

Blackboard Collaborate Guide – Attendees

Logging-In:

- Click on the link found in the announcement – it will be live by 7:15AM
- Use Chrome or Firefox web browsers
- When you are joining the session, **you must enable microphone and video when prompted.**
 - You will not have access to your microphone or video, but if you don't enable them you will not be able to hear or see the speaker.
 - If you click no by accident, close out of your web browser and try again.

Turn Off BBC Notifications:

- Click on purple tab in the bottom righthand corner
- Click on Notification Settings (gear icon)
- Uncheck **all green boxes**
 - If you do not uncheck your notifications you will see when people enter, leave, write, etc during the presentation. Please turn this off.

Accessing Chat:

- Click on the purple arrow button in the bottom right hand corner
- Click on the chat bubble all the way to the left
- Click on “everyone”

Accessing Attendees List:

- Click on the purple arrow button in the bottom right hand corner
- Click on two person icon

Have a question or want to be called on? Click on the raise hand icon next to your microphone and video button.

Misc:

- In order to see the “everyone chat” please make sure your screen is not full screen.