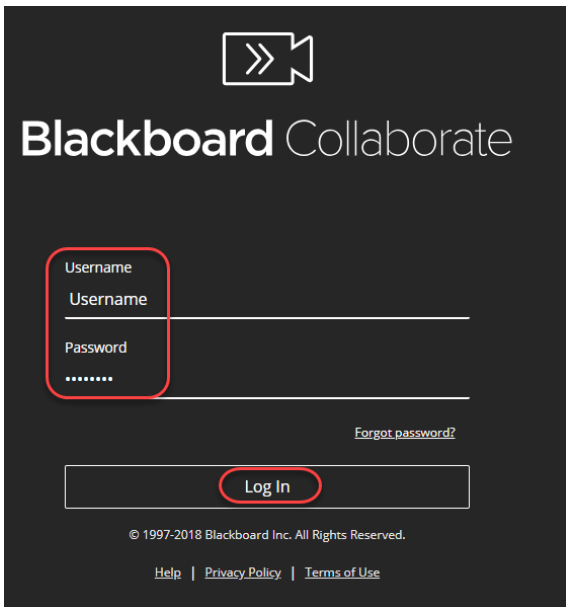


Creating a Virtual Meeting Using Blackboard Collaborate Ultra in a Standalone Account

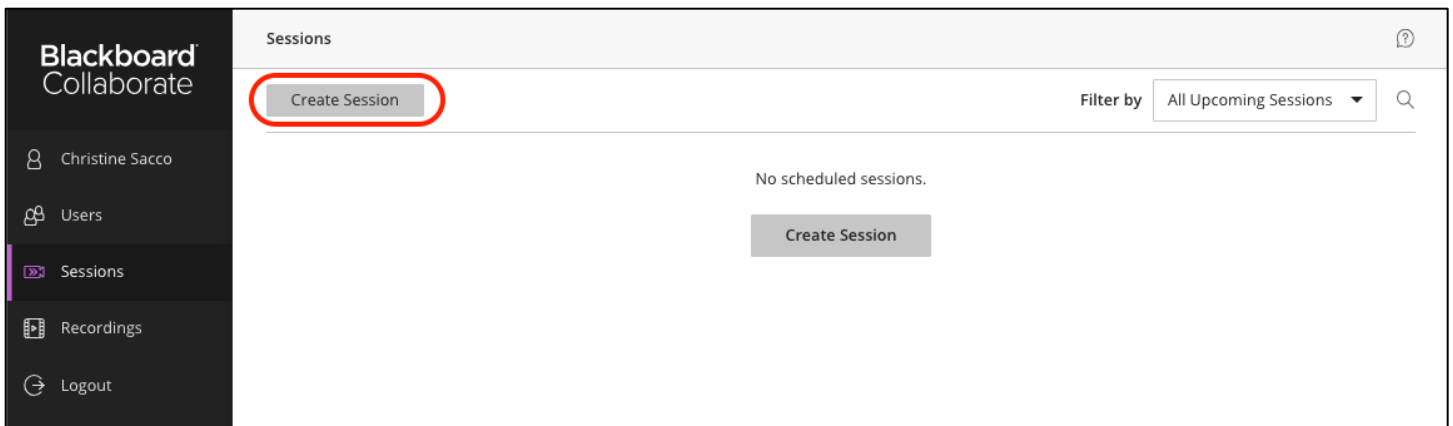
Step 1: Navigate to <https://us.bbcollab.com> using Google Chrome or Firefox.

Step 2: Enter your Blackboard Username and Password and **click** Log In:



You will see the following screen.

Step 3: Click Create Session



Step 4: Enter the Name for the session and **set** Event Start Date/Time and End Date/Time (or No end for an open session) then **click** Save

Meeting with Ed Tallent

Your access link
https://us.bbcollab.com/invite/bef4c1a9089a4

Anonymous dial in:
571-392-7650 PIN: 685 218 3533

Guest access

Guest role Participant **Guest link** https://us.bbcollab.cor

Event Details

Start
8/24/18 2:00 PM

End
8/25/18 3:00 PM

No end (open session)
 Repeat session

Early Entry
15 min before start time

[Provide a description](#)

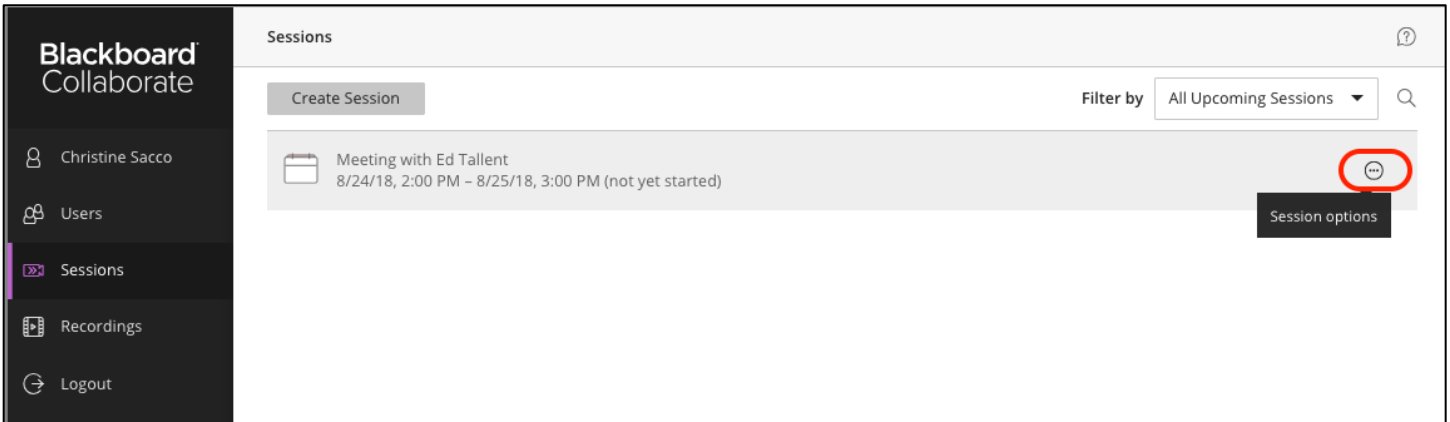
Invitations (1)

Session Settings

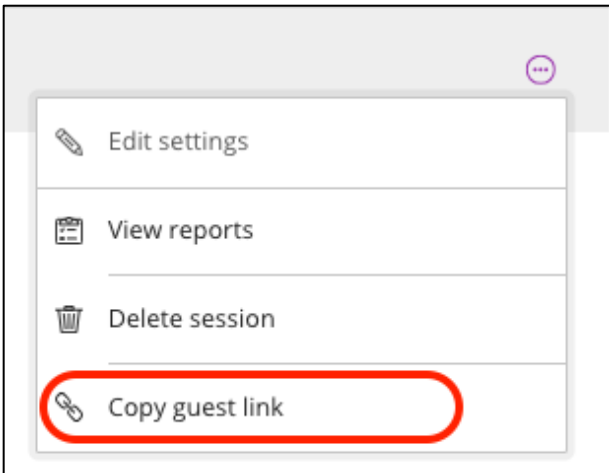
Delete Save

You will now see this session in your list.

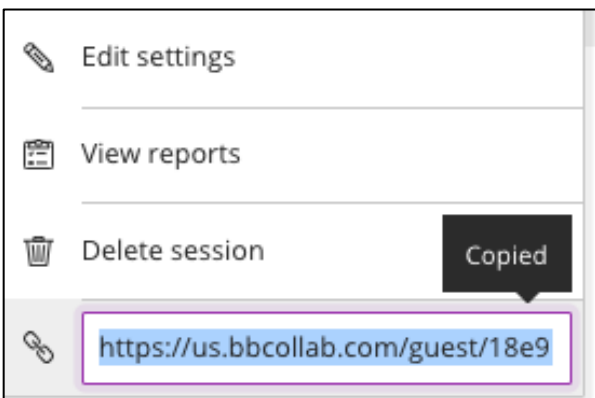
Step 5: To get the Guest Link to send to participants, click on the Session options button which looks like three dots on the right side of your screen:



Step 6: Click on Copy Guest Link:




You will see this:



Step 7: Paste this link to the email you send to Participants.

Another Option: You will receive a notification email that your Blackboard Collaborate Session is scheduled containing a Guest Link to join the session that can be sent to the meeting participants. (advise participants that Blackboard Collaborate Ultra works best with Google Chrome or Firefox).

Blackboard Collaborate Session Creation

 **Blackboard Collaborate Support <notification-service@blackboard.com>**
Sacco, Christine
Friday, August 24, 2018 at 11:56 AM
[Show Details](#)

Your Blackboard Collaborate session is scheduled:

Name: Meeting with Ed Tallent
Starts: August 24, 2018 2:00:00 PM EDT
Ends: August 25, 2018 3:00:00 PM EDT

Join Session:
Join your session up to 15 minutes before it starts.

- **Your link:** [Join the Blackboard Collaborate session](#) (This link is associated with your account. Don't share with anyone else.)

Note: Any attendees you invited when scheduling the session are automatically emailed their own session link.

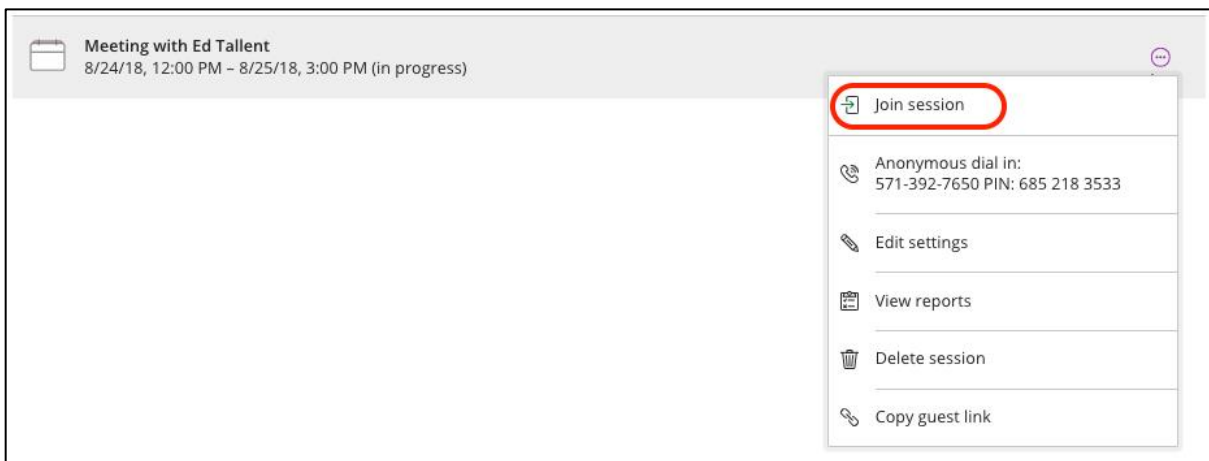
Invite others to join:
Send this guest link to your attendees:

- **Guest link:** <https://us.bbcollab.com/guest/18e917770381442a93e26b872035b06a>

Session dial-in:
Call in anonymously. Attendees using this PIN appear as anonymous callers in the session.

- **Dial-in:** 571-392-7650
- **PIN:** 6852183533

When you are ready to start the Collaborate Session, you can use the “Your link” link from above or log back into Blackboard Collaborate and click on the Options button and choose Join session to start the session as the Moderator:



The screenshot shows the Blackboard Collaborate Ultra interface for a meeting titled "Meeting with Ed Tallent" on 8/24/18, 12:00 PM - 8/25/18, 3:00 PM (in progress). A dropdown menu is open, showing several options. The "Join session" option is highlighted with a red circle. Other options include "Anonymous dial in: 571-392-7650 PIN: 685 218 3533", "Edit settings", "View reports", "Delete session", and "Copy guest link".