JOINING A BLACKBOARD COLLABORATE ULTRA SESSION

*It is strongly recommended to complete the following steps 5-10 minutes before the webinar begins.*

**Step 1: Check Your Browser**

Use the latest version of the **Google Chrome** web browser. If possible, use wired Internet connection, as wireless Internet can be unstable. Find more information on the [detailed browser requirements](#).

**Step 2: Join the Webinar**

From your desktop or laptop, open the session link that was provided in advance. If prompted, enter your name and select **Join Session**.

*Note: The “Use your phone for audio” feature is not available. Mobile access is not supported.*

**Step 3: During the Webinar**

1. Expand the **Collaborate Panel** located at the bottom right corner of the screen.

2. Select the **My Settings (gear) icon** located at the bottom right of the expanded panel to adjust the speaker and microphone volumes.

3. With the settings panel open, you can adjust your speaker and microphone settings.

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![Collaborate Panel](image)
4. Select the **Share Audio (microphone) icon** at the bottom of the screen to mute your microphone (a line will appear through it). This will help reduce feedback and background noise. If you would like to speak, select the mic icon again.

*Note: It may take a few seconds for the microphone to become available.*

![Share Audio Icon]

5. It is recommended to use the **Raise Hand icon** before speaking. Select the same icon again to lower your hand.

![Raise Hand Icon]

6. To send instant messages, select the **Chat icon** from the menu on the right side, and then select **Everyone** from the list at the top.

![Chat Icon]

7. Select the **emoji icon** to the right of the chat box to view emoji options.

![Emoji Icon]

8. If a screen or document is being shared, you can use the menu in the top left to **increase/decrease the size of your view**.

![Zoom In Icon]

9. To **leave the webinar**, simply close your browser. You can also select **Leave Session** from the bottom of the menu on the left side.

![Leave Session Icon]