



# User-Manual BigBlueButton

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Provided by CH Open,  
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Since spring 2020, the CH Open association in cooperation with Green has published a dedicated hosted server for the use of BigBlueButton. The video conferencing tool BigBlueButton is very easy to use, as no registration is required and no custom software needs to be installed, but sessions run in your own browser. User profiles can be created for free via <https://bbb.ch-open.ch/b/signup> to create and use BBB conference rooms by yourself.

## Requirements

BBB runs ideally on the latest versions of Chrome, Firefox and Safari browsers, although we recommend Chrome browser as the first choice for an ideal user experience. In case of problems with the various functions such as camera and microphone, check the accesses in your browser settings. It may help to temporarily disable the ad blocker in the browser.

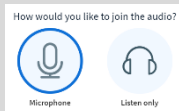
**If you want to join the event from a corporate network with its own firewall, please specifically test the function and access permission to camera and microphone and join the BBB without VPN connection.**

## Operation of Big Blue Button

### Join and connect audio

After you click on the access link, a home page will appear where you can enter your name. With this name you will be visible to other people in the BigBlueButton session.

After entering your name, click on "Start".



When joining a room, you must first unlock your audio. Click "Listen only" if you don't want to speak, if you want to speak via microphone during the event select "With microphone".



After a short waiting time a field will appear where you have to confirm your audio. Select "Yes" if the echo test was successful and you can hear

yourself well. Otherwise select "No". A dialog box will then appear in which you can make settings, such as selecting the headset.

### Operation of the user interface:

The BBB user interface can be divided into 3 columns: The overview of participants, the public chat or shared notes and the presentation with active webcams.

Hide the 2 left columns both with by clicking on the people icon. The leftmost column is hidden or shown by clicking on the arrow in front of "public chat or shared notes".



At the bottom of the main view are the most important icons:



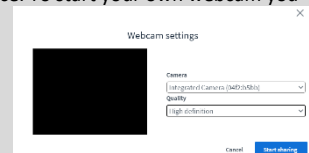
The microphone icon can be used to mute (empty, white icon) or activate (blue, filled icon) your own sound.



The phone icon is filled in blue when the audio is connected. (whether active or muted). If it is only white, you will not be able to hear or say anything in the meeting room. If you want to reconnect your microphone, you can do so by double clicking on the phone icon.

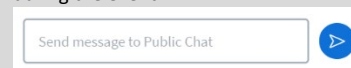


The video camera icon allows you to share your webcam. If the blue icon is filled in, your own video will be visibly shared in the conference. To start your own webcam you can click on the white empty video icon and choose the preferred camera and quality in the 2 menus. Then click on start sharing.



On the right you can press if you want to raise your hand to speak up. This will be shown next to your name. By pressing again, your hand will be lowered.

In the text field of the public chat you are welcome to ask questions during the event.



With the small download button on the bottom left of the presentation you can download the presentation slide.