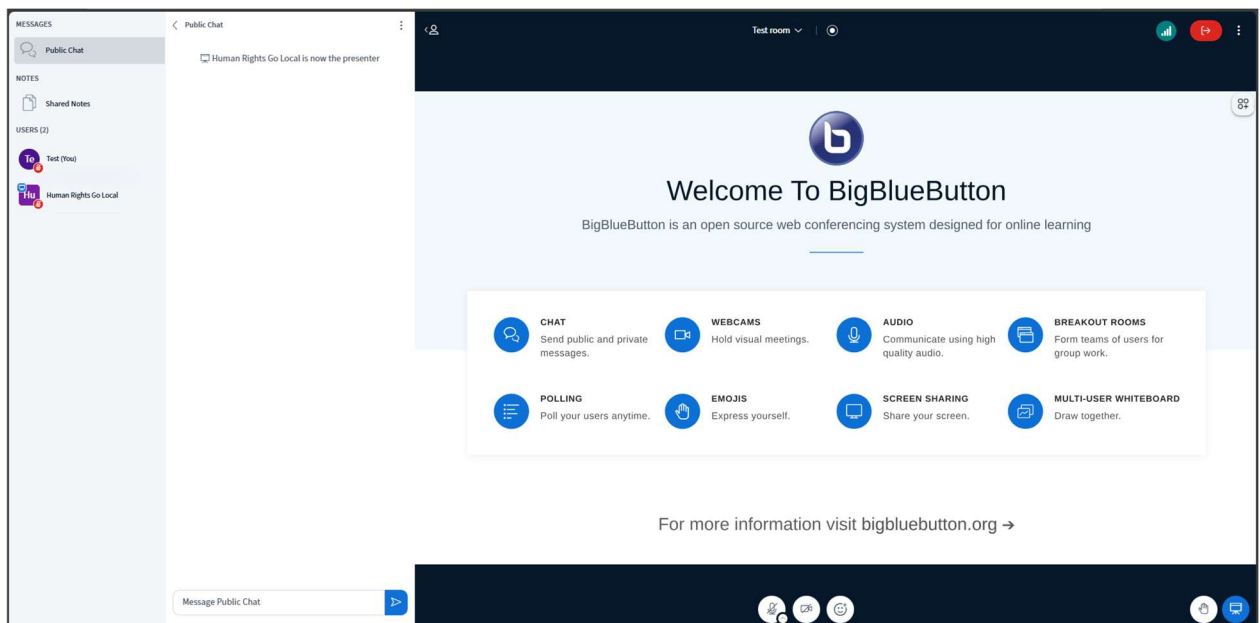


Step 5: Test your audio settings. Make sure you have the right microphone and speaker selected, especially when using a headset. Afterwards select “Join audio”.



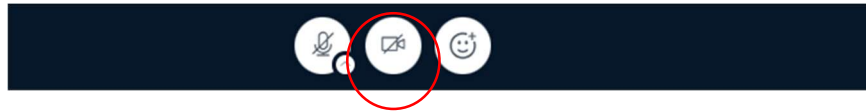
Step 6: You are now in the meeting room.

Step 7: You can see three buttons in the middle at the bottom of the screen. The button on the left is the microphone. The button in the middle is the webcam.



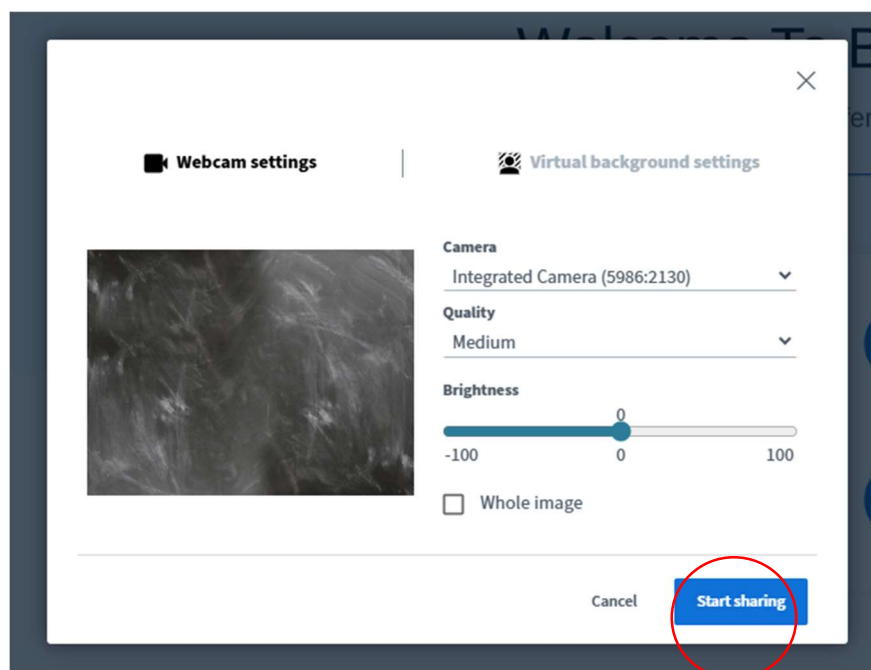
Important note: If you do not have a stable internet connection, please do not use the webcam.

Step 8: Click on the **webcam button**.



Step 9: Your browser will ask you: Allow website to access webcam? Please say “yes”, “accept”, or “allow” as before with the microphone.

Step 10: Check your video, pick quality (depending on your internet speed), and click on “Start sharing”. Choose a lower webcam quality if there are many people present.



Please...

- ... **mute** yourself when you are not speaking
- ... join **before the starting** time to make sure your connection works
- ... simply **refresh** the page in case you get an error message
- ... **follow** any specific **instructions** of your conference moderator

For any questions, please contact us via email info@humanrightsgolocal.org or during the Academy directly via public or private chat message.

