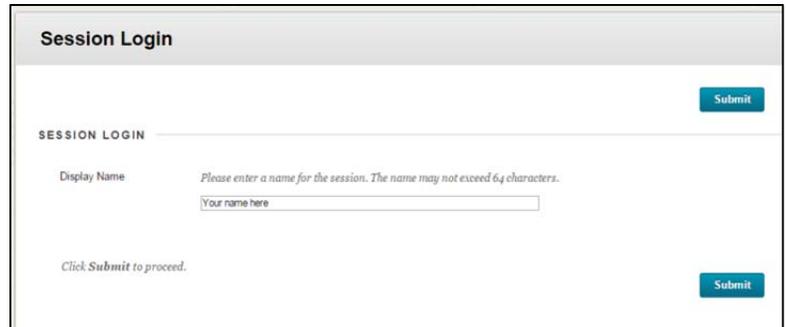# Accepting an Guest Invitation to Join a UAS Blackboard Collaborate WebMeeting (2015)

You should receive a link (by email or because it is postes somewhere) when you are invited to join a UAS Blackboard Collaborate WebMeeting (Webconference) as a Guest. This document explains how you should prepare to join the WebMeeting. It is best (if possible) to test the link and prepare in advance of your meeting. **If this is the first time you are using the newer (2015+) version of Collaborate on your computer you will need to install a "Launcher" program**

- Follow the link which was sent to you.
- You should see the dialog box shown on the right.
- Type in your name. This will be displayed to others in the room.
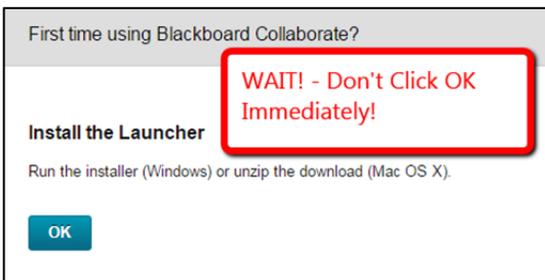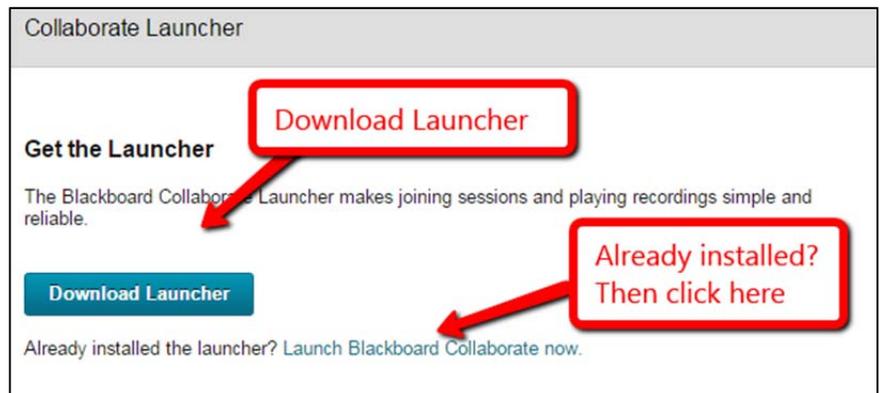- Click Submit

Step 1: Install the Blackboard Collaborate Launcher (Windows or MAC OS)

This program must be installed (one time) on any computer you are using to access the WebMeeting. Skip to Step 2 (next page) if you already have the Launcher program installed on the computer you will be using.
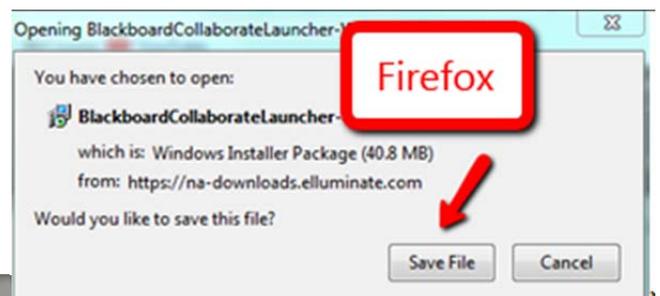
If this is the first time you are using Blackboard Collaborate Webmeeting (2015+ version) on this computer you will need to install the Launcher program.

Click the "Download Launcher" button. It will take a while to download, depending on the speed of your connection. You will see the dialog shown below.
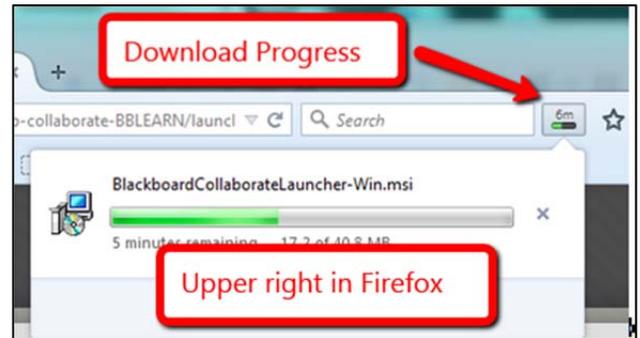

You should Run (or Save and then Run) theLauncher installation file. If you are not given the chance to choose a location to save it then it will probably go in your "Downloads".

It can take a little time to download and won't run until it is completely downloaded.
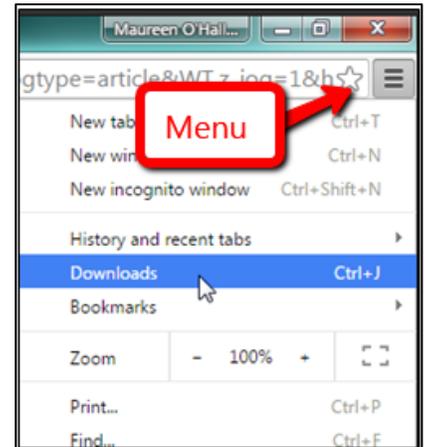
How do you tell that the Launcher program has finished downloading? This will depend on which browser you are using. Usually it is indicated either in the upper right or in a bar below the browser window. An example is shown here.

The time it takes to download will depend on the speed of your connection.

After the file has finished downloading you will need to run it – you may see the link to the file at the bottom of your browser or you may need to open your downloads folder to find the file. In most browsers you can access the downloads using a menu in the upper right that looks either like a gear or like a set of horizontal lines.

Once the Launcher program is downloaded and installed you can click "OK" to dismiss the dialog box.
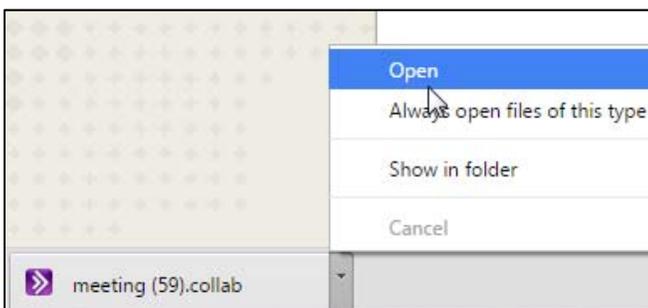
Step 2: Join the Blackboard Collaborate webconference.

Now you can click on the "Join Room" button.

After you have installed the Launcher you can join your Collaborate meeting. When you "Join Room" a small file "meeting.collab" will be downloaded. If the Launcher has been installed you will be able to open the file.

Choose to "Open" the meeting.collab file. This file should appear at the bottom of your browser or in your Downloads. If Launcher is installed it will be associated with a purple icon. Be a little patient as there may be a pause before the meeting opens. Choose a connection speed depending on your location. You may also get some security warnings to accept and then your meeting will open – this does not happen instantly so don't click too many times – if you do more than one room will open!

If you are having difficulty installing the Launcher or opening the webconference then contact the UAS helpdesk. Contact information is here: http://www.uas.alaska.edu/helpdesk