

Big Blue Button Room Settings

BBB Meeting Room Settings for Three Different Scenarios

Scenario 1. An open meeting, which anyone can join, especially people outside of XR.

Login to your BigBlueButton account

Either add a new room, or edit the settings of an existing room.

Go to settings. For an open access meeting make sure the following are set:

- Allow room to be recorded (optional)
- Require users to be signed in before joining. OFF
- Require moderator approval before joining. OFF
- Allow any user to start this meeting. OFF
- All users join as moderators. OFF
- Mute users when they join. ON

The setting in this scenario mute the users when they join to prevent interruption while a meeting is going on.

Scenario 2. A local group meeting where the attendee's will be known, but again is relatively open.

Login to your BigBluebutton account

Either add a new room, or edit the settings of an existing room.

Go to settings. For an open local group meeting make sure the following are set:

- In the settings, generate access code for viewers.
- Allow room to be recorded. OPTIONAL
- Require users to be signed in before joining. OFF
- Require moderator approval before joining. OFF
- Allow any user to start this meeting. ON

- All users join as moderators. ON
- Mute users when they join. ON

The setting in this scenario mute the users when they join to prevent interruption while a meeting is going on. The access code is generated for viewers to prevent anyone who have access to the link from joining unless they have access code.

Scenario 3. A secure locked down meeting.

Login to your BigBluebutton account

Either add a new room, or edit the settings of an existing room.

Go to settings. For a secure locked down meeting make sure the following are set:

- In the settings, generate access code for viewers and for moderators.
- Allow room to be recorded. OPTIONAL
- Require users to be signed in before joining. OFF
- Require moderator approval before joining. ON
- Allow any user to start this meeting. OFF
- All users join as moderators. OFF
- Mute users when they join. ON

NB: The setting in this scenario mutes the users when they join to prevent interruption while a meeting is going on. The access code is generated for viewers to prevent anyone who have access to the link from joining unless they have access code. Access code is also generated for the moderator and the moderator are required to approve viewers to join the meeting. This adds an extra layer of security to the setting of the meeting.
