



USER MANUAL

SATURS

[HOW TO ENTER A LECTURE ROOM?](#)

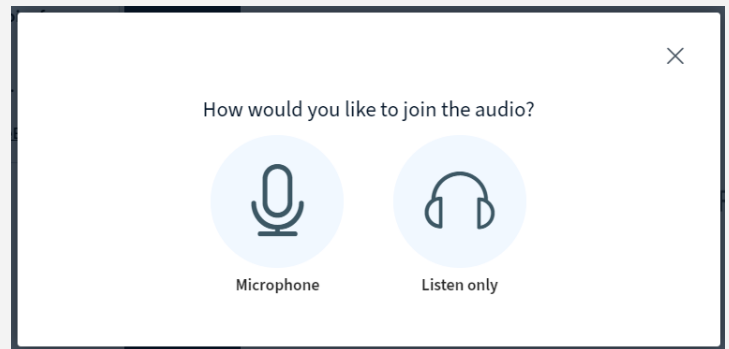
[HOW TO TURN ON MICROPHONE, CAMERA, SCREENSHARE?](#)

[HOW TO UPLOAD A PRESENTATION?](#)

Click on a question, to view the answer

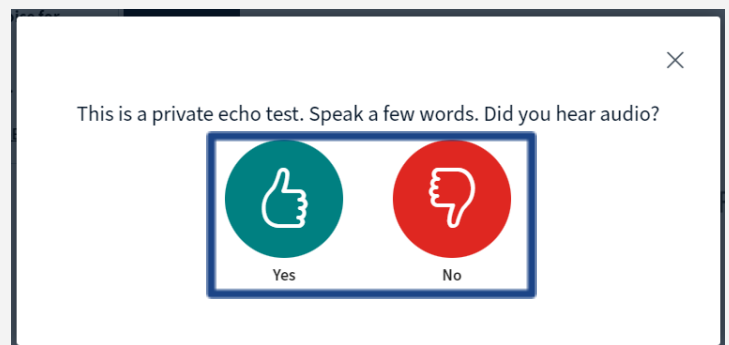
HOW TO ENTER A LECTURE ROOM?

1. Join the BigBlueButton room
2. Choose how you want to join
 - a. **“Microphone”** - If you intend to talk during the lecture.
 - b. **“Listen only”** - If you intend to listen only.



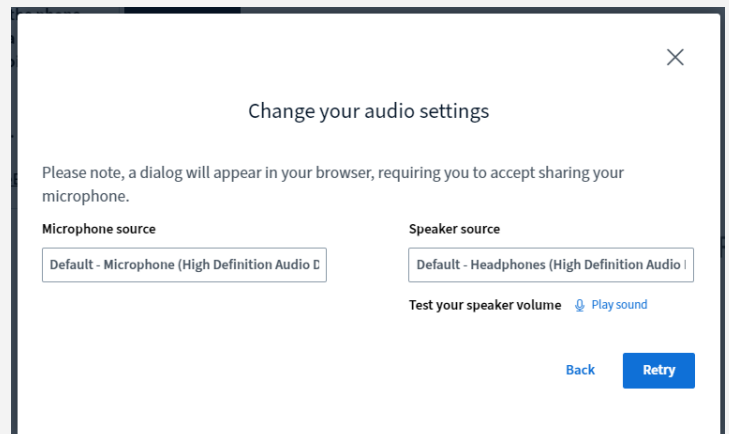
After choosing **“Microphone”**, wait for this window to appear:

3. Speak a few words into your microphone.
 - a. If you hear your voice, click **“Yes”**
 - b. If you don't hear your voice, click **“No”**



If you clicked **“No”**, a window will appear:

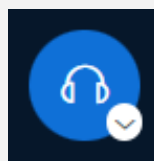
4. Check if you have chosen the correct microphone and speakers. Change if it is not the correct one.



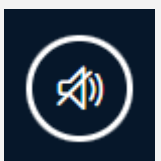
It is possible to switch from **“listen only”** mode to **“microphone”**.

If you wish to do so:

1. Click the headphones icon.



2. Then click the sound icon.



HOW TO TURN ON MICROPHONE, CAMERA, SCREENSHARE?

1. Join the lecture room and choose “listen only” or “microphone”.

2. At the bottom of the window you will find this menu:



To turn on your **microphone**, click:



To turn it off, click:



To turn on your **webcam**, click:



To turn it off, click:



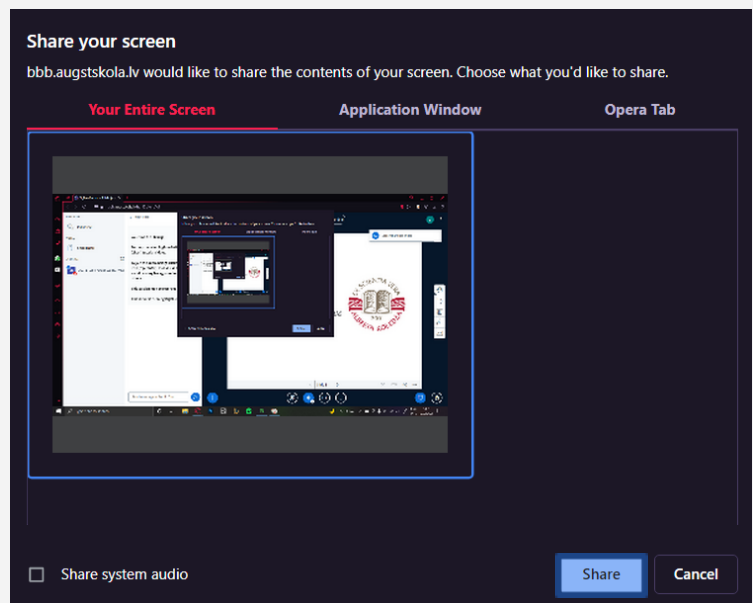
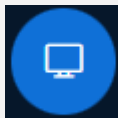
To share your **screen**:

1. Click:



2. Select the **screen**, you wish to share and click “Share”

To stop sharing your screen, click:



HOW TO UPLOAD A PRESENTATION?

1. Ask your professor to grant you presentation rights

If you have received the rights to present, in the participant list next to your name a presentation icon will show up.

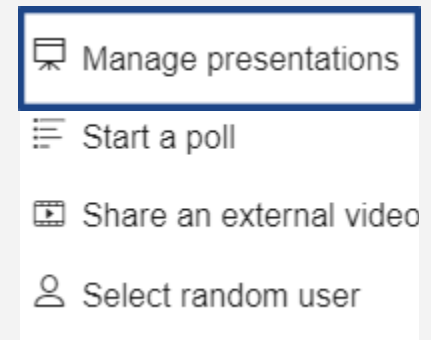


To upload a **presentation**,

1. At the bottom left corner of the window, click **+** icon:



2. Click **“Manage presentations”**



2. Drag and drop or choose your **presentation file**, click **“Upload”**, to show the file.

