How to Change Settings during a Collaborate Ultra Session

In this handout you will learn how to:

1. Change your profile picture and status
2. Change audio and video settings
3. Change notification settings
4. Change session settings
5. Report an issue

To achieve these steps, open Collaborate Panel, and click My Settings tab.
How to Change Your Profile Picture and Status

To change your profile picture click the icon.

![My Settings]

Then, click to select or drag the image to upload. Finally, click Save to share your picture.

![Change your profile picture]

To change your status, click Present, and Set as Away.

![My Settings]
Then, a small window will appear in the middle of the screen. When you come back, click *I’m back* to change your status present.

How to Change Audio and Video Settings

Click *Audio and Video Settings* in *Collaboration Panel*. You can adjust your speaker and microphone volume.

When you click on this button, it gives you the phone number and PIN of the session.

Adjust your speaker and microphone volume.
If you click *Set up your camera and microphone*, it allows you to test your audio and video, and select the device from dropdown menu (if you have more than one video or microphone). Then click *Yes – It’s working* to continue. If you need help, click *No – I need help* button.

Dropdown menu for selecting your microphone

Dropdown menu for selecting your video
How to Change Notification Settings

You can change your visual and audio notification settings in terms of when someone joined or left the breakout group or session, someone posts a chat message, closed captioning available, and someone raises their hand. If you enable all of the notification, it will be disturbing. The default notification settings are shown below.
How to Change Session Settings

In session settings part, you can give participants permission about sharing their audio/video, posting chat messages, and drawing on whiteboard and files. Also, you can click on Only show profile pictures for moderators option depends on what you want.
How to Report an Issue

If you have an issue, click Report an Issue button. Then you need to describe your problem, and click Submit to send.