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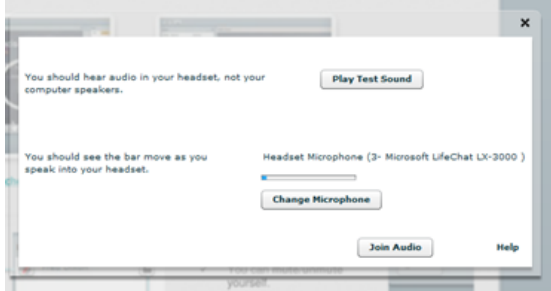
Louisville, KY 40202

(502) 589-9878

# BigBlueButton o.8b Student Guide Enabling Audio

# Enabling Audio

## Enabling audio as you enter the activity

Steps	
<p>The activity will ask you for access to your camera and microphone in an Adobe Flash Player pop-up window.</p> <ol style="list-style-type: none"><li>1. Click <b>Allow</b> to participate audibly and visually. If you click <b>Deny</b> you may still access the activity and participate in the chat.</li></ol>	
<p>When you click <b>Allow</b>, you'll be asked to test your sound to make sure it works.</p> <ol style="list-style-type: none"><li>2. Click <b>Play Test Sound</b> and make sure you can hear the sound through your headset, not your computer speakers.</li><li>3. You should see the bar above <b>Change Microphone</b> move to show that the computer can "hear" you when you speak into the microphone on your headset.</li><li>4. Click <b>Join Audio</b> to join the discussion with audio on.</li></ol>	



Tip

It is suggested that you use a headset when working with BigBlueButton. Onboard computer microphones add background noise and echoes to the activity.

If you are not using a microphone, using only your computer speakers will not lead to echoes or feedback.


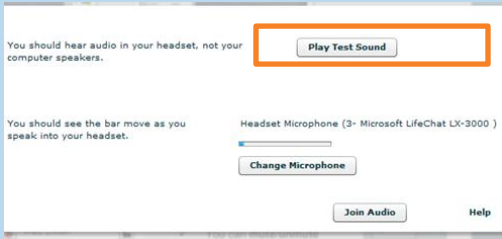
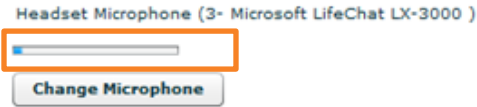
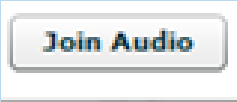


Tip

On a PC, the sound settings are found in Start→Control Panel→Sound.

On a Mac, the settings are found in System Preferences→Sound.

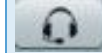
## Enabling audio as you enter the activity

Steps	
<p>1. Click the headset icon. The ToolTip will show the <b>Share My Microphone</b> icon.</p>	
<p>2. Click <b>Play Test Sound</b> and make certain you can hear the sound through your headset, but not through your computer speakers.</p>	
<p>3. You should see the bar above <b>Change Microphone</b> move to show that the computer can hear you speak into your headset microphone.</p>	
<p>4. Click <b>Join Audio</b> to join the discussion with audio enabled.</p> <p>The headset icon will now have a red circle with a white X.</p>	



### Note

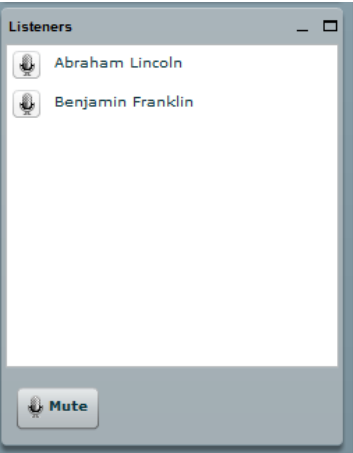


When you are **not** sharing your audio, the headset will look like this:



When you **are** sharing your audio, the headset will look like this:



# Mute

Step	
<p>You may see who has their speaker and microphone turned on in the Listener's block.</p>	
<p>Click <b>Mute</b> to mute only your microphone.</p> <p>You will hear, "You are now muted."</p>	
<p>If you are muted, the <b>Mute</b> button will change to the <b>Unmute</b> button.</p> <p>Click <b>Unmute</b> to unmute your microphone.</p> <p>You will hear, "You are now unmuted."</p>	



### Tip

It is possible that your instructor will have everyone muted when class begins. You might have to wait until he or she unmutes the class participants before speaking.



### Note

When you are muted, the microphone next to your name will look like this:



You may still use chat when you are muted.