

# Participating in a Collaborate Ultra Webinar

Collaborate Ultra is a brand new webinar software from Blackboard. It works in your web browser so you won't need to install any software. If you have used Skype, Google Hangouts or Microsoft Lync it will be very familiar. The instructions below will guide you through getting ready for your first Collaborate Ultra event.

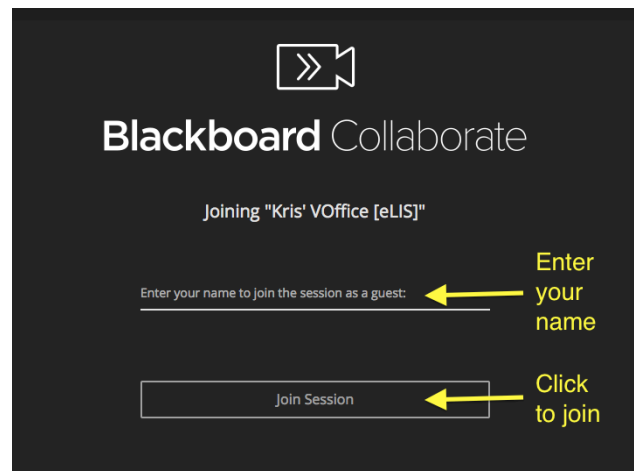
## Technical Requirements:

Google Chrome ([www.google.com/chrome/](http://www.google.com/chrome/)) is the recommended browser for Collaborate Ultra, but it also works in Firefox and Safari.

## To access the webinar:

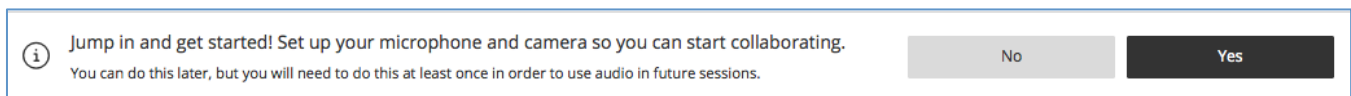
**10-15 minutes before** your webinar is scheduled to begin, click on the link you were provided or copy and paste it into your web browser.

Once the session loads in your browser, **Enter your name to join the session as a guest** and then click **Join Session**.



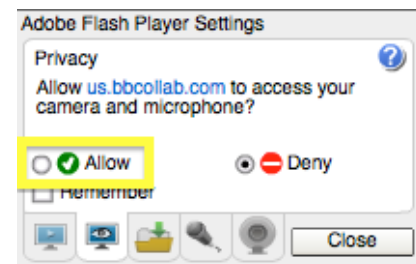
## Set up your microphone and webcam:

After entering the webinar, click **Yes** on the popup message at the top to begin setting up your microphone and webcam. You may or may not need to use these tools during the webinar, but it's a good idea to quickly check them in case you do.



The Adobe Flash Player Settings window will appear requesting permission to access your microphone and camera.

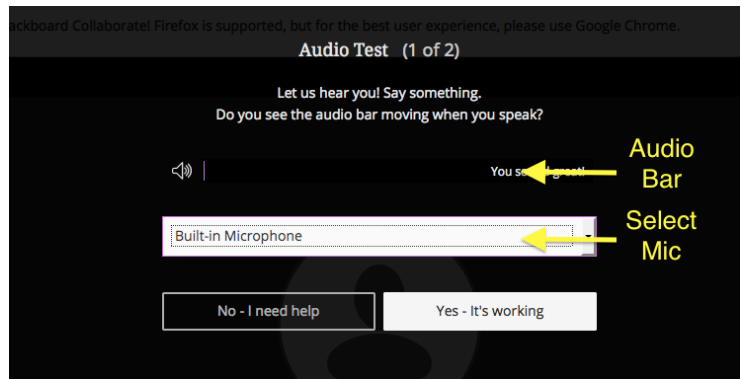
Click **Allow** and optionally click **Remember**. Then click **Close**.



In the **Audio Test (1 of 2)** window, begin speaking. If your microphone is working the audio bar will show the volume level.

If you are using a headset or other external microphone, you may need to choose your microphone from the pull-down menu.

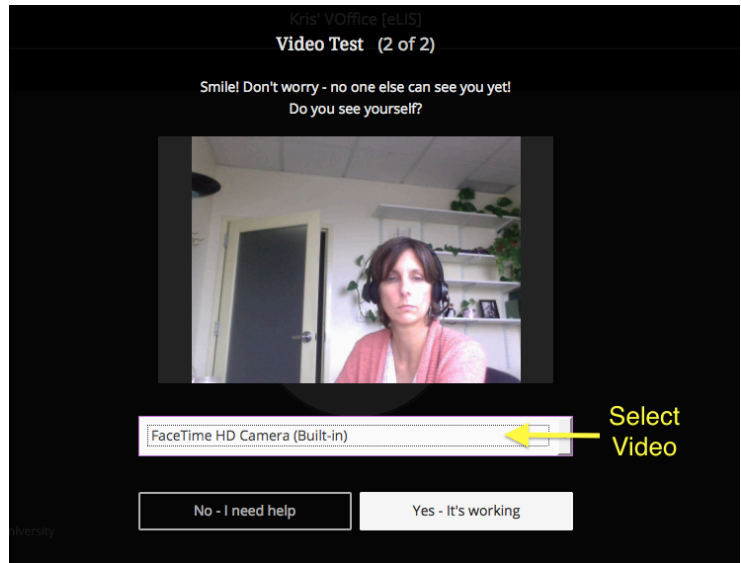
If your audio is working ok, click **Yes – It’s working**.



In the **Video Test (2 of 2)** window, you should be able to preview your webcam.

If you are using an external webcam, you may need to choose your video device from the pull-down menu.






If your webcam is working ok, click **Yes – It’s working**.



You have now set up your microphone and webcam to participate in the webinar.

### The webinar controls:

The webinar controls are located along the bottom of the window.

	<b>My Settings:</b> Adjust your microphone and webcam settings during the webinar.
	<b>Audio:</b> Click to turn your microphone on and off.
	<b>Video:</b> Click to turn your webcam on and off.
	<b>Raise Hand:</b> Click to get the presenter’s attention.
	<b>Chat:</b> Click to open and close the text chat window.