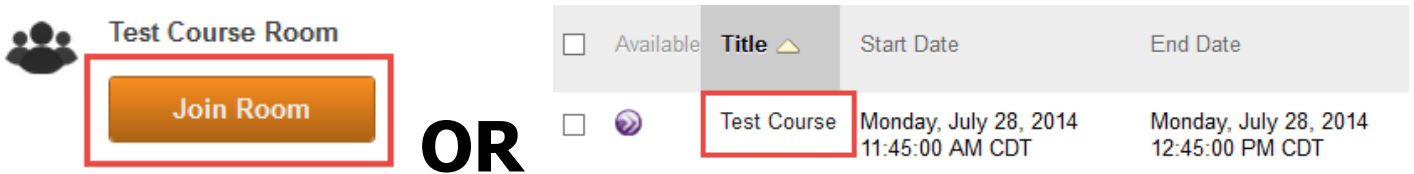# Collaborate First Time Users - Mac

Login to your Blackboard course and find a Blackboard Collaborate Session to enter. Depending on the instructor's directions, you may either enter a session by clicking the title of the **Scheduled Sessions** or by clicking one of the **Join Room** buttons. Again please follow the directions of your instructor to make sure you are entering the correct session.

Once you click on the scheduled session or the Join Room button, please wait for the next page to appear. This process can take up to 20-30 seconds. Once the **Room Details** page appears, click the **download the Blackboard Collaborate Launcher** link.

Since this is your first time running the application, please click the **Download Launcher** button to install. **DO NOT click the OK button until you have installed the Blackboard Collaborate software**.

Get the Launcher

The Blackboard Collaborate Launcher makes joining sessions and playing recordings simple and reliable.

Download Launcher

Already installed the launcher? Launch Blackboard Collaborate now.

Learn more about the Blackboard Collaborate Launcher.

Please do **NOT** click the OK button. First install the Collaborate software to your computer. Leave this window open, so you can come back to it later.

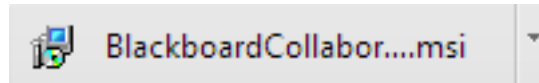First time using Blackboard Collaborate?

Install the Launcher

Run the installer (Windows) or unzip the download (Mac OS X).
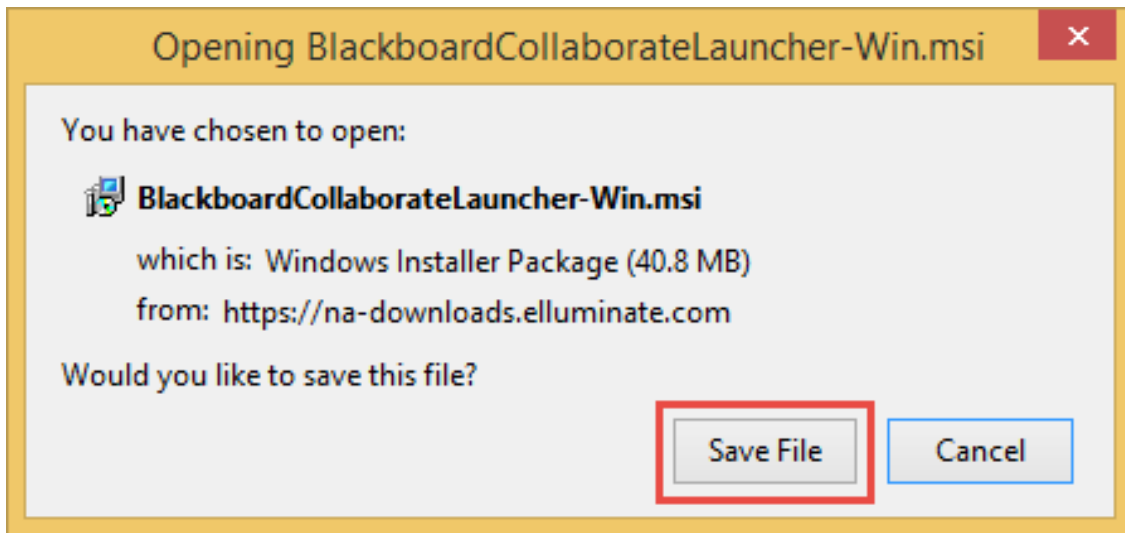
OK

Chrome:
In the lower left corner you will see the file is downloading. It will give you an estimated time depending on how fast your internet speed is. Once the process is done, click the **BlackboardCollabor...msi** button to begin the installation.
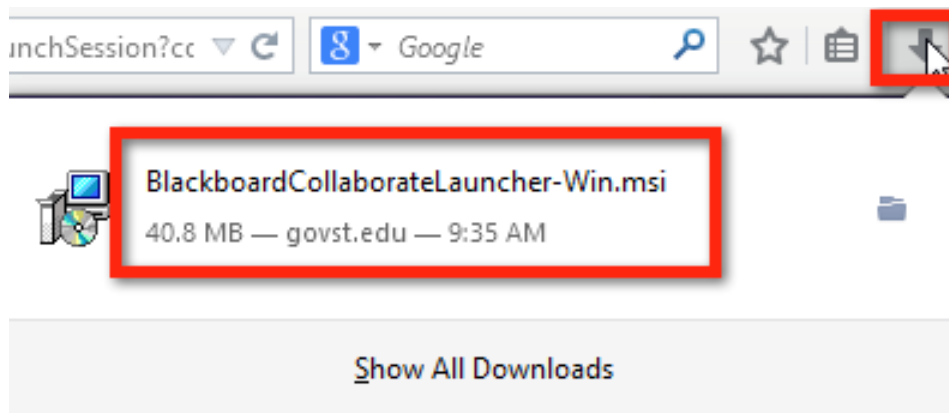
BlackboardCollabor....msi

Firefox:
Click **Save** File.

The download will store in the upper right corner of the browser. Once finished, click the down arrow to open the drop down menu. Click on the **BlackboardCollaborateLauncher-Win.msi** file.
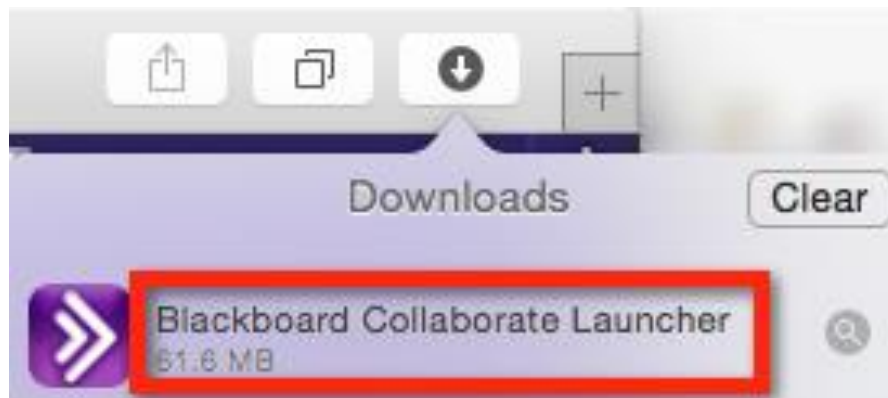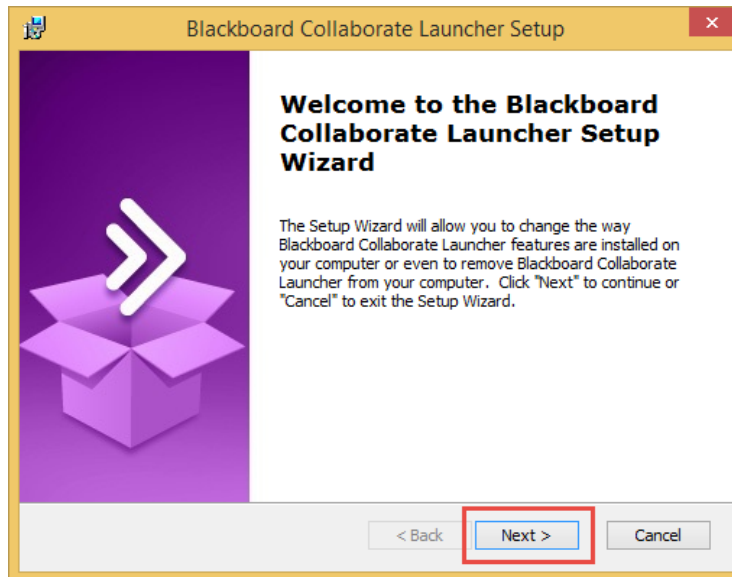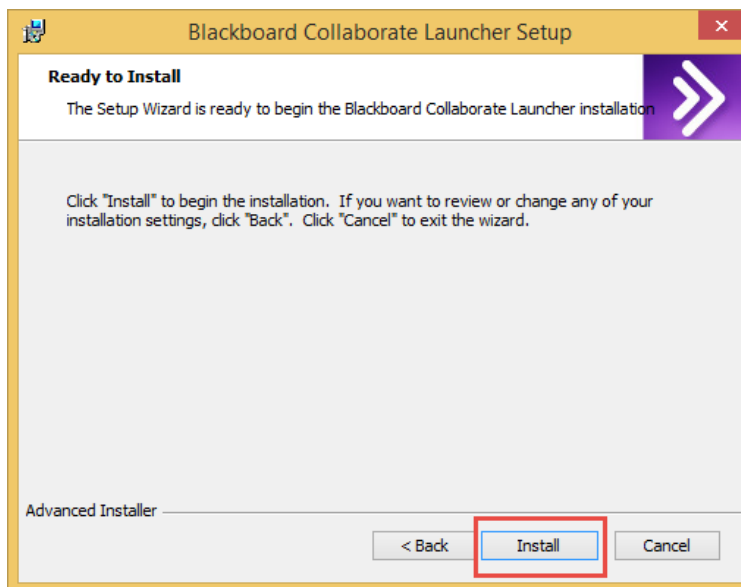

![Safari icon] **Safari:**

The download will store in the upper right corner of the browser. Once finished, click the down arrow icon to open the drop down menu. Click on the **Blackboard Collaborate Launcher** file.

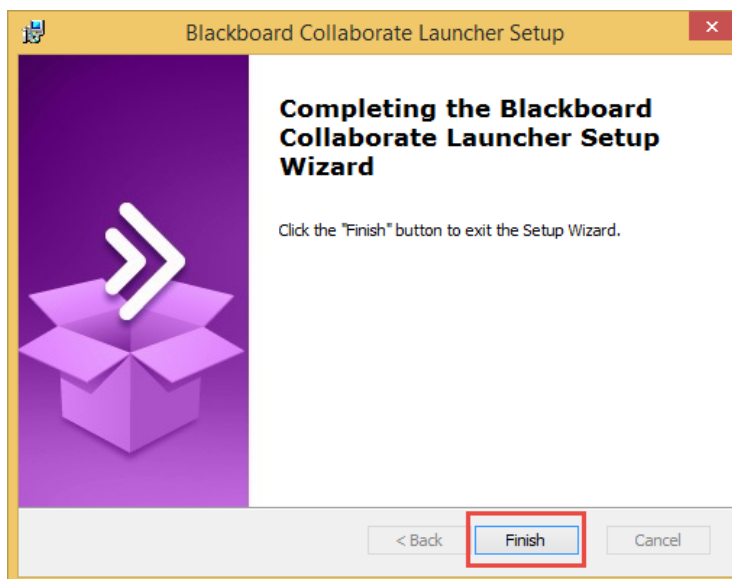The Blackboard Collaborate Launcher Setup window will appear. Click **Next** to start the installation.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115

Click **Install**.

Click **Finish**.

Now proceed back to your internet browser where the **First time using Blackboard Collaborate?** window should be open. Click **OK**. If you do not have this screen, please click the **Join Room** button and you should see **meeting.collab** downloading to your internet browser.

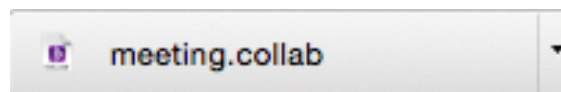First time using Blackboard Collaborate?

Install the Launcher

Run the installer (Windows) or unzip the download (Mac OS X).
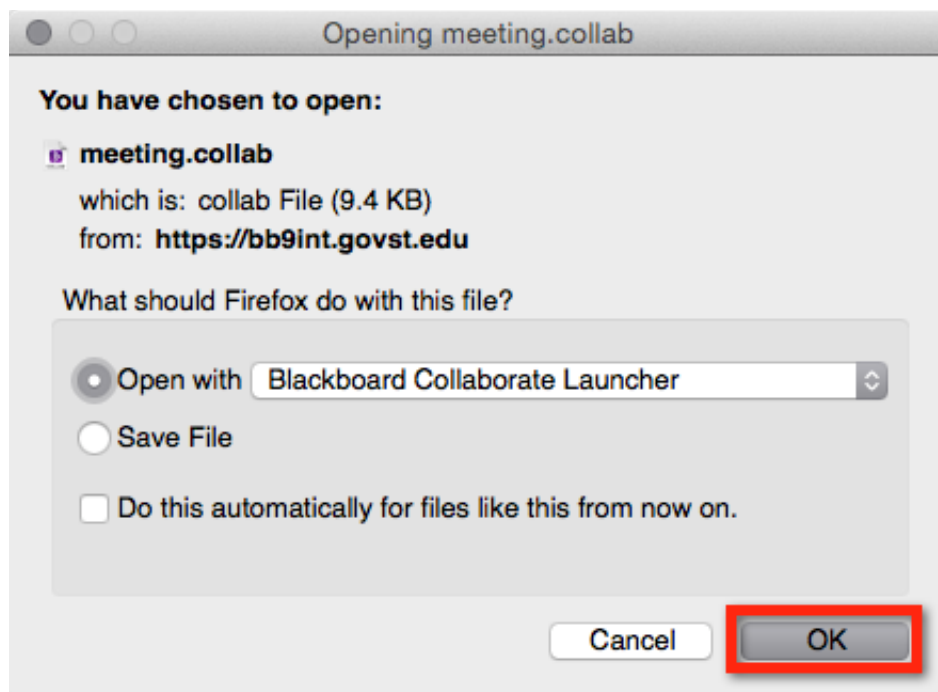
OK

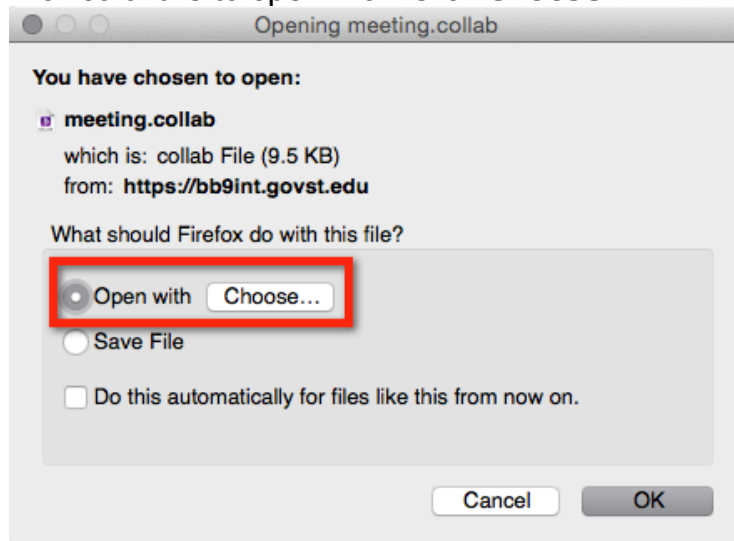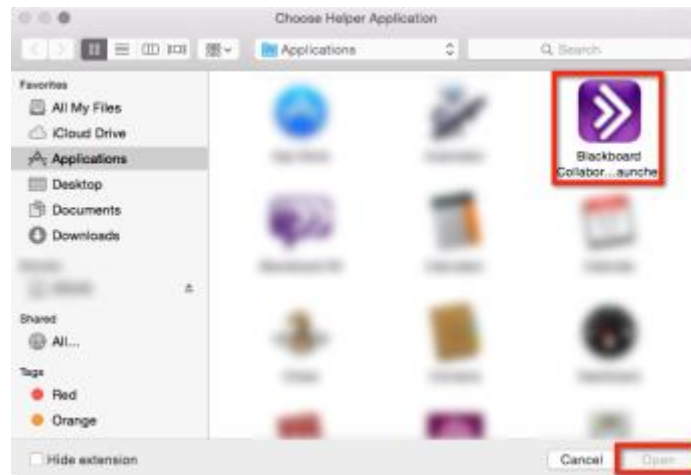**Chrome:**
Click the **meeting.collab** button

meeting.collab

Firefox:
The Opening meeting.collab window appears. Make sure **Open with** is set to **Blackboard Collaborate Launcher**. Click **OK**.

Opening meeting.collab

You have chosen to open:

meeting.collab
which is: collab File (9.4 KB)
from: **https://bb9int.govst.edu**

What should Firefox do with this file?

○ Open with Blackboard Collaborate Launcher
○ Save File

☐ Do this automatically for files like this from now on.
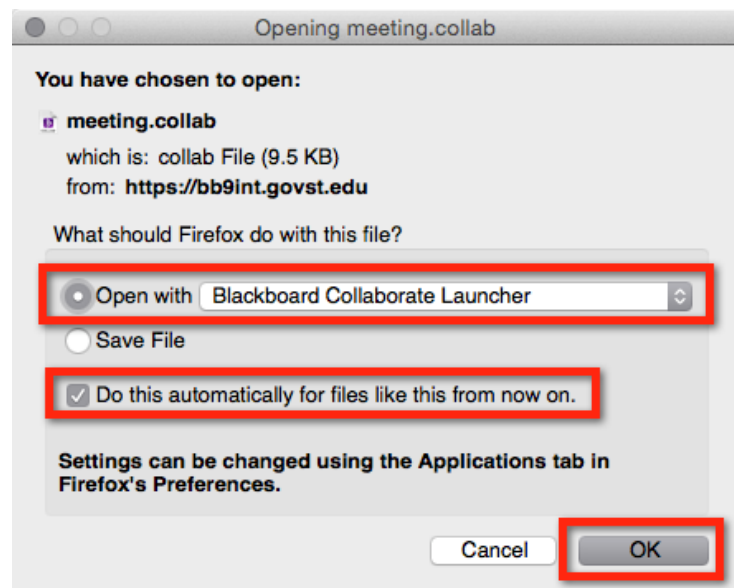
Cancel   OK

The file does not know which software to open with. Click **Choose...**

From the **Choose Helper Application**, select the **Blackboard Collaborate Launcher** and click **Open**.

Open with should now be **Blackboard Collaborate Launcher**. Check **Do this automatically for files like this from now on** to ensure you do not have to do this step again. Once you are done, click **OK**.
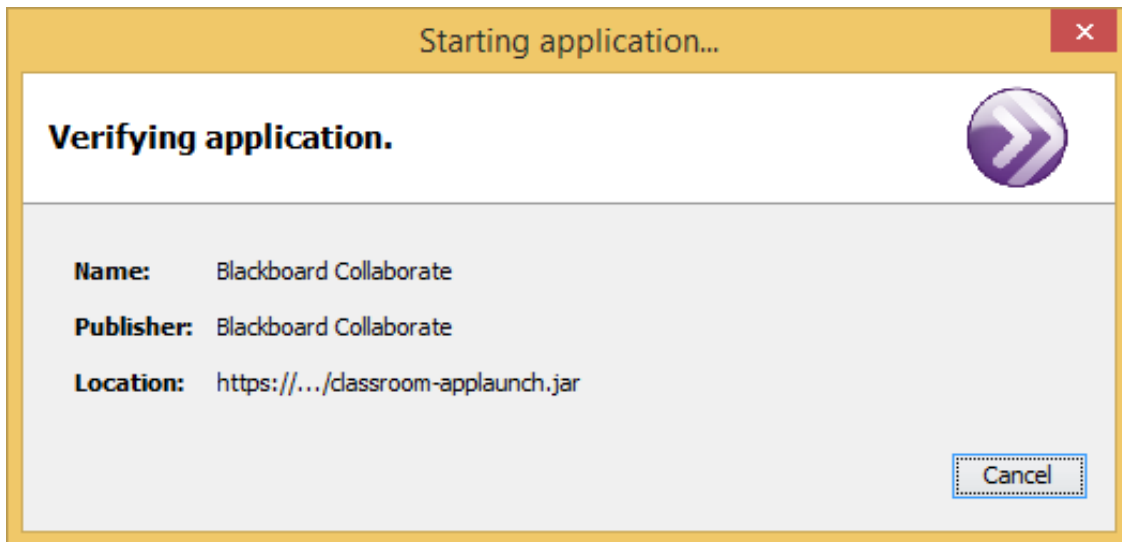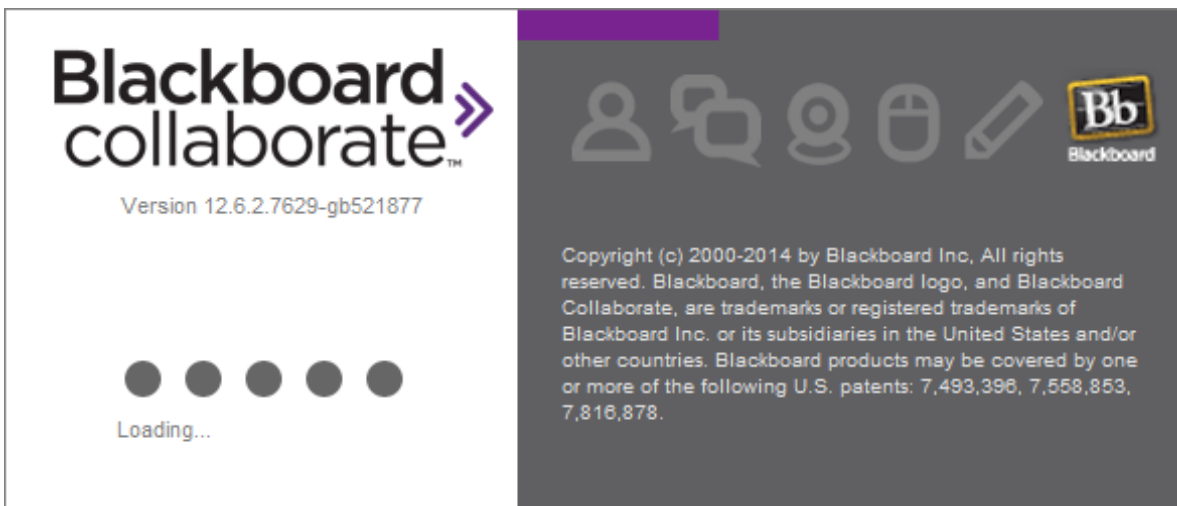
 Safari:

The download will store in the upper right corner of the browser. Once finished, click the down arrow icon to open the drop down menu. Click on the **meeting.collab** file.

This window may not appear for up to 20 seconds, please be patient during the installation process. The **Verifying application** window appears.
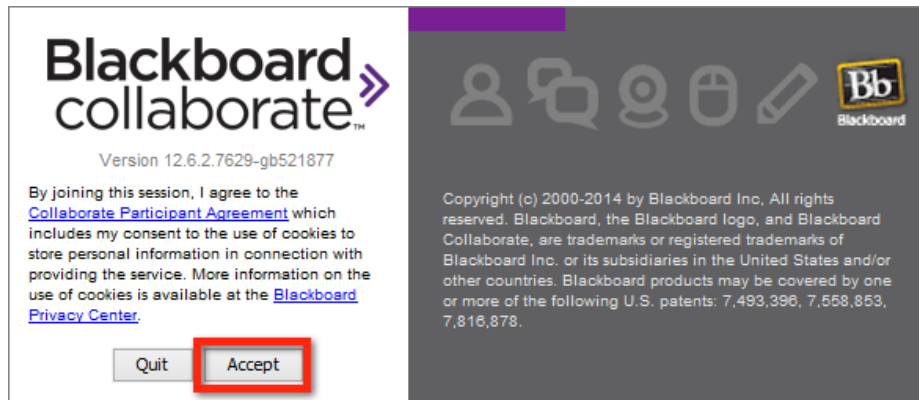

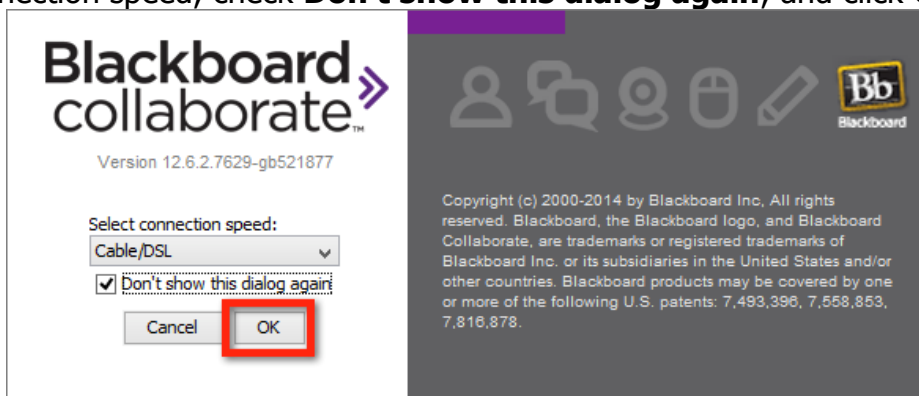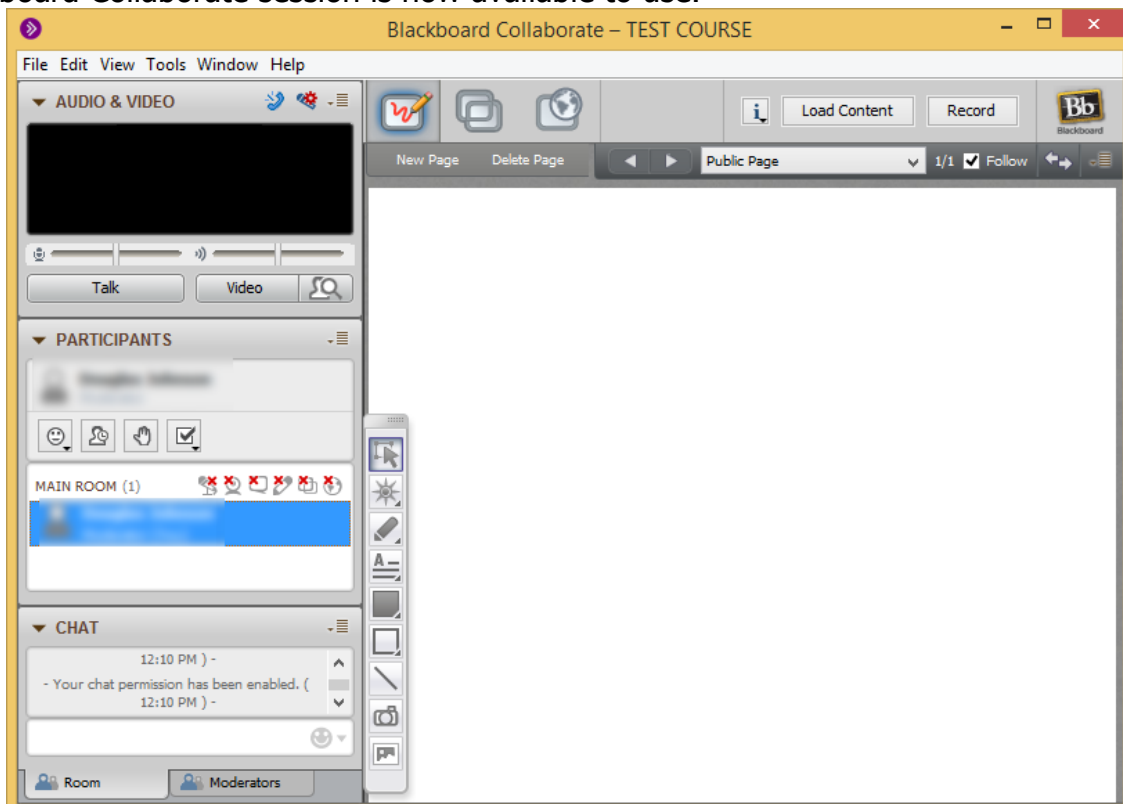Blackboard Collaborate is now loading...

Click **Accept**.

Select a connection speed. If you have a desktop computer you most likely are connected to **Cable/DSL**. If you have a laptop computer, you are most likely using **wireless**. Once you have selected your connection speed, check **Don't show this dialog again**, and click **OK**.

Your Blackboard Collaborate session is now available to use.

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Email: blackboard@govst.edu Phone: (708) 534-4115

Note: Remember, this is a one-time setup. Once you have completed all these steps and Blackboard Collaborate opens, you will not have to download anything else. You will simply click on the session and launch room button to enter the session.

You may use this website in case you would like a little more information on Blackboard Collaborate, such as Configuring your system, Training and Resources, and 24/7 support portal if your questions fall outside of our office hours:

http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336