

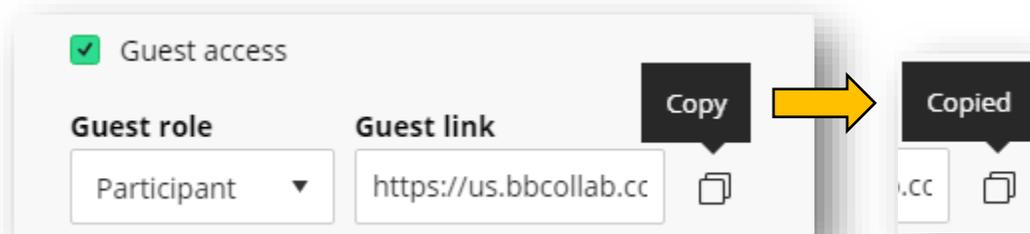
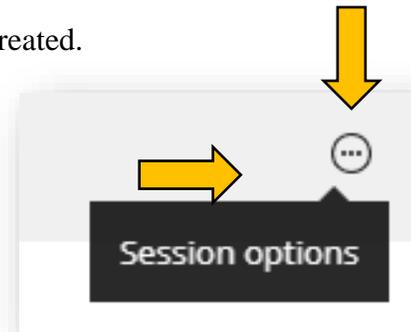
How to Invite Attendees to a Collaborate Web Conferencing Session

Once a session has been created you will want to invite attendees. There are a couple of different methods depending on what their role will be during the session. You can invite a specific user or invite guests. If you have a small number of participants and you need authentication, inviting specific users is the only method for authentication. If you have unlimited number of participants and you don't specifically need to know who they are, then inviting them as guests is probably the best method. A session can include both specific users and guests.

How to invite as a guest

The guest link can be used to invite anyone to participate. It is not a secure way of authenticating users into a session as once the guest link is out, users can freely distribute it to other people. A guest link can be found in the session options or in the email, which was sent to you when you created the session.

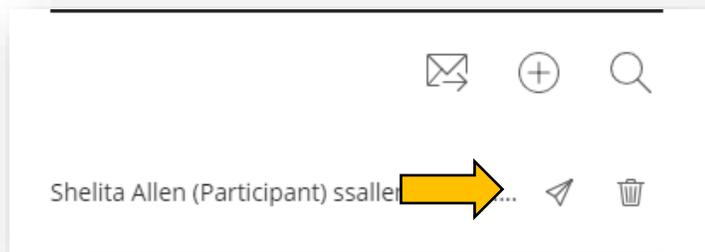
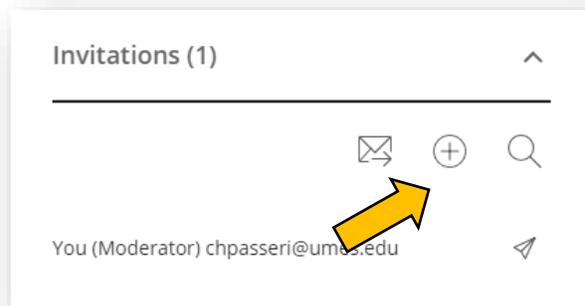
1. Log into Collaborate and find the session you created.
2. Click on the Sessions Options button located to the right of your session, then click Edit Settings.
3. Navigate to the Guest link and click the copy button. The copy message should now say copied. This means you can now paste this link in an email, announcement, or anywhere else for guest access.



How to invite specific users

Invited users are sent a user specific link via email. The link can only be used once in a session and that person will enter with the invited persons name. You may for example want to invite certain users to the session as Moderators or Presenters and then send out the guest link to all of the Participants. **Note:** a user does not have to be a registered user to receive an invitation. Also if you are wanting to invite all of the students in your course it would be more efficient to use Collaborate Ultra through your course menu.

1. Log into Collaborate and find the session you created.
2. Click on the Sessions Options button located to the right of your session, then click Edit Settings.
3. Navigate to the Invitations section.
The number in parenthesis after the word Invitations is the count of how many people have been invited via this method.
4. Click on the Invite Attendee (+) button. The Invite Attendee panel opens.
5. Type the person's full name in the full name field.
6. Type in their UMES email address. If it is not a UMES employee or student, type the email address you have for them.
7. Choose the Role you wish to give this person. You have a choice of Participant, Presenter, or Moderator.
8. Click the Invite Attendee button. You should be taken back to the Session Options panel. If you need to invite more than one person, then click on the Invite attendee (+) again and invite the next person. If someone says they did not receive the invitation email you can resend it by clicking on the Resend invitation button.



Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.