



# Parent Guide

## YAC meetings on



BigBlueButton



### How will I get the meeting invite and joining details?

Your YAC leader will send you an email containing the link to the meeting as well as an access code.

### How do I join the meeting?

**Click on the link, and join the room.** If the meeting is set to access via code then BigBlueButton will ask you to submit the access code, which should have been part of the email invite that also contained the link. Before your microphone and speakers are connected to the meeting, BigBlueButton will ask you whether you want to join with your microphone or with audio only. Please choose **Join with microphone**, as you otherwise won't be able to speak in the meeting. Do the **echo test** by saying something and listening out for a repetition of what you just said from your computer. If that all sounds good, click the **thumbs up icon**, and BigBlueButton will connect you to the meeting.

### Do I need to create an account?

No, you don't need to create an account to participate in a BigBlueButton meeting.

### How do I control the microphone and the camera?

Once you have joined the meeting, the call controls are at the bottom of your screen. You can unmute your microphone by clicking on the **microphone icon** on the left, and open your webcam by clicking on the **camera** to the right of the blue telephone button.



### How do I sign out at the end/ leave the meeting?

Click on the **three dots** in the top right-hand corner of your screen and choose **End meeting**.

