

# BLACKBOARD COLLABORATE ULTRA- HOW TO JOIN A COLLABORATE SESSION

In order to join a collaborate session please make sure no other application is using the mic or camera on your computer.

Click on the guest link or paste it into your browser to join a session and Type in your name, click on Join Session



## Blackboard Collaborate

Joining "Course Room - Course Room"

Type your name to join the session as a guest:

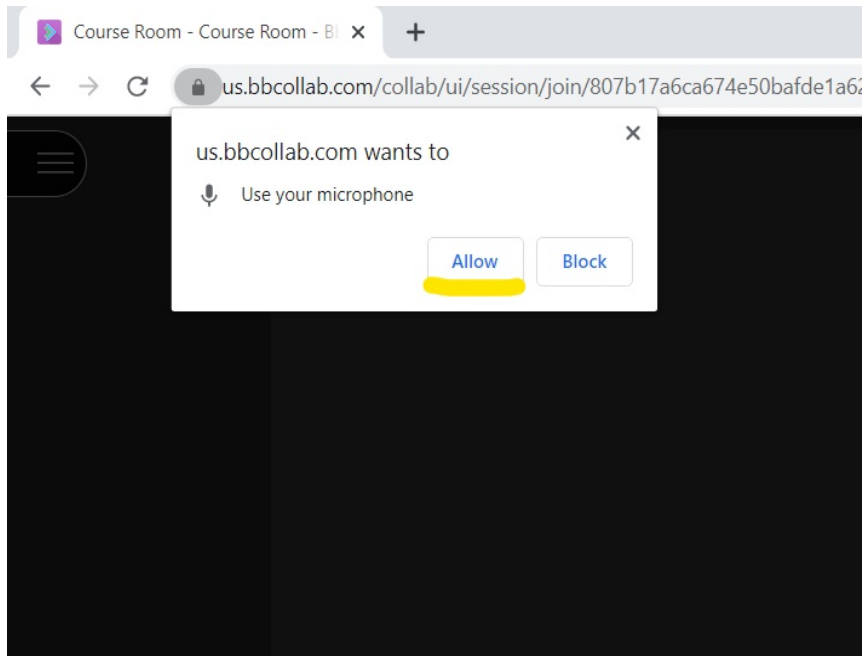
Your Name

Join Session

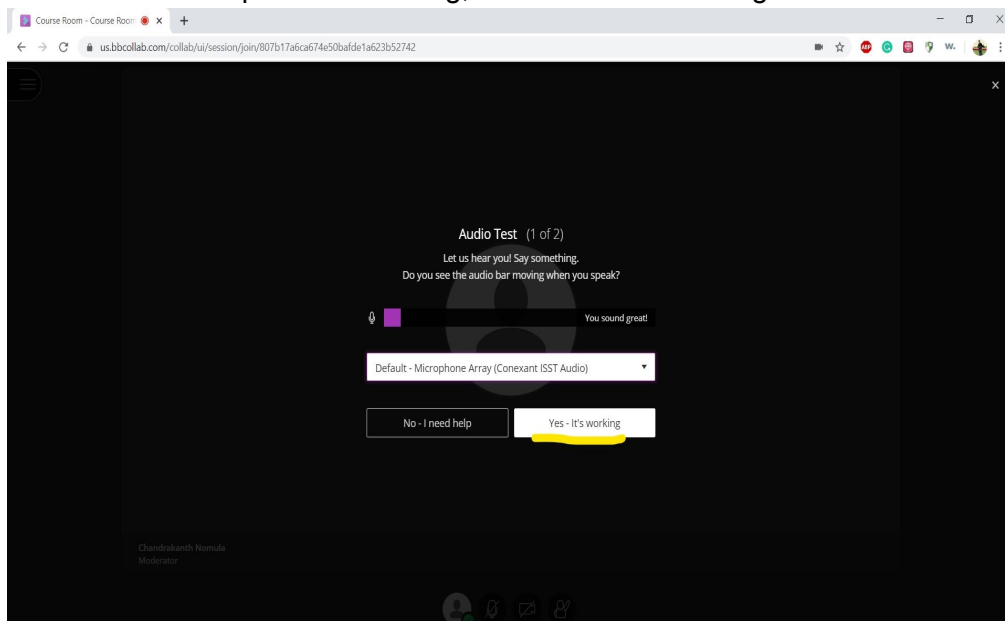
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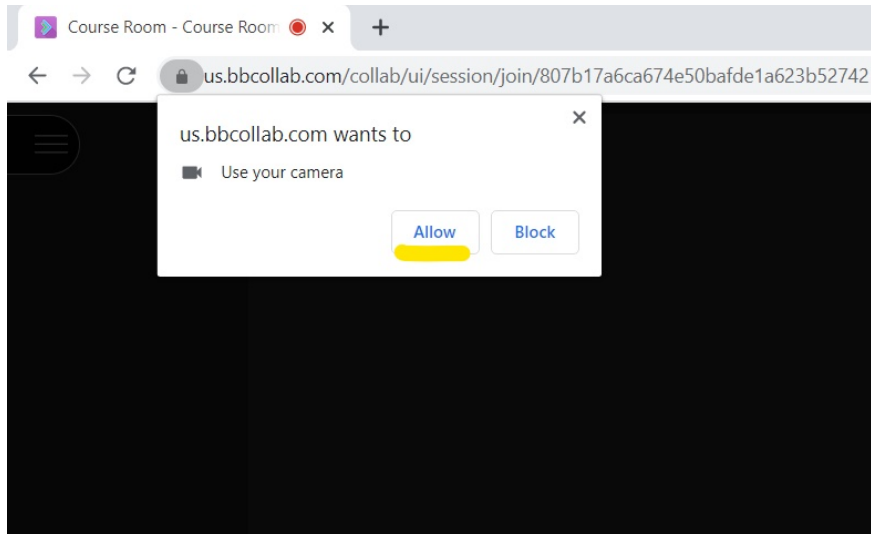
1. You can allow BB collaborate to use your microphone



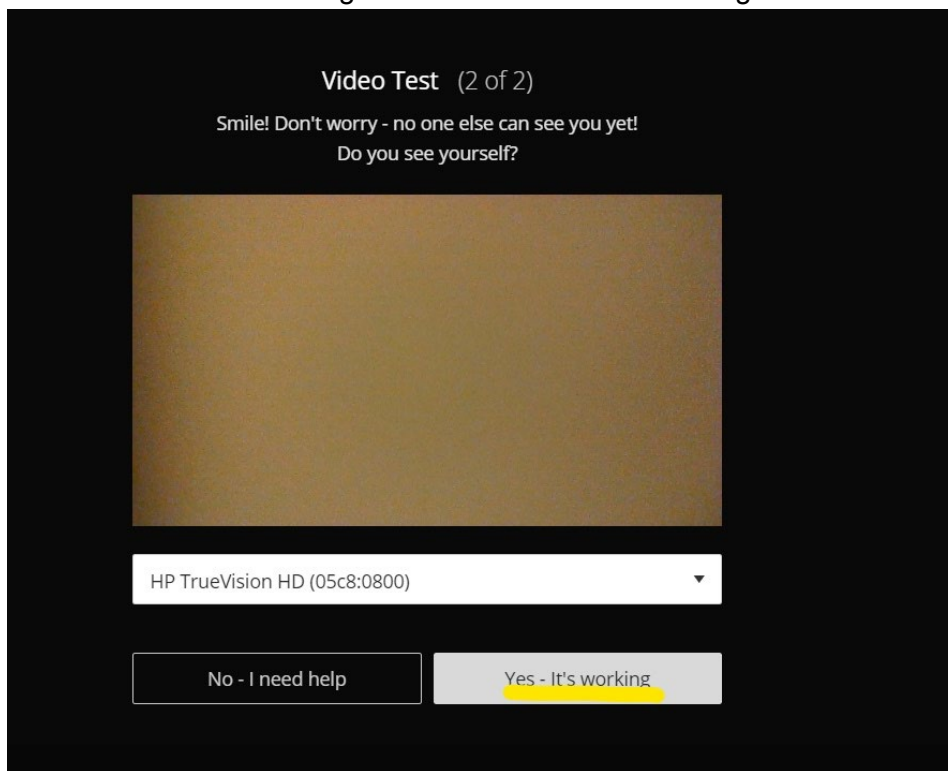
2. Check if the microphone is working, click "Yes- It's working"



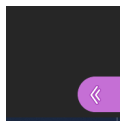
3. Next, allow the computer to use a camera



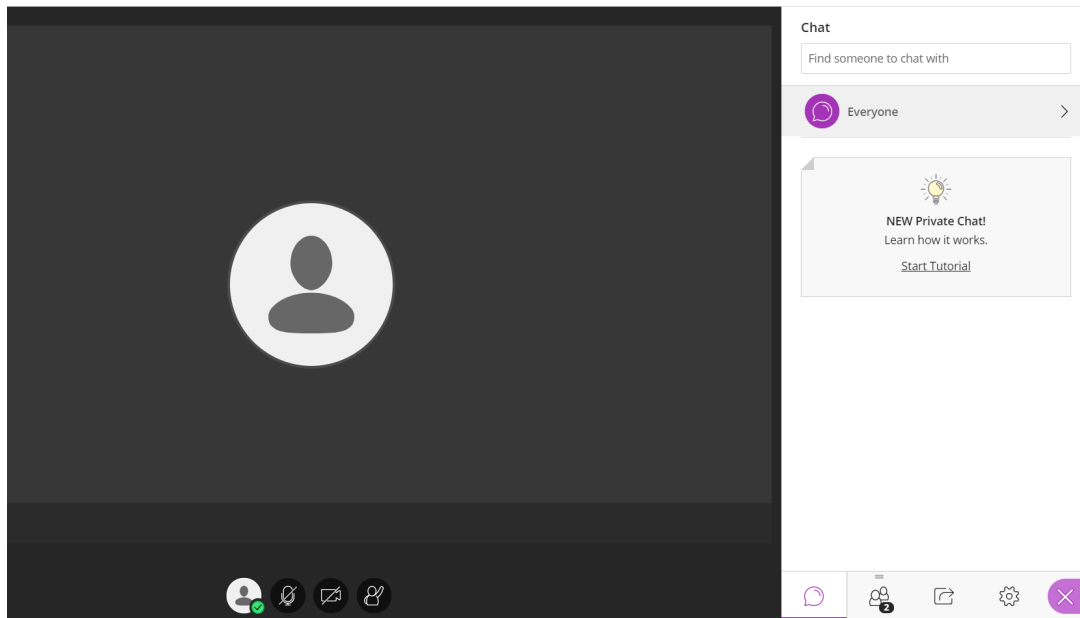
4. Check if its working and click on “Yes- It’s working”



5. To use the Chat function click the Collaborate panel menu in the bottom right hand corner. The Chat panel will open by default.



6. Click on the “Everyone” tab at the top of the panel.



7. Type your question in the “Say something” window and click “Enter” on your keyboard.

