

# GUEST ACCESS

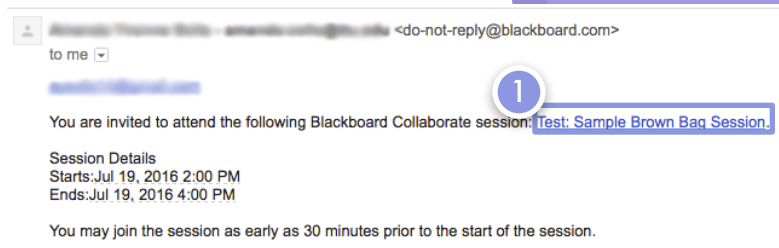
in Blackboard Collaborate

## OVERVIEW

Blackboard Collaborate has an option for guest access if selected in the session settings. Below is a guide on how to set up and use Blackboard Collaborate as a guest.

## STEPS

**Step 1** Click session link in email (e.g., Test: Sample Brown Bag Session).

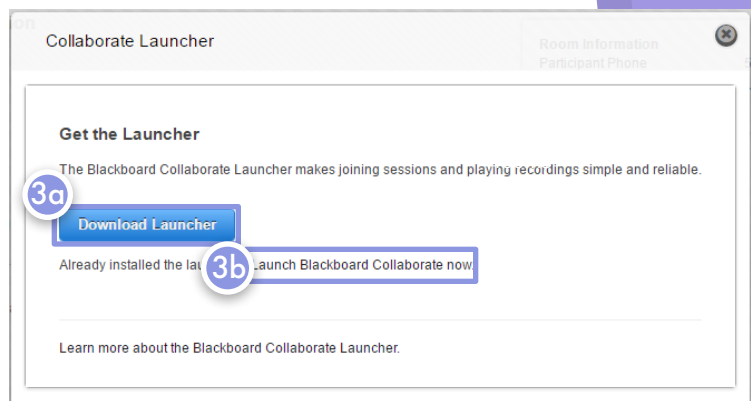


**Step 2** Enter your name (e.g., Jane Doe) (2a) and click “Submit” (2b)

The screenshot shows the "Session Login" form. It has two sections: "1. Session Login" and "2. OK". In the "1. Session Login" section, there is a "Display Name" field with the text "Jane Doe" entered. A blue callout bubble with "2a" points to this field. In the "2. OK" section, there is a "Submit" button. A blue callout bubble with "2b" points to this button.

**Step 3** Click “Download Launcher” (3a)

**\*Note:** If you already have Blackboard Collaborate Launcher installed, click “Launch Blackboard Collaborate now” (3b) and install the meeting.collab file.



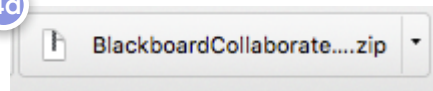
# GUEST ACCESS

in Blackboard Collaborate

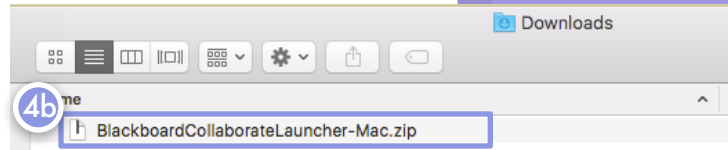
**Step 4** Click on the downloaded file to install the launcher.

**\*Note:** You can click the file directly from the browser (4a) or from your downloads folder (4b). Click “OK” on the pop-up window to also install the necessary file to enter the session (4c).

4a



4b



## Install the Launcher

Run the installer (Windows) or unzip the download (Mac OS X).

4c



**Step 5** Once the launcher is downloaded, double-click to open it. Click “Move to Applications Folder” and close the “About” pop-up window.



### Move to Applications folder?

The Blackboard Collaborate™ Launcher can be moved to the Applications folder if you like. This will keep your Downloads folder uncluttered.

☐ Do not show this message again

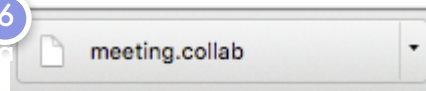
Do Not Move

Move to Applications Folder

5

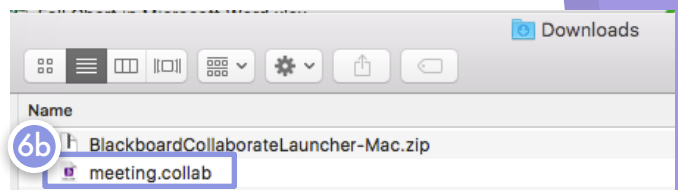
**Step 6** Click the “meeting.collab” file to open up the session (6).

6



**\*Note:** You can click directly from the browser (6a) or from your downloads folder (6b).

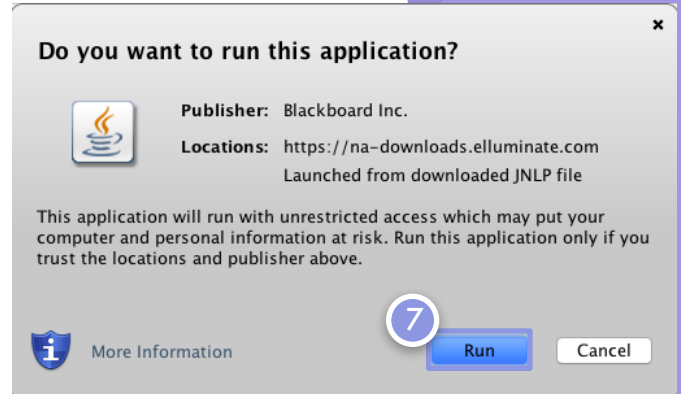
6b



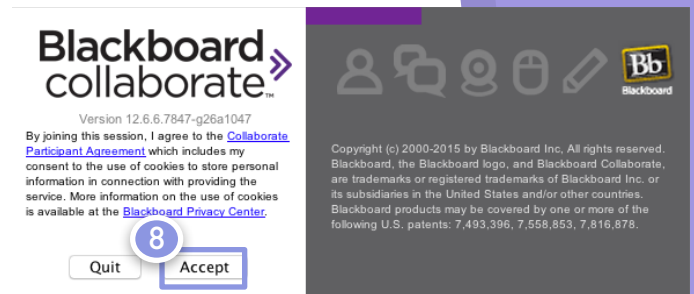
# GUEST ACCESS

in Blackboard Collaborate

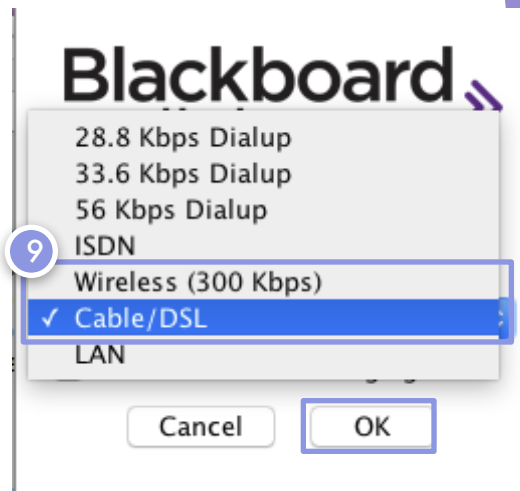
**Step 7** Click “Run”



**Step 8** Click “Accept”



**Step 9** Select your connection speed  
(most commonly used are  
Wireless (300 Kbps) or  
Cable/DSL) and click “OK”



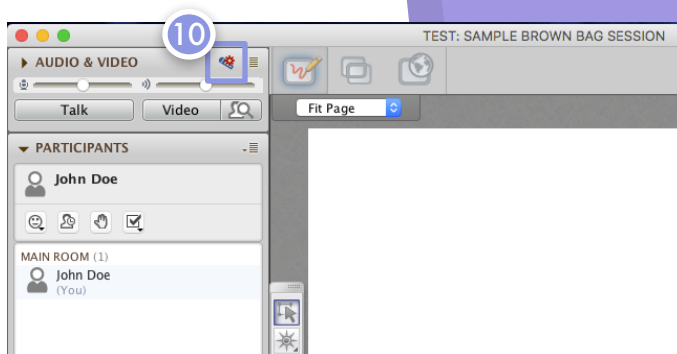
# GUEST ACCESS

in Blackboard Collaborate

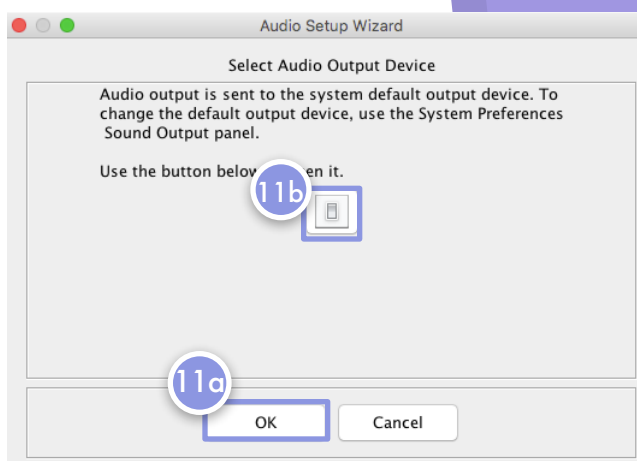
## AUDIO SET-UP

Now that you are in the session, you need to go through the audio setup wizard.

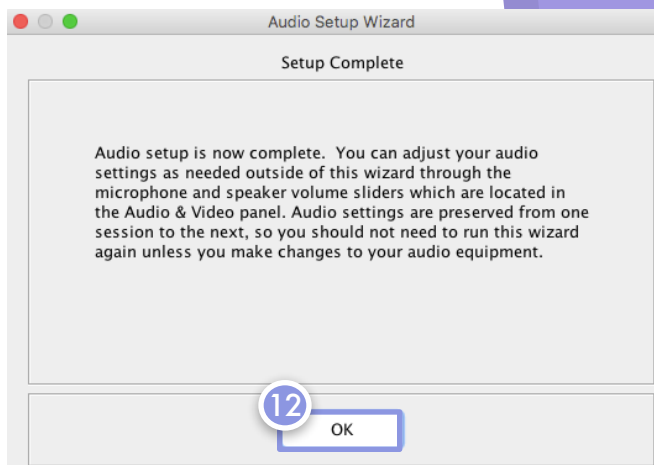
**Step 10** Click the “Audio Setup Wizard Icon” in the *Audio & Video* box on the left.



**Step 11** Audio is set to the default device, click “OK” (11a) to continue or click the **switch button** to change the device (11b).



**Step 12** Complete the audio setup wizard (set up speaker and microphone settings). When finished, click “OK”



# GUEST ACCESS

in Blackboard Collaborate

Using Audio & Raise Hand functions:

- A. To use your microphone, just click the “Talk” button under *Audio & Video*. To turn the microphone off, just click the “Talk” button again.
- B. There is a *raise your hand* feature to signify you would like to speak. Click the “Hand” icon to raise your hand as needed throughout the session.

