How do I prepare for my live Collaborate session (e.g. configuring audio, and video settings)?

Show Me

Tell Me

Preparing for your live session

Test Your Camera and Microphone

1. From within the Collaborate session, locate the three arrows in the bottom right-hand corner.
2. Click on the Gear icon to access settings.
3. Click “Set Up your Camera and Microphone”.
4. Follow the on-screen instructions to make sure your camera and audio are working properly.

Moderators, Presenters, and Participants

- Moderators are the individuals who are running and facilitating the session. Presenters are individuals who are presenting during a session. The moderator has the ability to allow any participant to become a presenter. Participants are individuals who are attending and viewing your session.

Chat

- You can chat with either individual participants or the entire participant list. Click on the three arrows in the bottom right-hand corner, and select the Chat bubble icon.

Sharing Your Screen

- If you plan on Screen Sharing, make sure your desktop is cleared, and ready to present.

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