

How to Log in to Collaborate Web Conferencing

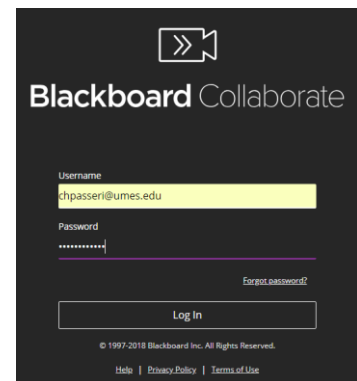
Blackboard offers Collaborate web conferencing tool, which can be used independently from the Blackboard Learn platform. These instructions focus on using it independently which enables staff or faculty at UMES to use it. **Note: If you have never used Collaborate independently, please open a Web Help Desk ticket, help.umes.edu to request a username and password. Also, to use Collaborate for your course or organization, please use Collaborate ULTRA within the course or organization, don't use the web conferencing.**

How to access Collaborate Web Conferencing

There are two methods to access this independent version of Collaborate. One is through Blackboard and the other is directly through the URL.

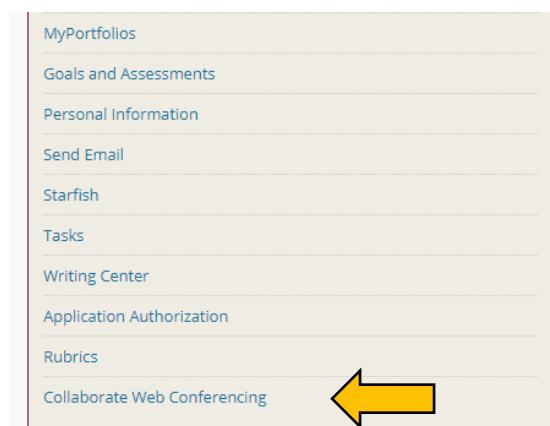
Accessing through the URL

1. Open Google Chrome
2. Type the following web address into the address bar. <https://us.bbcollab.com>. You should be at the login page.
3. Type your username and password and click the Log In button. Please note that your username is your full UMES email address. Your password might not be the same as your UMES login password.



Accessing through the Blackboard

1. Open Google Chrome
2. Log into Blackboard
3. Click on the My Institution Tab
4. Navigate to the Tools module
5. Click on Bb Collaborate Web Conferencing Link. The login page should appear.
6. Type your username and password and click the Log In button. Please note that your username is your full UMES email address. Your password might not be the same as your UMES login password.



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.