**Notes on using Collaborate April 2016 – for participants in Dr Richard Niesche lecture (25th April 20-16, 6pm). Host- Neil McLennan**

1. **Click on this link** <https://abdn.blackboard.com/webapps/bb-collaborate-BBLEARN/launchSession/guest?uid=9610facb-fb3f-40c6-a6ea-e28e476eb613>which will open up a browser window.

*Enter your guest url here*

1. At the prompt for **SESSION LOGIN** type in your name and click on **SUBMIT**.
   1. If you have never used Collaborate before select “[download the Blackboard Collaborate Launcher](https://abdn.blackboard.com/webapps/bb-collaborate-BBLEARN/launchSession/guest?uid=d303e629-802b-4813-b53c-e90bf3def0b9).”   
      **Open** the Launcher and **Run** the installation. Then select 
   2. If you have downloaded the launcher before select 
2. Watch for a message in the browser regarding **meeting.collab**
3. **Open** it, or if that is not an option save it and then open it (the file will usually save into the Downloads folder)
4. Select **Run**
5. The Blackboard Collaborate Virtual Classroom environment will open with you as a participant
6. You will not be required to talk but you should run the Audio Set Up Wizard to check that you can hear (this can be found under Tools – Audio or from the icon )
7. You can communicate via the chat window

Help can be found at:

* [Participant's Guide](http://www.blackboard.com/docs/documentation.htm?DocID=611005PDF)
* [Getting Started for Participants Quick Reference Guide](http://www.blackboard.com/getdoc/ff79c283-be44-46e5-8b99-80a0b3c68d4c/Bb-Collab-11-Participant-QRG.aspx)
* [First Time Users Guide on Behind the Blackboard](https://blackboard.secure.force.com/apex/publickbarticleview?id=kA770000000CbIW) which includes a test virtual room at   
  [V12.6 Configuration Room (EU-SAS)](https://eu1.bbcollab.com/m.jnlp?sid=config&password=M.DACD00A2A44D1EF95C5EDAE0B53126&username=Test)