

# BigBlueButton Waiting room

08/14/2024 12:48:24

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<b>Category:</b>	Kommunikation & Kollaboration::Video- / Telefonkonferenzen	<b>Votes:</b>	0
<b>State:</b>	public (all)	<b>Result:</b>	0.00 %
<b>Language:</b>	en	<b>Last update:</b>	08:31:20 - 11/15/2023

## Keywords

Waiting Room BigBlueButton

## Solution (public)

### Overview

Moderators can restrict access to the conference in BigBlueButton. By default, all users entering are allowed into the conference room.

Via the button with the gearwheel symbol "Manage users" (1) you can call up the menu "Guest policy" (2). There are three adjustable rules:

#### Ask moderator (3)

You can use this rule to restrict direct access for viewers to the conference room. After calling up the access link, a message ("Please wait for a moderator to approve you joining the meeting.") is displayed for users in the waiting room, which can also be individualized. If the moderator refuses access to the conference, users are redirected to the TU Dresden homepage.

#### Default message in waiting room

Moderators then see the "User management" section (6) in the user area, which also shows the number of users currently waiting. Click on "Waiting users" to go to the waiting room window. There you can enter a message for the waiting room in the text field (7) at the top and set it by confirming with Enter or by clicking on the arrow button to the right of it.

You now have the option of allowing all waiting users into the room once by clicking on the "Allow everyone" button (8) or to prevent access by clicking on the "Deny everyone" button (9). With the checkbox displayed under the buttons you can remember your choice (10) for the next time, which sets the guest policy to "Always accept" or "Always deny" depending on the selection. Note: The first two buttons have no or the same functionality, so you should use only the ones just mentioned.

Alternatively, you can grant access to each person individually in the list of pending users (11) displayed below by clicking the "Accept" button (12) next to them or deny access by clicking the "Deny" button (13). If all requests have been processed, the waiting room window with the corresponding menu item disappears again.

#### Always accept (4) - default

All users enter the conference room directly.

#### Always deny (5)

You can use this rule to completely prevent access to the conference room for viewers. If users call up the access link for participants with or without a university login, they will not be admitted and will be redirected to the TU Dresden homepage instead. Moderators still have access.