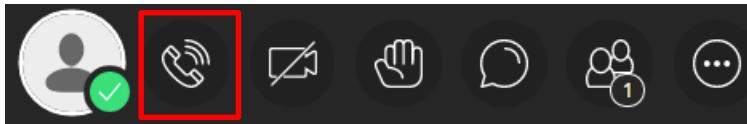


Collaborate Tips – Use phone to dial into a meeting

Blackboard Collaborate allows users to call into a session using a telephone. **The number generated is a Virginia-US number. Long distance calling charges may apply.**

1. To use your phone to dial into a meeting, click on the My Settings button on the bottom of the screen.
2. On the My Settings options select Audio and Video Settings.
3. Then click on Generate Number.
4. A number and PIN will display.
5. Dial the number and enter the PIN when prompted.
6. Once dialed into the room the microphone button will change to a telephone image.



7. Users can mute and share their audio by clicking on the phone button.

