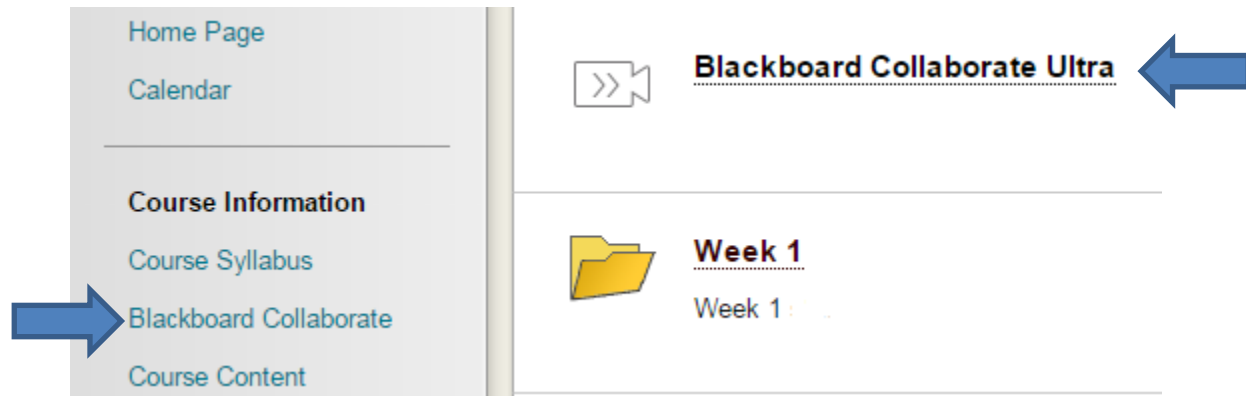


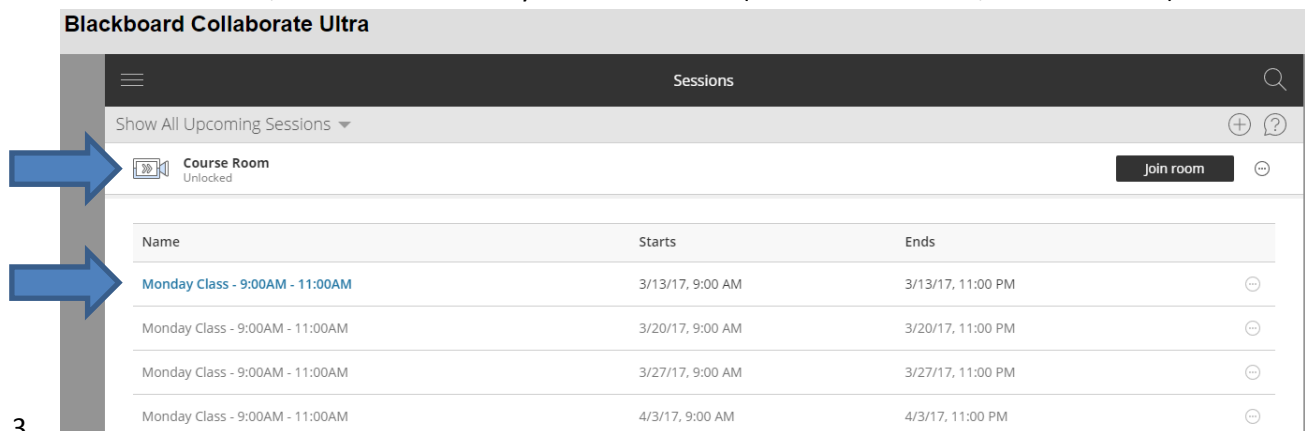
This documentation will cover how to join a BlackBoard Collaborate session as a participant, and how to connect audio access (via phone or microphone). Depending on how Collaborate is set up, there may be a direct link to Collaborate in your course space, or you may have a direct link to access the session.

Method 1 – Link through BlackBoard course space.

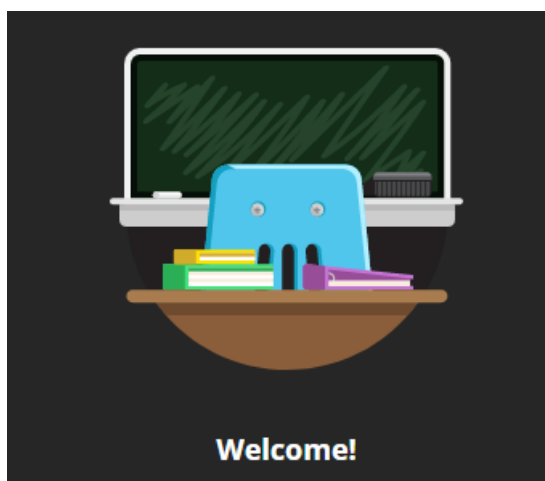
1. Depending on how Collaborate is linked to the course, you should find it in either the left hand column, or in a content area within the course. If you can't find it, contact the instructor.



2. Once you click on one of these links, it will bring you into Collaborate. This is where you will see the available sessions, click on the session you want to enter (or the course room, if it's unlocked).

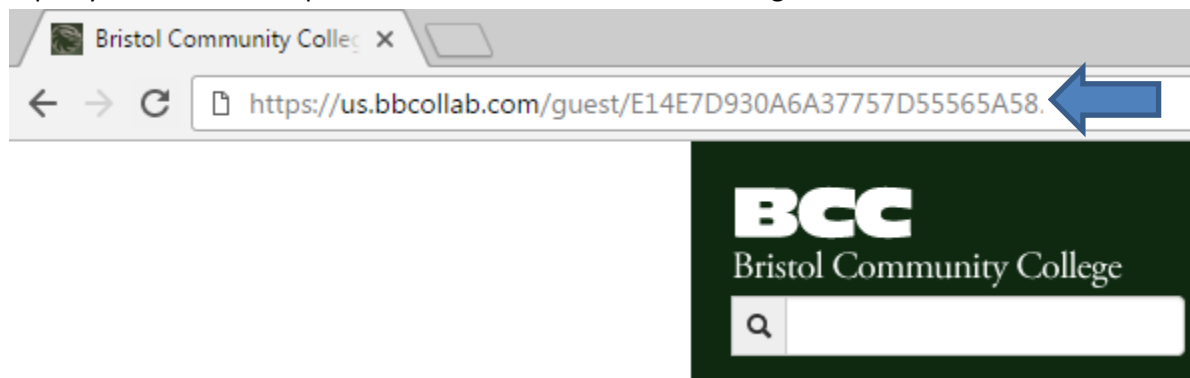


- 3.
4. You are now in the BlackBoard Collaborate session.

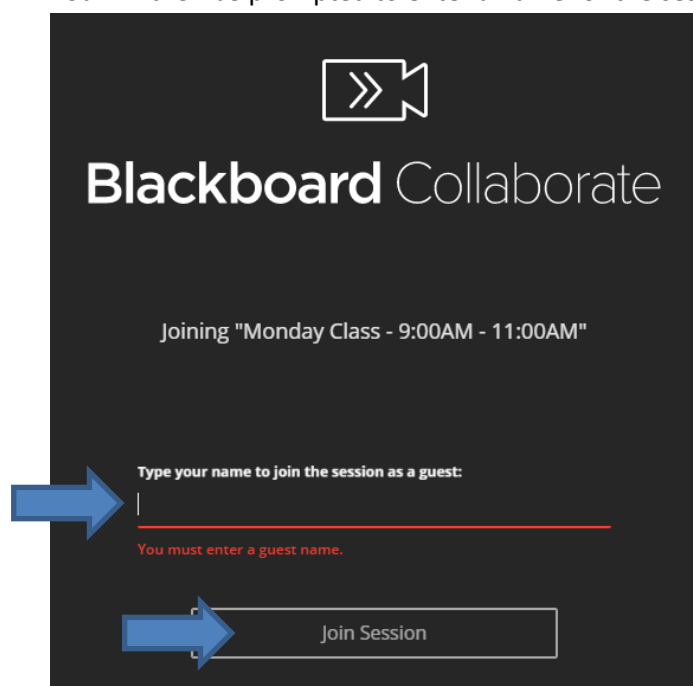


Method 2 – Direct Link

1. If you receive a direct link to a Collaborate session, copy and paste this link into the URL bar at the top of your browser and press enter. The link will look something like this.



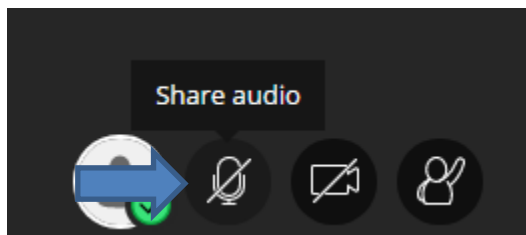
2. You will then be prompted to enter a name for the session. Enter your name, and click 'Join Session'.



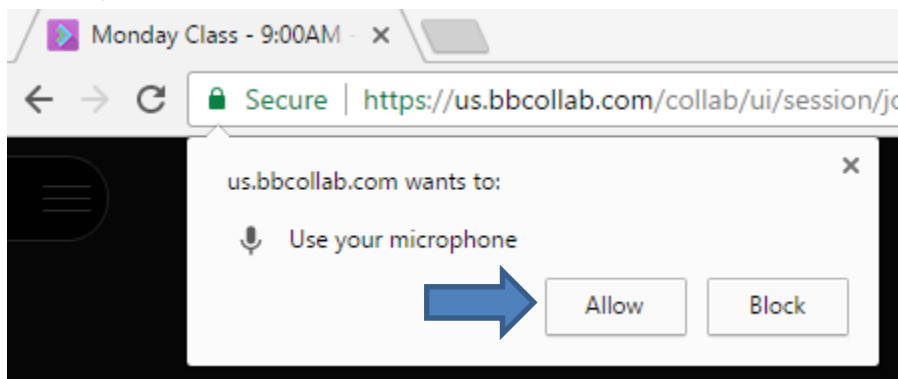
3. You are now in the session as a guest.

Sharing audio in Collaborate (With microphone)

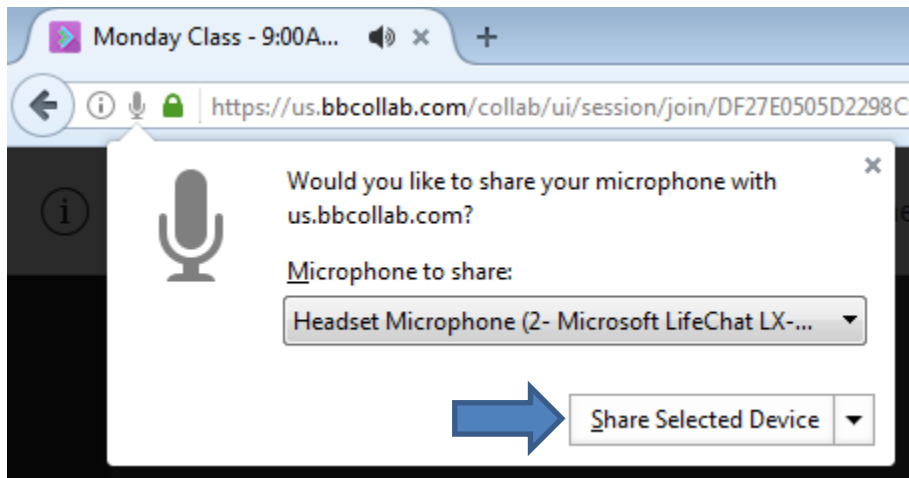
1. Using the built in microphone (or USB microphone) you can click on the audio button towards the bottom of the screen.



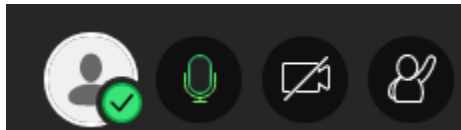
- Depending on your browser, you will have to allow Collaborate to access your microphone. If using Chrome, click on 'Allow'.



If using Firefox, click 'Share Selected Device'



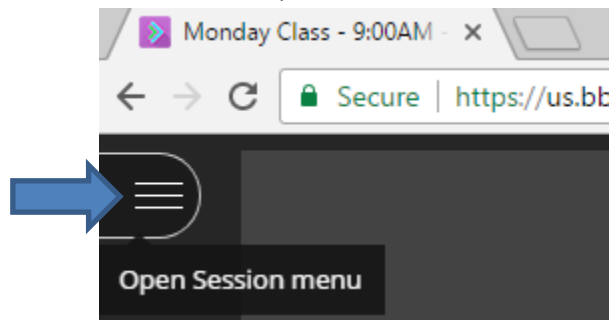
- The icon should now be a green color, and should move when you speak into the microphone.



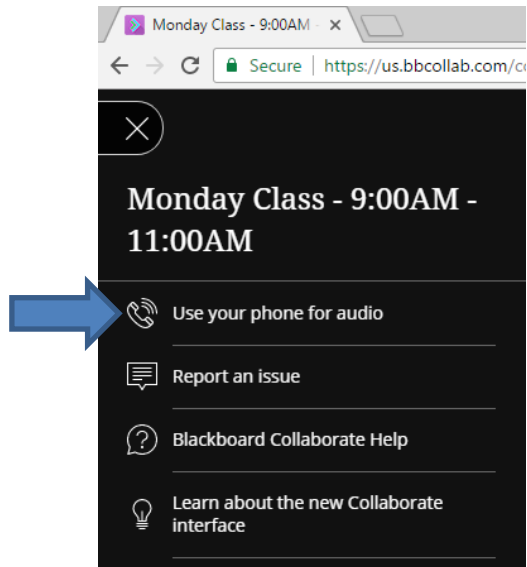
- You are now sharing your audio.

Sharing audio in Collaborate (With phone)

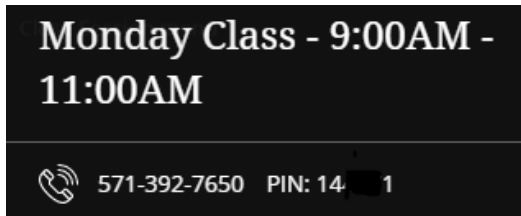
- To share audio to Collaborate by using your phone, you first start by clicking the tab at the top left of the screen to open the session menu.



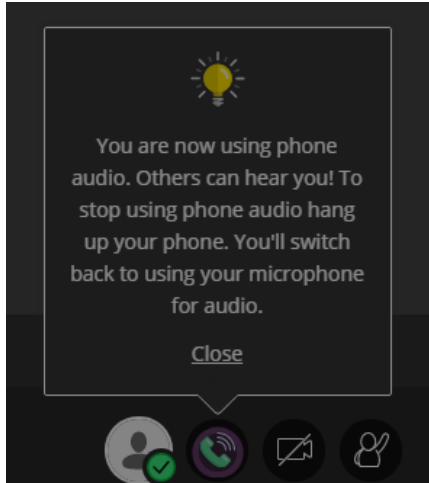
-
2. This brings up a menu, click 'Use your phone for audio'



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3. This will generate a phone number and a PIN to use.



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4. Call the number from your phone, and when prompted enter the PIN number followed by #.



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5. You are now sharing audio through Collaborate through your phone!