Webinar Guide

Technical Requirements

To access the session, you will need a PC or Mac with any standard web browser. On a PC we recommend you use Microsoft Edge, Google Chrome or Firefox. On a Mac we recommend you use Safari.

Joining the Session

In your booking confirmation email you will receive a 'Guest Link' URL, that looks something like this:

https://eu.bbcollab.com/guest/1034e954eac54986b5263ee83f1318fa

Open the link in your browser. You will be presented with the Blackboard Collaborate screen. It will tell you which session you are joining, and there is a place for you to type your name. Enter your name and click on **Join Session**. It is a good idea to join the session 10 minutes before the scheduled start time. This will give you an opportunity to make sure there are no technical issues.

By default, your Microphone and Camera will be turned off. You will not need these features to participate in the session.

Chat

The presenter will use the Chat feature to communicate with the group during the session. At the scheduled start time the presenter will send a greeting message via the Chat feature.

To respond click on the **Chat** icon and type in your response.

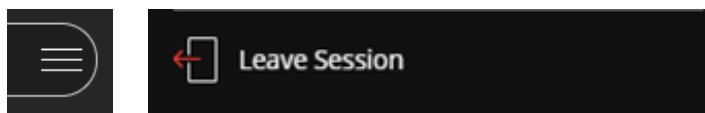You can find more information about the Collaborate Chat feature here:
https://help.blackboard.com/Collaborate/Ultra/Participant/Participate_in_Sessions/Chat#chat-emoji_OTP-1

Ending the Session

To log out at the end of the session:

Click on the **Menu** panel in the top left of the screen.
Click on **Leave Session.**

For further help and support go to:
https://help.blackboard.com/Collaborate/Ultra/Participant