BigBlueButton booklet

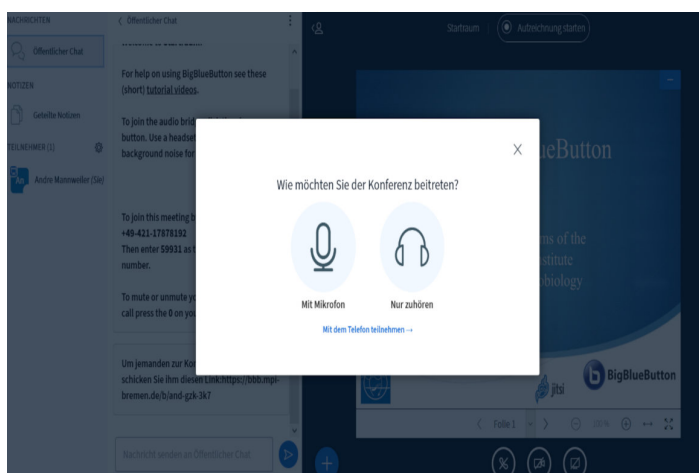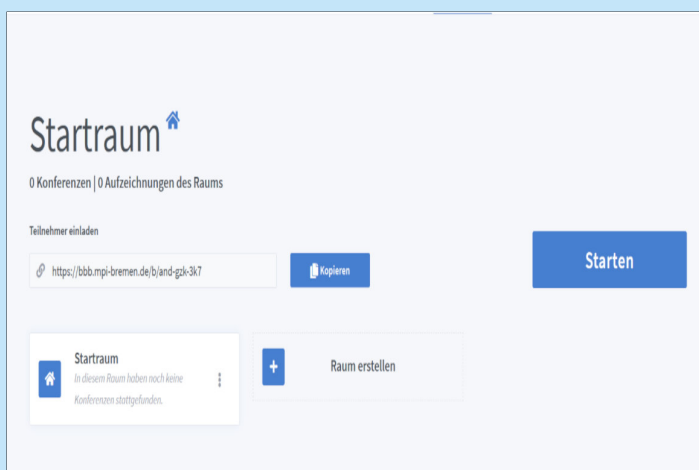**Max-Planck-Institut
für Marine Mikrobiologie**

BigBlueButton is a web conferencing system designed for online learning.

- **BigBlueButton** is a free software web conferencing system for Linux servers designed for online learning. It has integrations for many of the major learning and content management systems.
- BigBlueButton is offering the following features:
- real-time sharing of audio, video, screen,
- public/private chat and integration with phone systems
- Upload of PDF and Microsoft office documents and interactive wideboard

How to join a meeting

- Open the link to join the conference
- Please use CHROME / CHROMIUM for the best user experience. You can use the browser on your mobile phone or tablet too.
- Enter your name and click on **Join**.
- Normally your microphone should be muted automatically.
- If you need to **enable** your microphone, click on it and then it

  will be blue and not stroked anymore.

Usage as presenter

- Create a conference room before you invite to your talk.
- Login to **bbb.mpi-bremen.de** with your MPI account, please use Chrome/Chromium for the best user experience
- Click on „create new room / Raum erstellen"
- Choose a name for the room. For example: „Internal Seminar – 14.05.2021"
- Click on „Mute participant when entering / Teilnehmer beim betreten stumm schalten"
- Click on „Raum erstellen / Create room"
- Invite participants to your talk and send them the link to the room. Open the doors of the conference room and upload your talk