




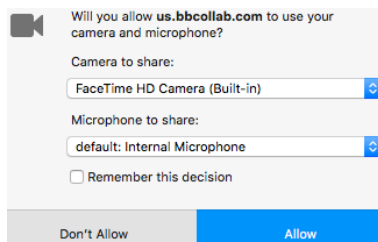
Collaborate Ultra in D2L Brightspace Audio and Video Setup

Audio and Video

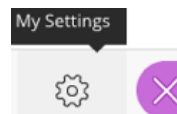
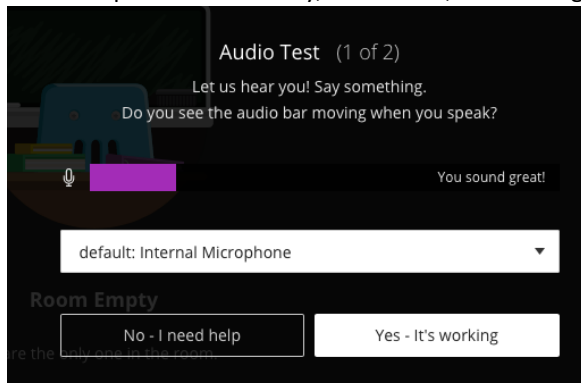
Permissions to use the microphone and camera are set by the moderator.



To use your microphone or webcam during the session, you must give the browser permission to use audio and video. You'll be asked to do this when you first join a session or when you first go to share your audio or video.

1. Select  in the lower right corner to open the Collaborate panel.
2. Select  to open My Settings.
3. Select  Set up your camera and microphone .
4. If prompted, select your camera and microphone from the drop-down lists in the browser settings, select “Remember this decision”, then “Allow.” (Options vary based on browser used.)



5. Follow the on-screen instructions to complete the Audio and Video Tests in Collaborate. After completed successfully, select “Yes, it's working to proceed” for each test.



6. Adjust the speaker and microphone volume in “My Settings” if necessary.
7. Select the microphone icon  on the main screen to talk. Select the icon again to turn the microphone off.
8. Select the camera icon  on the main screen to activate your webcam. Select again to turn the camera off.