

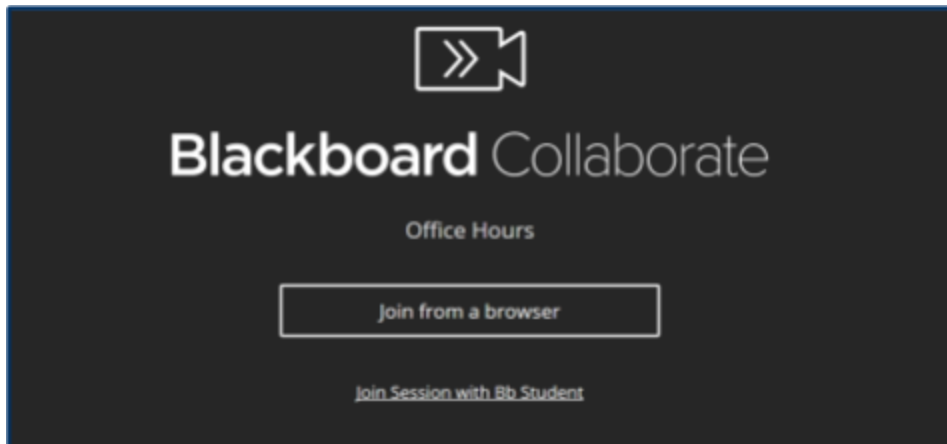
## Access a Blackboard Collaborate Ultra Session from Link

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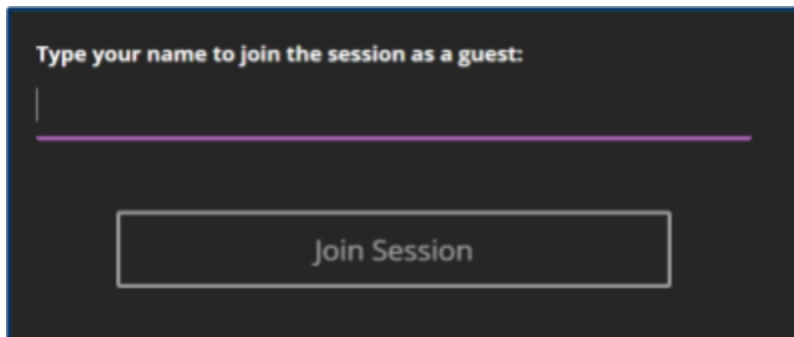
**Overview:** You've received a Blackboard Collaborate Ultra Session invitation through a link. Use these directions to learn how to enter and participate in the video conference session.

**Step 1:** Access the Blackboard Collaborate Ultra session from your link. Click to open it, or copy and paste it in the URL bar, using Google Chrome.

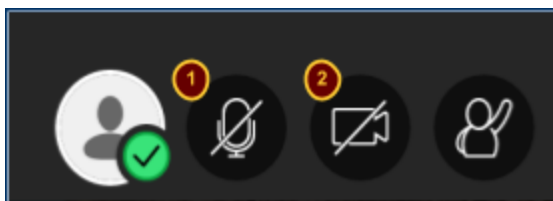
**Step 2:** On the welcome screen, select *Join from Browser*.



**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 muted. If the session moderator has invited you to do so, enable these by clicking on the corresponding icons.

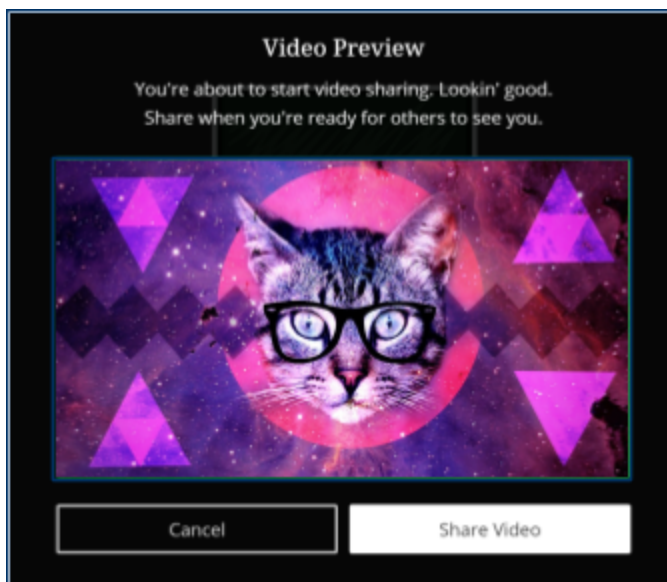


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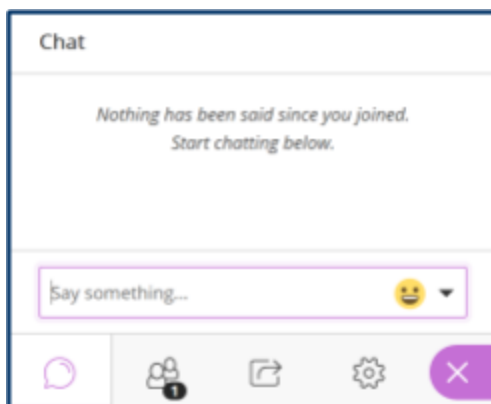
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If this is your first time using Blackboard Collaborate Ultra, you will need to also select *Allow* in the pop-up dialogue box to allow the program to access your microphone and camera. You may mute your camera or microphone at any point during the session by clicking back on the camera or microphone icon. (See *Step 7* for how to access help for setting up your webcam and microphone. See *Step 8* for information on how to use your phone for audio participation.)

**Step 5:** When you select the *Share Video* icon, you'll 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.

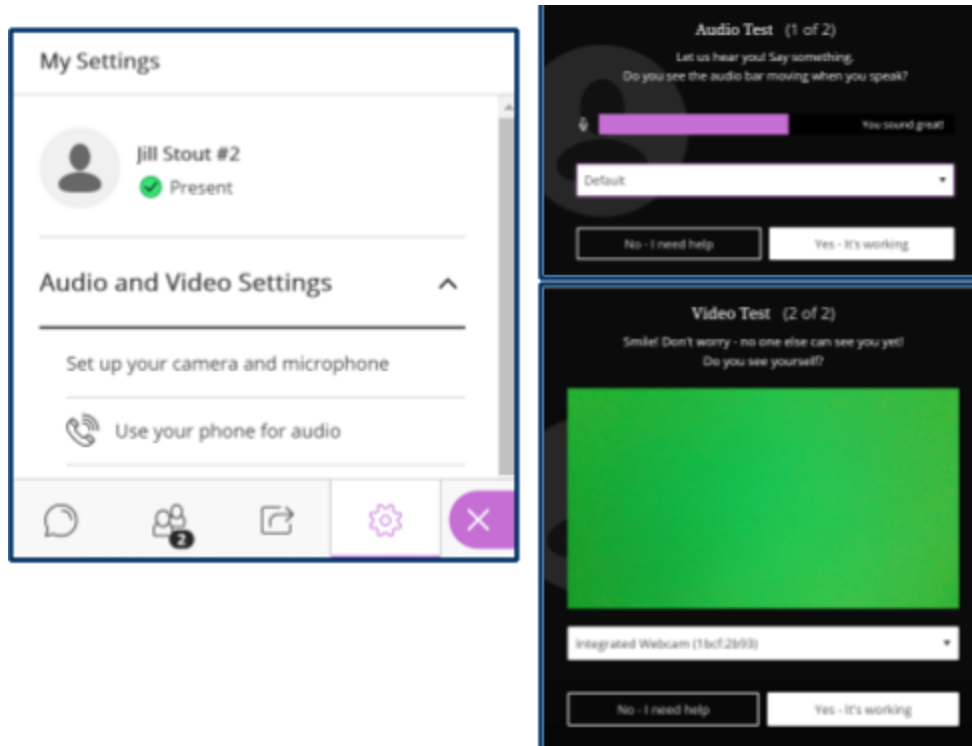


**Step 6:** Use the purple button in the bottom right corner to open the Collaborate Panel. Use the Chat to participate in the video conference as directed by the moderator. You may be able to participate in an on-going chat, ask questions to participants, or use this tool to communicate if you have been asked to keep your microphone muted.



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**Step 7:** 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.



**Step 8:** 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 (*the image below is a sample number*).

