

# How to Get Started with Blackboard Collaborate

*Firefox or Google Chrome is recommended*



Once in your blackboard course, locate the Collaborate room name and click to enter



Jump in and get started! Set up your microphone and camera so you can start collaborating.  
You can do this later. You need to do this at least once to use audio in future sessions.

No

Yes



**Welcome!**

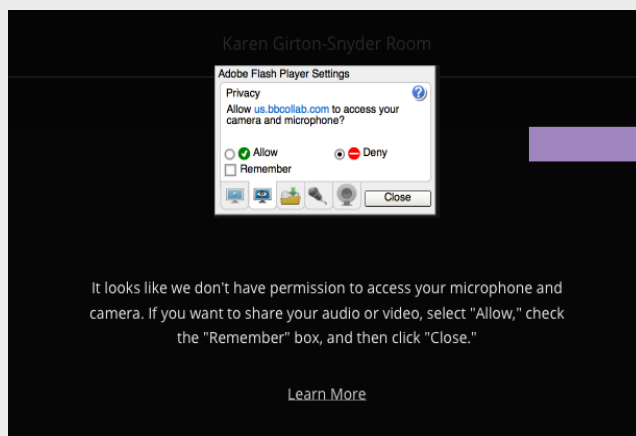
You are the only one in the room.  
Please wait while others join.

If this is your first time in collaborate, you should see this message at the top of your screen.

Click Yes.

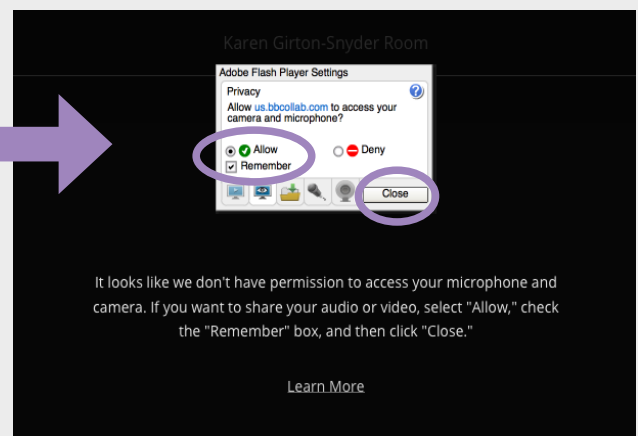
If the top message does not appear, and you have not yet set up your microphone and camera, click on settings to do so.

Click this button to reveal chat.



It looks like we don't have permission to access your microphone and camera. If you want to share your audio or video, select "Allow," check the "Remember" box, and then click "Close."

[Learn More](#)



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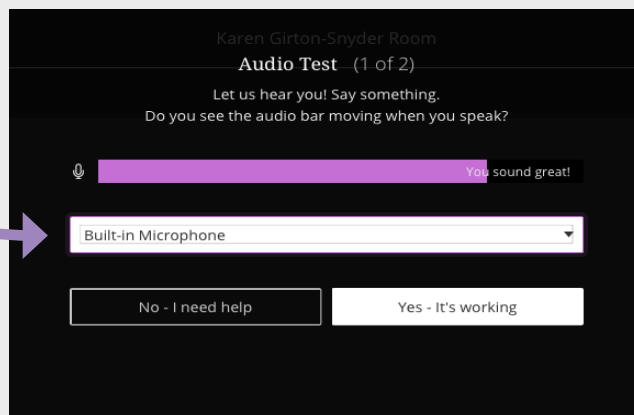
**A small dialog box will appear. Check "Allow" and "Remember" before clicking "Close"**

## STEP 1 - TEST YOUR MICROPHONE

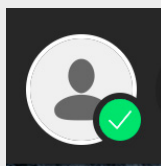
Collaborate will default to your computer's built in microphone, but if this microphone is broken or not responding then you will need to connect an external microphone and select it from the drop down menu.

If the purple bar moves when you speak, it's working!

Click "Yes - It's Working" to move on to Step 2

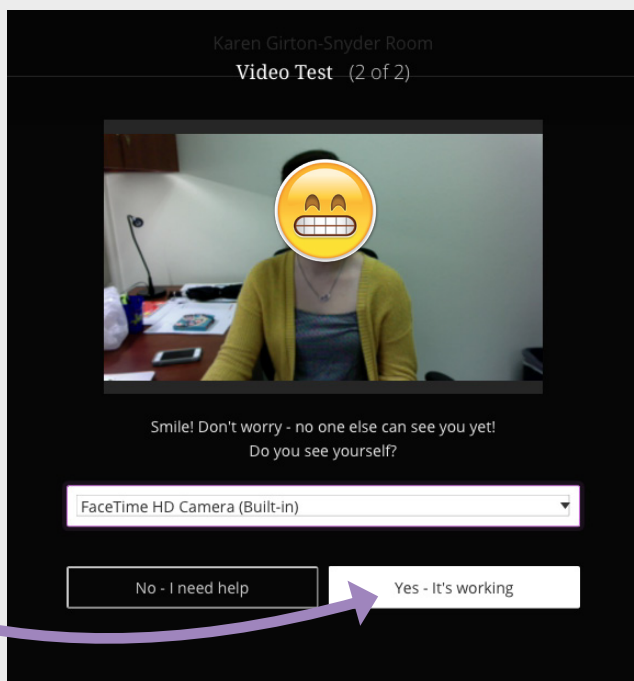


*If you do not have a working microphone, you can use your phone for audio!  
You will need to go to your collaborate settings and generate a phone and PIN number.*



Use your phone for audio.  
[Generate Number](#)

*Use your phone to call the generated number and enter  
the conference PIN number when instructed.*



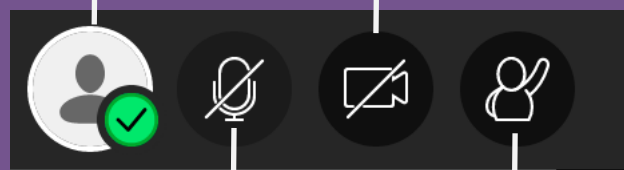
## STEP 2 - TEST YOUR CAMERA

Select the camera you wish to use from the drop down menu and when you can see yourself, click "Yes - It's Working"

That's all there is to it! Turn on your audio and video at the bottom of the screen when you are ready to join the class!

VIDEO SETTINGS

VIDEO ON/OFF

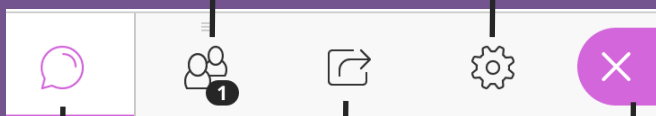


AUDIO ON/OFF

RAISE HAND

PARTICIPANTS

COLLABORATE SETTINGS



CHAT

SHARE CONTENT

CLOSE CHAT