

Go into your course in PAL, then find the “Virtual Office Link” (if you can’t find this ask your instructor where it is located)

Virtual Office Hours Print

100 % 1 of 1 topics complete

Professor Smith's Office ✓

Blackboard Collaborate Ultra Web Conferencing

Click on the link, which will take you to the Collaborate Ultra Session screen, then click on the session listed.

Table of Contents > Virtual Office Hours > Professor Smith's Office

Professor Smith's Office

Sessions

Show All Upcoming Sessions

Course Room [Join room](#)

Name	Starts	Ends
<a href="#">testing</a>	5/12/16, 2:18 PM	N/A

# BB Collaborate Ultra

Leave Session

Share Content (if enabled)

## Share Content

- Share Blank Whiteboard
- Share Application
- Share Files

Student Test



Main Toolbar

My Settings

Turn on Camera

Turn on Mic

Raise Hand

Open Participants List

Open Chat

**Supported Browsers:** Chrome, Firefox and Safari (will not work in IE)

## My Settings



Cody Moyer

Present

### Audio and Video Settings

Set Up your Camera and Microphone



Use your phone for audio.

[Generate Number](#)

Speaker Volume



Microphone Volume



Display Closed Captions (when available)

### Notification Settings

Report an issue



## Notification Settings

Someone joined or left the breakout group or session

Visual notification

Audio notification

Someone posts a chat message

Visual notification

Audio notification

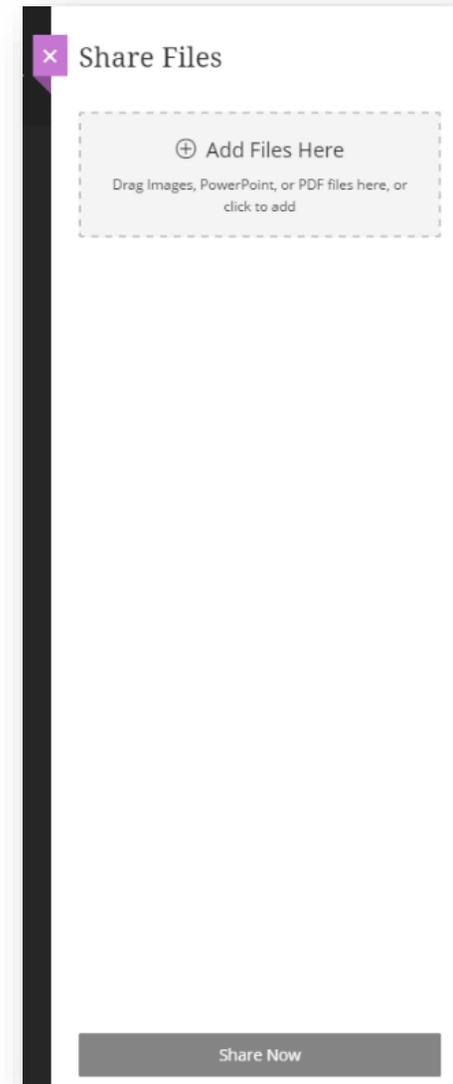
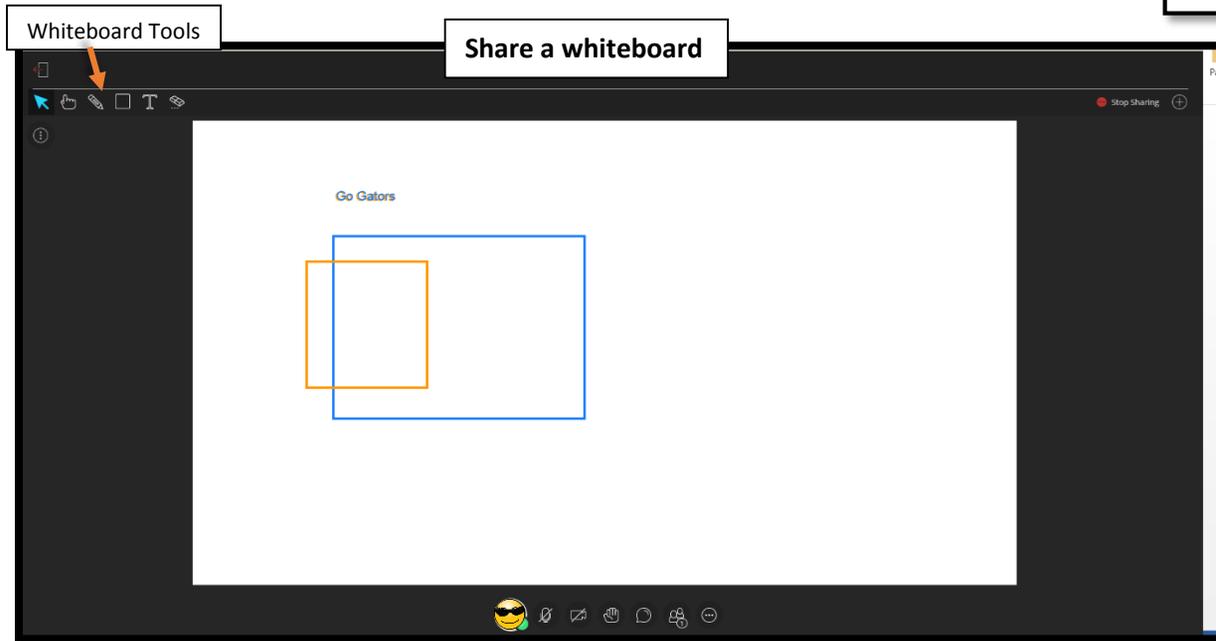
Closed captioning available

Visual notification

Report an issue

# Sharing Content

Sharing must be enabled by the instructor for you to have the option to share content during a session.



**Sharing an application/screen**  
(An application must be open before it will appear for sharing)

