

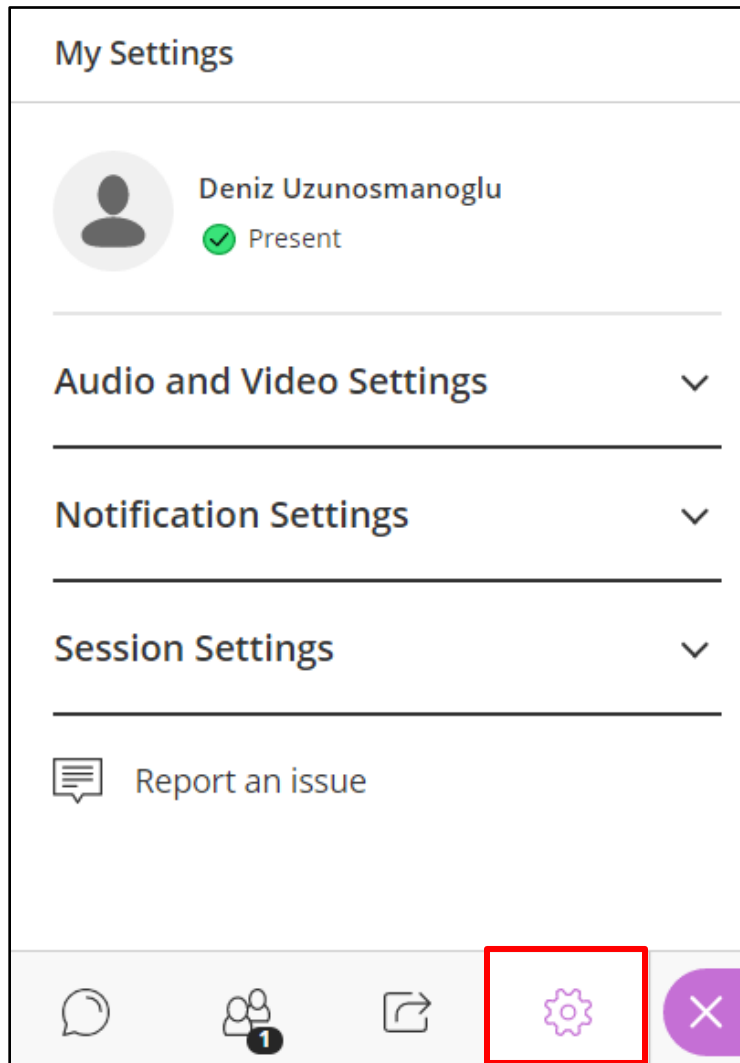


How to Change Settings during a Collaborate Ultra Session

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

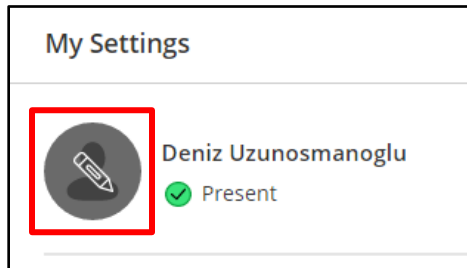
To achieve these steps, open *Collaborate Panel*, and click *My Settings* tab.



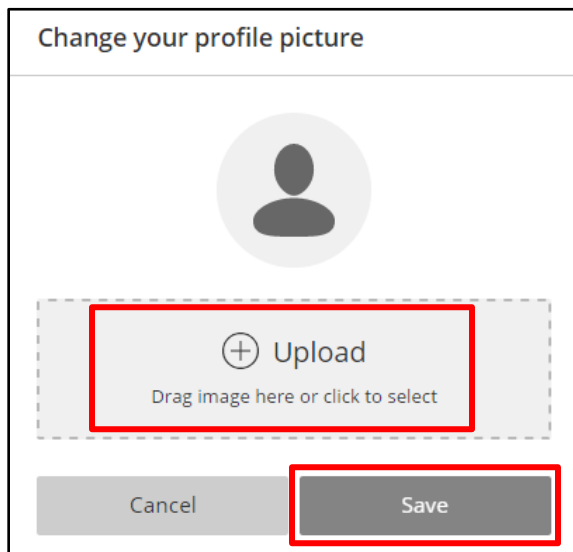


How to Change Your Profile Picture and Status

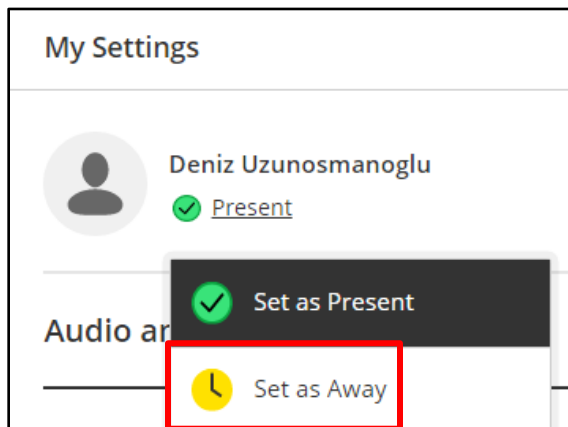
To change your profile picture click the icon.



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

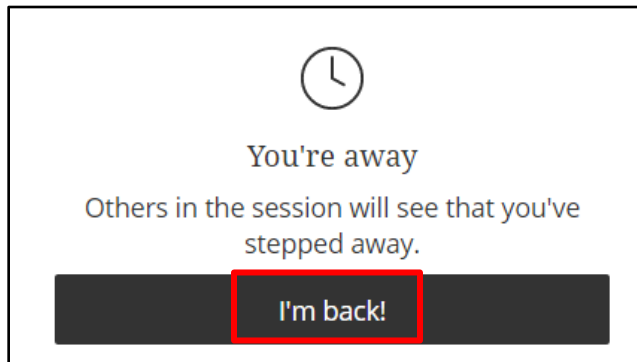


To change your status, click *Present*, and *Set as Away*.



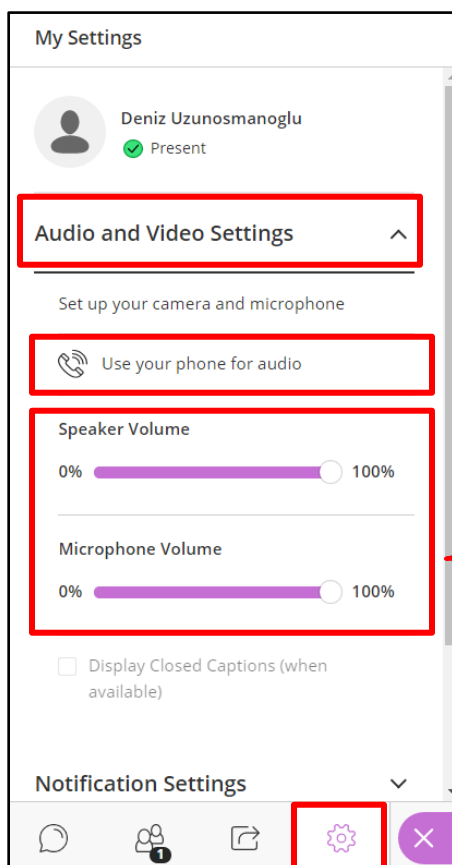


Then, a small window will appear in the middle of the screen. When you come back, click *I'm back* to change your status present.



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.

Audio Test (1 of 2)

Let us hear you! Say something.
Do you see the audio bar moving when you speak?

You sound great!

Default ▼

No - I need help Yes - It's working

Dropdown menu for selecting your microphone

Video Test (2 of 2)

Smile! Don't worry - no one else can see you yet!
Do you see yourself?

Microsoft LifeCam Cinema (045e:075d) ▼

No - I need help Yes - It's working

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.

My Settings

Notification Settings ^

Someone joined or left the breakout group or session

☒ Visual notification

☐ Audio notification

Someone posts a chat message

☐ Visual notification

☐ Audio notification

Closed captioning available

☒ Visual notification

Someone raises their hand

☒ Visual notification

☐ Audio notification


Navigation icons: Chat, Groups (1), Share, Settings (highlighted), Close (X)




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.

My Settings



Deniz Uzunosmanoglu
 Present

Audio and Video Settings

▼

Notification Settings

▼

Session Settings

▼

☐ Only show profile pictures for Moderators


Participants can:


☒ Share their audio

☒ Share their video


☒ Post chat messages


☒ Draw on whiteboard and files






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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.

The 'My Settings' screen displays the user's profile (Deniz Uzunozmanoglu, Present) and three expandable sections: 'Audio and Video Settings', 'Notification Settings', and 'Session Settings'. At the bottom, there is a 'Report an issue' button with a speech bubble icon, which is highlighted with a red rectangular box. Below this, a navigation bar contains icons for chat, participants, share, settings (highlighted with a red box), and a close button.

The 'Report an Issue' screen has a back arrow and the title 'Report an Issue'. It contains two sections of checkboxes: 'Audio Problems' (I can't hear others, Others can't hear me) and 'Video Problems' (I can't see others, Others can't see me). Below these is a text area labeled 'Describe your issue: (max 1000 characters)'. An 'Auto-generated report that will be sent with your description:' section shows session information: '**Session Info**', 'Apollo version: 17.2.4 build 122', 'Session UID: a96eadf3cd214939911817c0d91592ed'. At the bottom, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red rectangular box.