# Instructions for Using BigBlueButton for Video Meetings:

1. Login to <https://www.eabhigyan.com>
   1. Username: {*your sail personnel number in small letters*} eg. r000123
   2. Password: {[First Letter of your username in Capital][your date of birth in **ddmmyy**][sail\*]} eg. R170782sail\* (if date of birth was 17 July 1982)  
      Note: This is the default password. In case you have changed your password, use that
2. Click on **Home** tab, on top left side of screen (below SAIL Logo)
3. Scroll Down and go to **Forums** under **Course Categories**
4. Scroll Down again and go to **Online Group Discussions**
5. Click on **Open Web Meetings** link (with an icon in front of it)
6. On the ensuing page click on **Join Session** button – to join the meeting. Clicking on the button shall open a new tab/page and take you to other location
   1. Here, you might get prompted to enroll, if you are not enrolled. Please enroll. All it takes is to press a button that comes on the prompt
7. Browser will ask you “**How would you like to join the audio?**” – Please select **Microphone**
8. When asked give permission to **allow** the use of microphone.
9. The site will ask you for an echo test. Talk something into the microphone. It will play the recording back. If you hear it click on **Yes** else click **No** and then check your microphone
10. After you join the meeting, click on the Webcam button on the bottom of the screen to share your webcam. If asked by the browser, allow the use of webcam
11. You are ready now.

**Hardware requirements**

* A laptop/desktop with internet connection. A laptop works better because it has an integrated webcam, speakers and mike so you are all set. For PCs, you can attach a webcam and speakers

**Software requirements**

* You just need an updated browser, and no special software is required to be downloaded. Among Browsers it works very smoothly with Google Chrome, and Mozilla Firefox. We have seen some problems in earlier versions of internet explorer.

**Special Note:**

* You will have to log in into eabhigyan for every session.
* The enrolment process is a one time activity and we have already manually enrolled some names, so you might not need to enroll again.
* If you have not enrolled, you will get a prompt to enroll. Just click on that button
* Plan to start connecting about 5 min before the formal start so that you can comfortably set up the system because initially the browser does ask for some permissions- to use your mike and camera. If there is only one mike and camera installed then it is mostly automatic, but if you have add on devices which are not default, you might need to check. This can take a few seconds which feel like minutes.

**FAQ**

* What if I don’t have camera or mike?
  + - You can still join and participate by using the chat feature to type your queires.
* Can i mute the camera and mike
  + Yes you can, and muting the camera might actually improve your connection if you are having less bandwidth
* At what resolution is connecting advisable
  + You can connect at low, medium or high quality video- for sustained connectivity start with low quality- even that is good enough in web conferencing. If your system supports it, use higher quality pictures
* Can we upload presentations or take charge of presentations from any point
  + Yes, you simply need to “take presentation” to take charge and then you can use the options available.
* Can I connect using my mobile?
  + Yes you can. When you connect use that choice, because then it captures the camera and voice accordingly.