

## Access a Blackboard Collaborate Ultra Session from Link

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### Overview

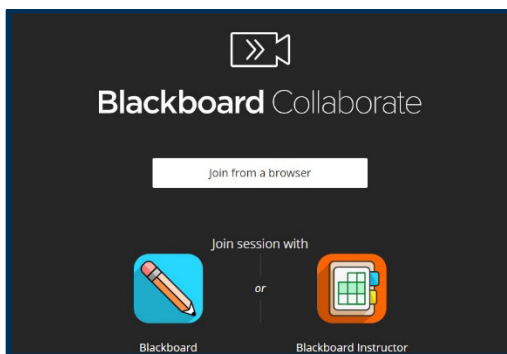
You've received a Blackboard Collaborate Ultra Session invitation through a link. Use these directions to learn how to enter and participate in the video conference session.

### Step 1

Access the Blackboard Collaborate Ultra session from your link. Click on the link to open it, or copy and paste it in the URL bar using Google Chrome.

### Step 2

On the welcome screen, select *Join from Browser*.

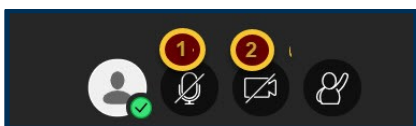


### Step 3

Type your full name to join the session and to receive credit for attending. Then select Join Session.

### Step 4

As you enter the room, your microphone (1) and camera (2) will be off. If the session moderator has invited you to do so, enable these by clicking on the corresponding icons. If this is your first time using Blackboard Collaborate Ultra, you will need to select "Allow" in the pop-up dialogue box to allow the program to access your microphone and camera.



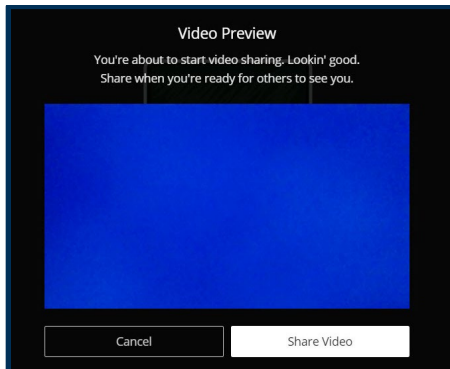
You may mute your camera or microphone at any point during the session by clicking on the camera or microphone icon.



See Step 8 for help setting up your webcam and microphone. See Step 9 for information on how to use your phone for audio participation.

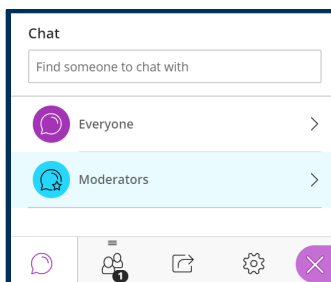
## Step 5

When you select the Share Video icon, you will see a pop-up box which gives you a preview of your webcam view. Once you click Share Video on this preview, your webcam feed will be visible to all session participants.



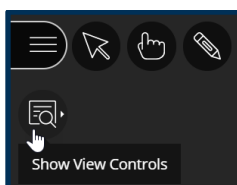
## Step 6

Use the purple button in the bottom right corner to open the Collaborate Panel. Use the Chat to participate in the video conference as directed by the moderator. You may be able to participate in an on-going chat, ask questions to participants, or use this tool to communicate if you have been asked to keep your microphone muted.

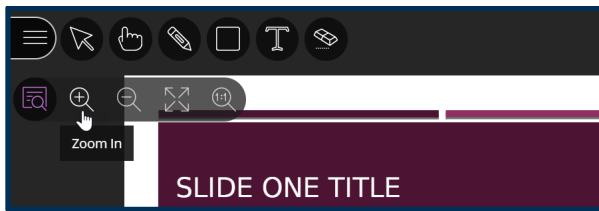


## Step 7


You can zoom in and out on the video or shared document while in a Collaborate session. Click on the magnifying glass icon in the top left to see the zoom options.

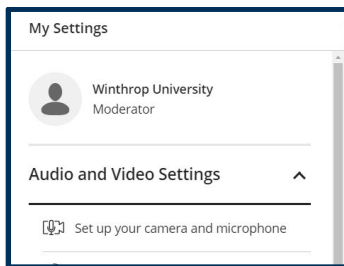


Then select the icon to zoom in (+), zoom out (-), fit the view to your page, or see the item in actual size.




## Step 8

If you are having difficulty connecting your microphone or webcam in the video conference, using the same purple button in the bottom right corner, choose the Settings icon . Select “Set up your camera and microphone.” Follow the instructions on the screen, choosing No - I need help when you encounter an issue. Use the purple button in the bottom right corner to open the Collaborate Panel. Use the Chat to participate in the video conference as directed by the moderator. You may be able to participate in an on-going chat, ask questions to participants, or use this tool to communicate if you have been asked to keep your microphone muted.



## Step 9

Alternatively, if you are having issues with your microphone that you cannot solve, or you do not have a microphone, you may join the video conference with your telephone. Again, using the same purple button in the bottom right corner, choose the Settings icon . Select “Use your phone for audio.” Blackboard Collaborate Ultra will then provide you with a phone number to call and a pin number to enter (the image below is a sample number).

