## Providing Guest Access in Collaborate

If you have a guest speaker in your class, a captioner, or want to have a joint course meeting with another course, follow these steps to provide guest access to your Collaborate Ultra room.

Setting the Guest Role and Obtaining the Guest Link

- 1. Click Web Conferencing in the Course Menu.
- 2. Click on the Course Room to open the Edit Settings Panel

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	Home	Course Room
	Start Here (Syllabus) 🗉	Create Session
	Weekly Sessions	
	Course Materials	
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- 3. Check the box next to Guest Access
- 4. Click the Guest Role field and select from Participant, Presenter or Moderator.

Note: You would choose Participant if you are using your guest link for a joint session with another class or for a captioner. If you have a guest speaker, Presenter is most often used. Moderator would be used if the instructor will not be present and the Guest needs to manage the entire room.

- Click the copy button to the right of the Guest Link field to highlight the link. Then click Ctrl/Command C to copy the guest link.
- 6. Click Save.
- 7. Email the guest link to the appropriate guest.

