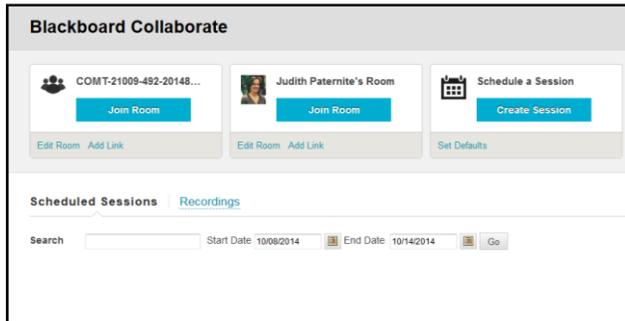


## Blackboard Collaborate—How to Install and Open

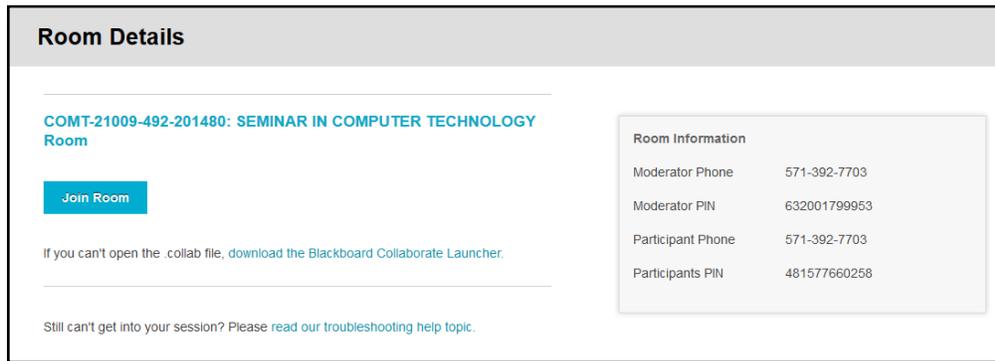
Collaborate is a tool with which you chat in real time within your Blackboard course. Instructors can also record lectures to be viewed any time.

Before you can use Collaborate, you need to download the player. Click on the link provided by your instructor to get into the collaborate classroom.

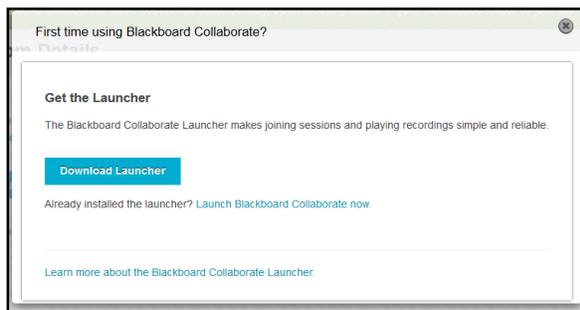


Click on the Join Room button in the first box (the general room for the course).

Then, the room (as shown below) will come up on the screen.



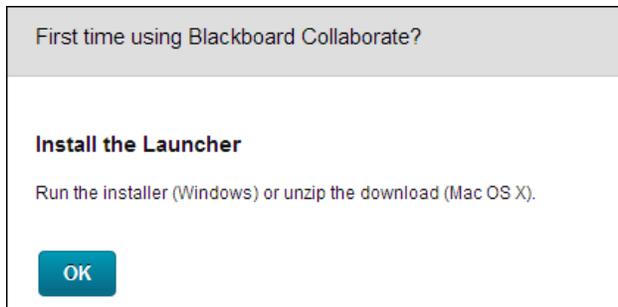
For first-time users, click on the link “download the Blackboard Collaborate Launcher”



Click on the Download Launcher button.

A pop-up window reminds you to install the launcher. Do not click OK until after you have installed the launcher.

NOTE: Internet Explorer and Firefox users, if you do click OK now, your prompt to open and run the installer file will be hidden behind a prompt to open the meeting.collab file.

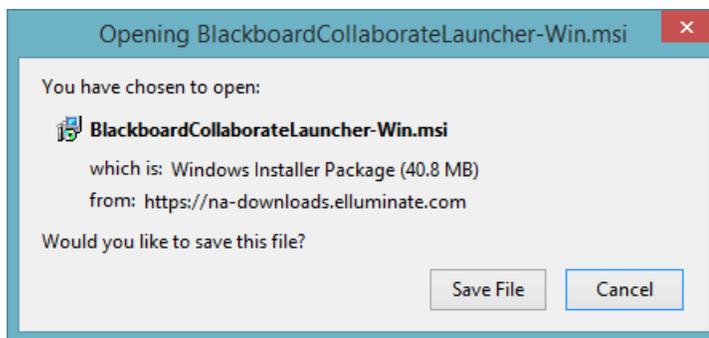


Open the Blackboard Collaborate setup wizard. Different browsers handle this scenario differently and the behavior of each browser may vary depending on how you configured your browser settings.

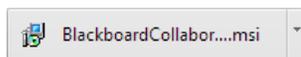
If your browser also prompts you to open the .collab file, do not do so until you have installed the launcher.

When you run the installer, you possibly may see an Installer Information dialog that says "the cabinet file is corrupt and cannot be used." It means the download of the installer was incomplete. This will happen if you lost your connection during download. Download the installer again.

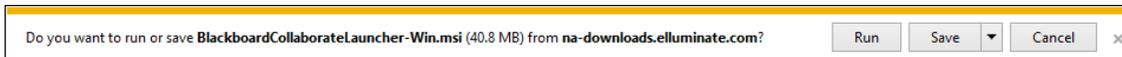
- Firefox prompts you to save the Windows installer BlackboardCollaborateLauncher-Win.msi. Save the file. The default save location is your browser's Downloads library. Open the Downloads library and, when the download is complete, open the file to start the Blackboard Collaborate setup wizard.



- Chrome prompts you to save the Windows installer BlackboardCollaborateLauncher-Win.msi. Save the file. The default save location is your Downloads folder. In the bottom-left corner of your browser window, Chrome shows you the progress of the download. When the download is complete, click the downloaded file to start the Blackboard Collaborate setup wizard.



- Internet Explorer prompts you to run or save the Windows installer BlackboardCollaborateLauncher-Win.msi. Click Run to start the Blackboard Collaborate setup wizard.



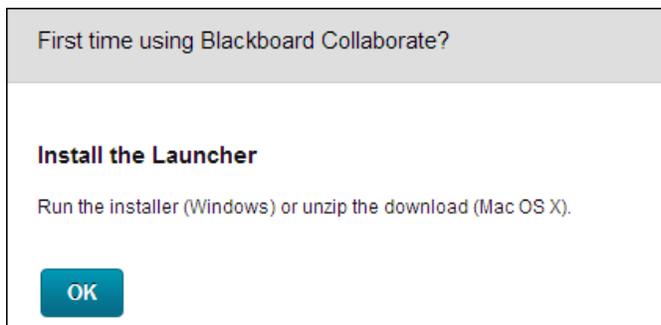
Click Next > to start the setup wizard and Finish when complete.



If you see the Modify, Repair or Remove installation screen, the launcher is already installed. Click Cancel to exit the setup wizard.

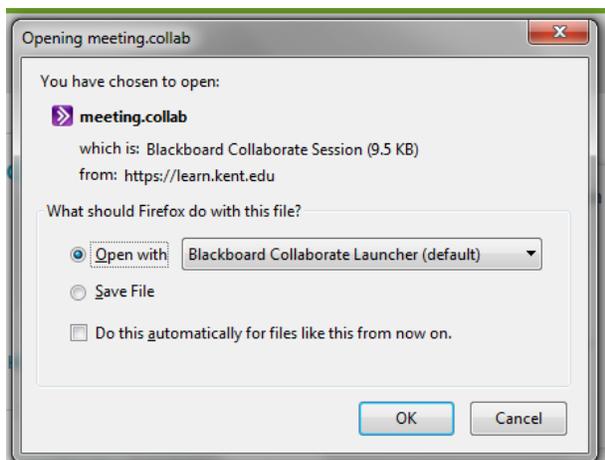
The setup wizard installs the Windows launcher and adds it to the Start menu.

Windows 8 or later users can find the launcher on the Start page in Metro view.



In the pop-up window reminder, click **OK** to confirm you installed the launcher.

Now that you have the software installed, click on Join Room. Follow these steps every time you go into Collaborate:



You will be prompted to open meeting.collab. If you are using Internet Explorer or Chrome, this will show at the bottom of the window in a strip.

Click Open with Blackboard Collaborate Launcher (default)

Click OK

It will take a little time for the chat window to open—be patient!