



Collaborate Ultra: Quick Start Guide For Participants

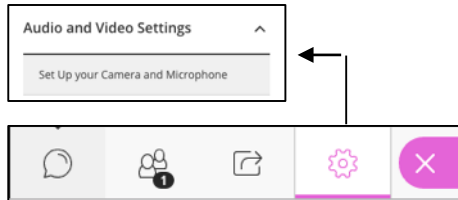
Getting Started when you open a Collaborate meeting room

Use the Internet Browser Google Chrome™  with Collaborate for the best experience.

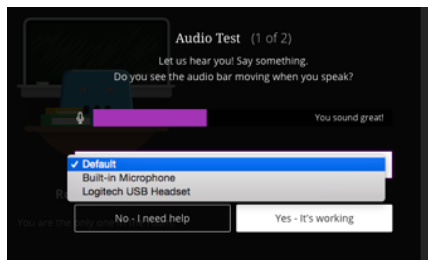
Open the Collaborate Panel, by clicking on the icon  at lower right of the Collaborate screen.

Then click on the cog icon to open 'My Settings.' 

Under Audio and Video Settings select '**Set up your Camera and Microphone.**' You may need to give the browser permission to use audio and video.







There is a drop down menu (usually set at default) to let you choose the microphone input and camera that you want to use for the session. Select the appropriate ones.



Select the microphone and video camera icons any time during a meeting to turn them on or off.



Please mute your microphone when you are not speaking you can also use the **Chat tool**  to communicate during a session Open the Collaborate panel  and select the Chat icon  . Then type your message and click on return.

Hand raise.  Raise your hand to get attention from moderator