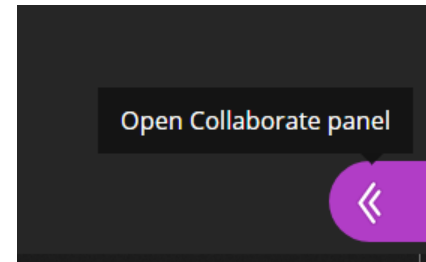
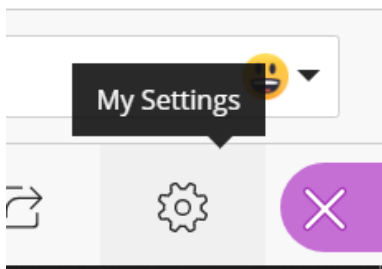


Adjusting your Audio and Video when Joining a Collaborate Ultra Meeting

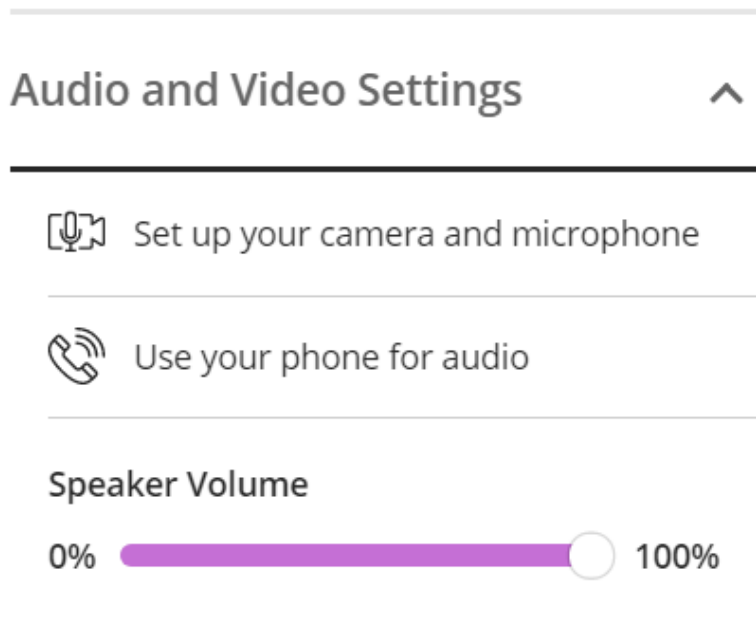
When you first join a Blackboard Collaborate Ultra session or course room click the purple icon at the bottom right of the screen to open the Collaborate panel.



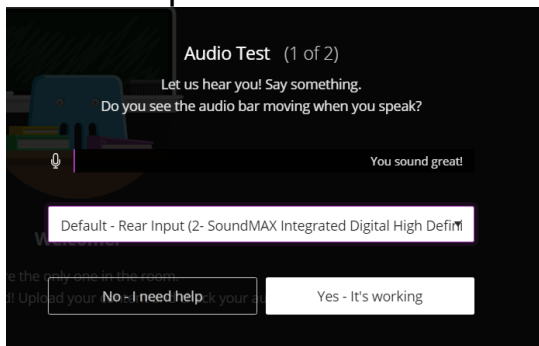
Then click the round gear shaped icon to the left of the purple X for My Settings.



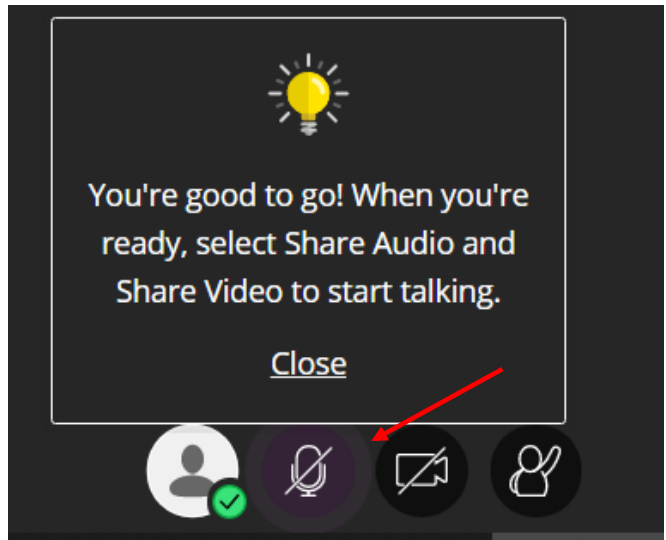
On the panel that opens click the down arrow to the right of Audio and Video Settings to expand that area. You should click the link to "Set up your camera and microphone" first.



That will open a setting in the middle of the screen for you to choose your microphone and test it. You can check when it is working properly and then set up your web camera if you are using one or skip that test.



When you complete that process, you should see this in the middle of your screen at the bottom and you will notice that your microphone icon has been muted with a slash mark through it. Just click it when you want to unmute it and speak, but it is good idea to mute it when you are not speaking. If you have external computer speakers, they should be muted when you speak to avoid feedback.



You can also adjust the volume of the person who is speaking using the Speaker Volume control.

