

OVERVIEW:

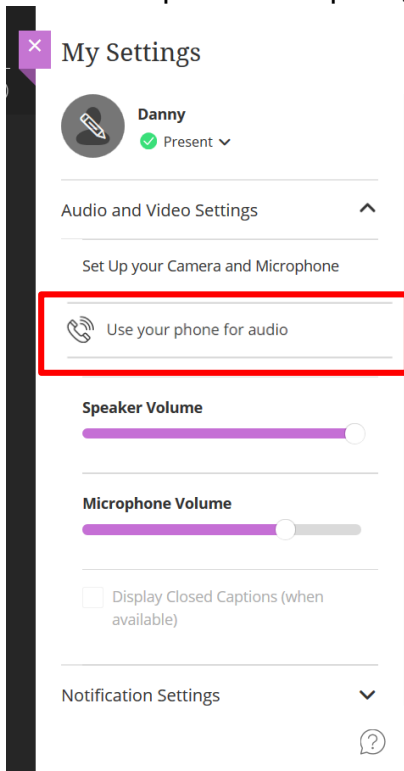
In Blackboard's Collaborate Ultra, you have the ability to call in. This should only be used when access to a good microphone and/or internet connection cannot be used.

HOW CALL INTO A COLLABORATE SESSION:

1. After joining the Collaborate session, click on the silhouette image near the bottom with a green check mark.



2. In the side panel that opens, click on "Use your phone for audio"



3. Call the phone number generated, then enter the PIN number generated to get into the Collaborate session. Each individual will need to generate their own number and PIN.
4. Once you've called in, click on the phone icon to turn on (or mute) your sound. Hanging up will disconnect your audio all together and you will need to call in again.

