

GUEST ACCESS

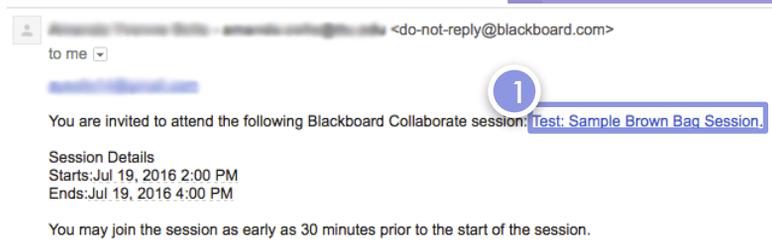
in Blackboard Collaborate

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).

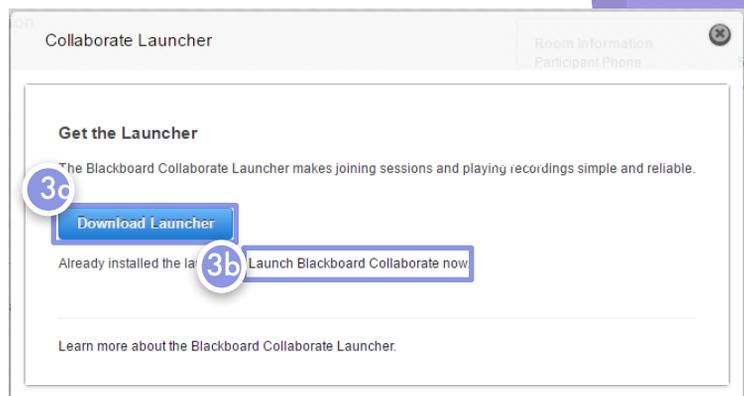


Step 2 Enter your name (e.g., Jane Doe) (2a) and click “Submit” (2b)



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.

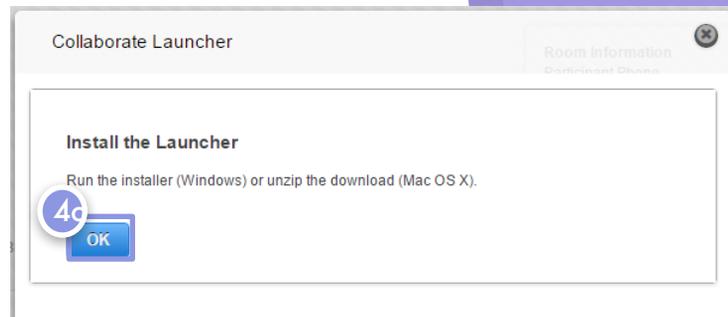
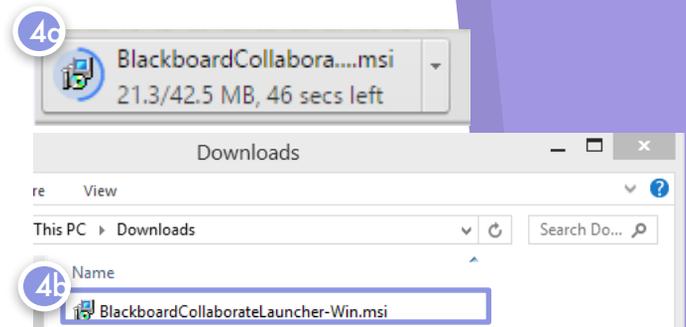


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Step 4 Click on the downloaded file to install the launcher.

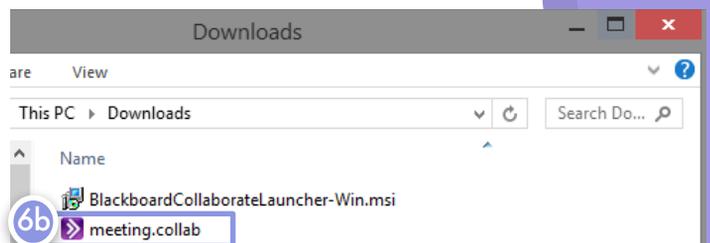
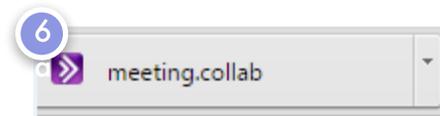
***Note:** You can click the file directly from the browser (4a) or from your downloads folder (4b). Click “OK” on the pop-up window to also install the necessary file to enter the session (4c).



Step 5 Once the launcher is downloaded, double-click to open it.

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

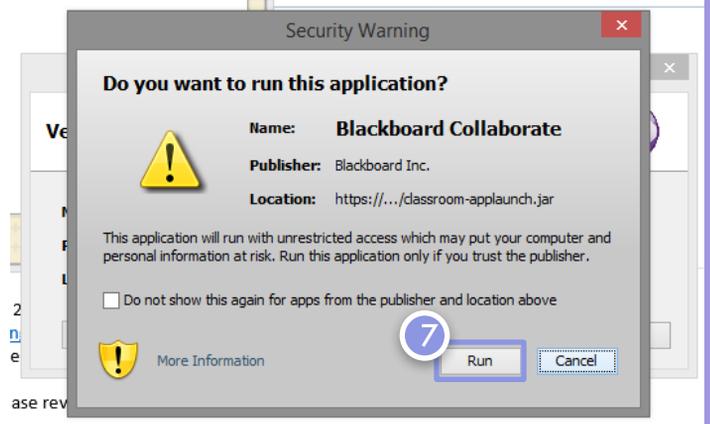
***Note:** You can click directly from the browser (6a) or from your downloads folder (6b).



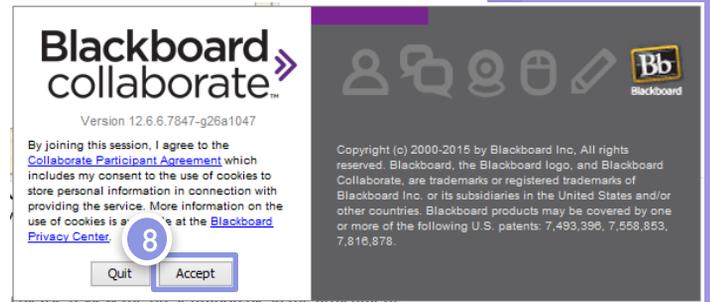
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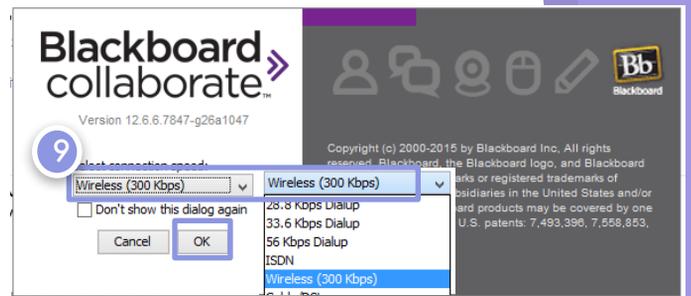
Step 7 Click “Run”



Step 8 Click “Accept”



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



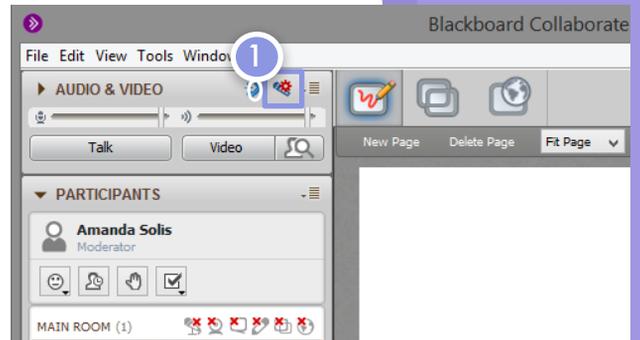
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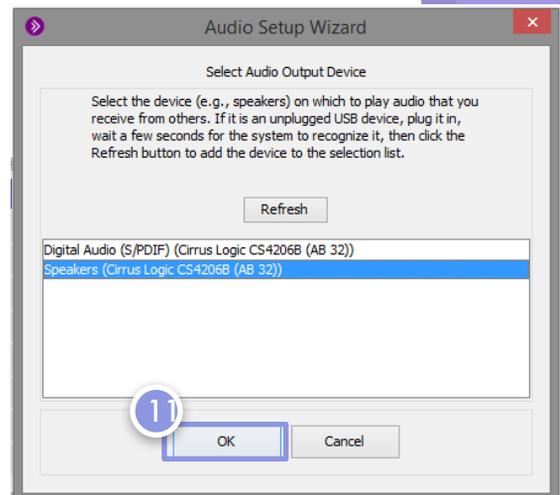
AUDIO SET-UP

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 Select the device (e.g., speakers) you would like to use and click “OK”



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



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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.

