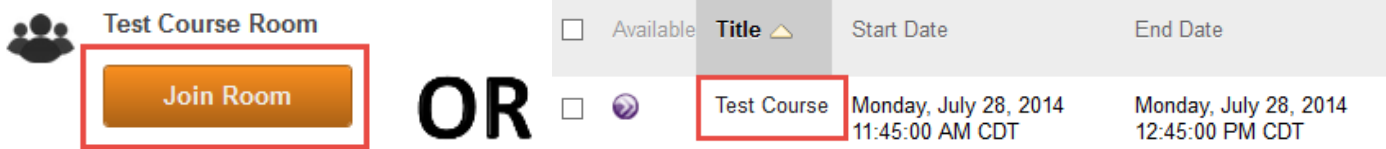# Collaborate First Time User - PC

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**.

First time using Blackboard Collaborate?

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?
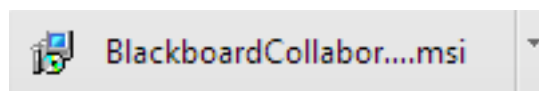
Install the Launcher

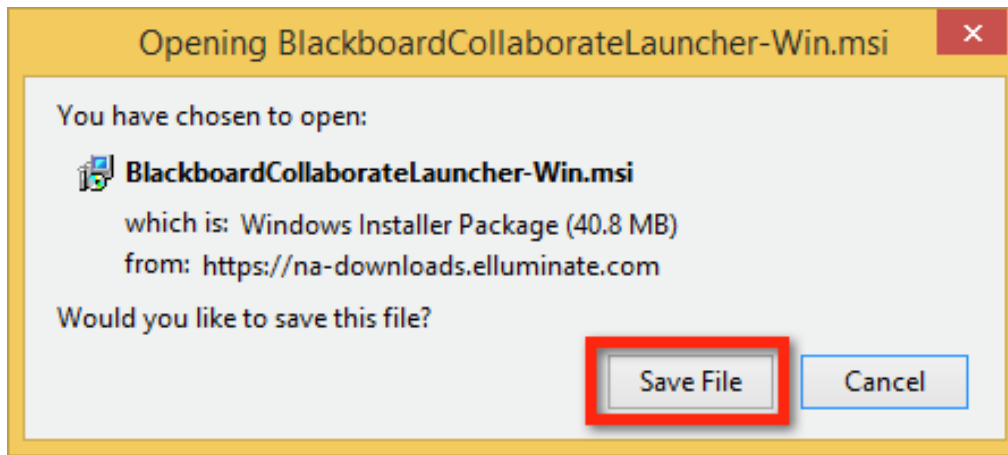Run the installer (Windows) or unzip the download (Mac OS X).

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.
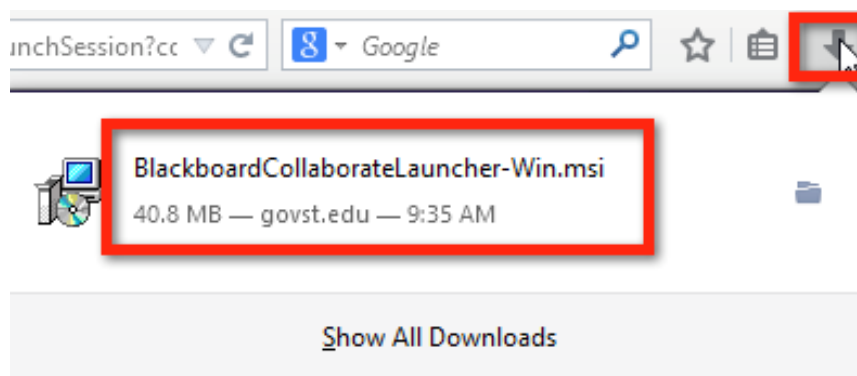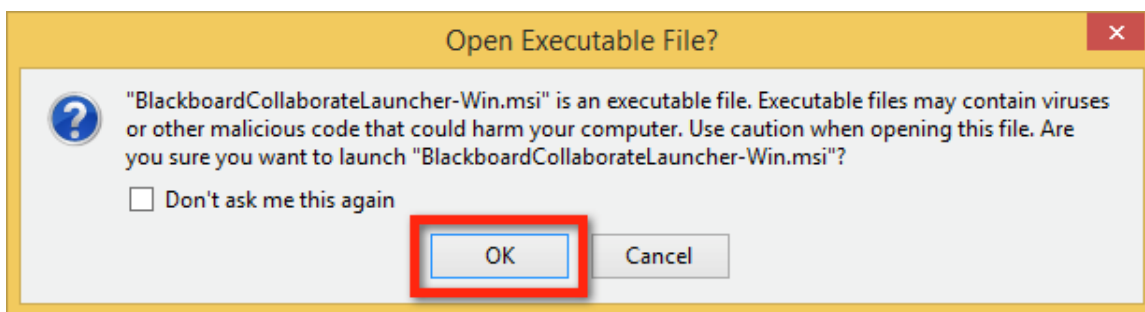
BlackboardCollabor....msi

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.
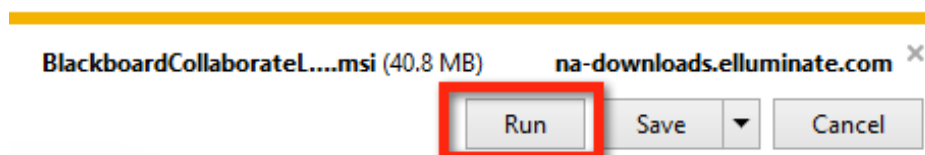

You may receive a prompt to warn you of the risks opening software downloaded from the internet. Since this is from a secure site, click **OK**.
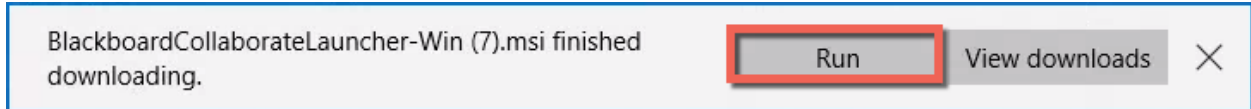

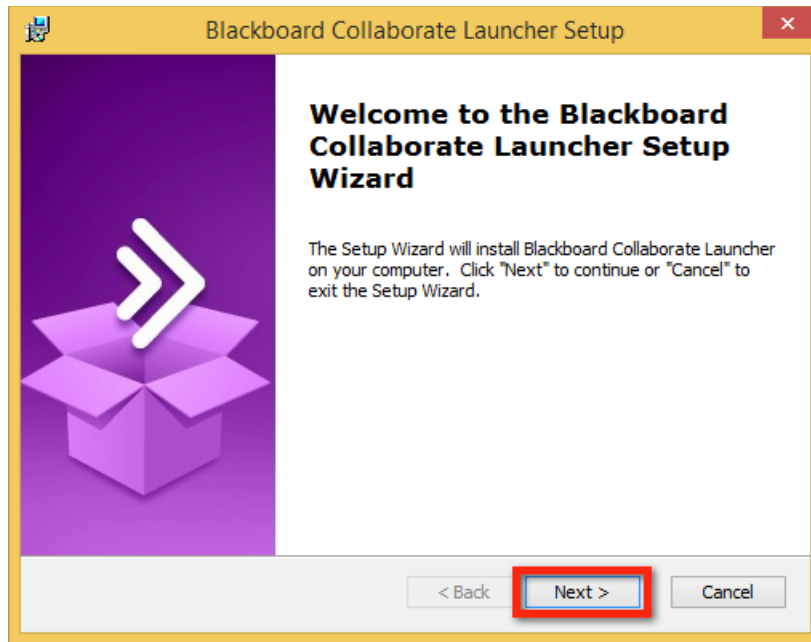
Internet Explorer:
Click the **Run** button.
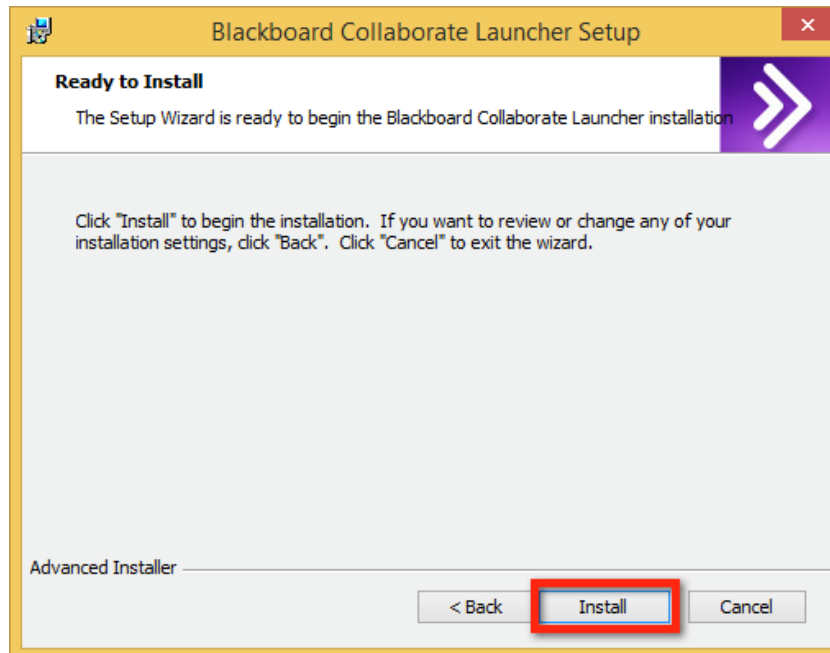
Microsoft Edge:
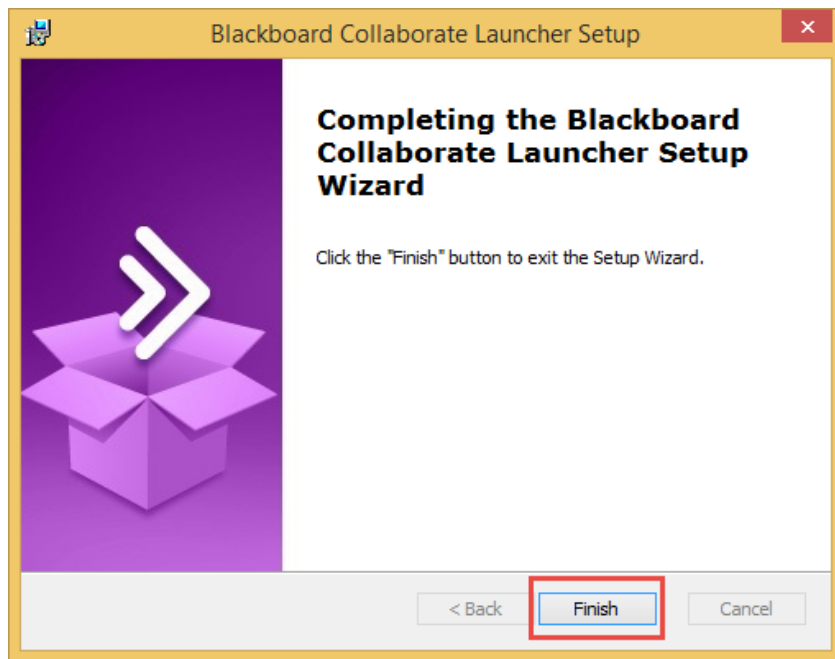
Click the **Run** button.

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

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.

Chrome:
The download will store in the lower left corner of the browser. Once finished, click on the **meeting.collab** button.

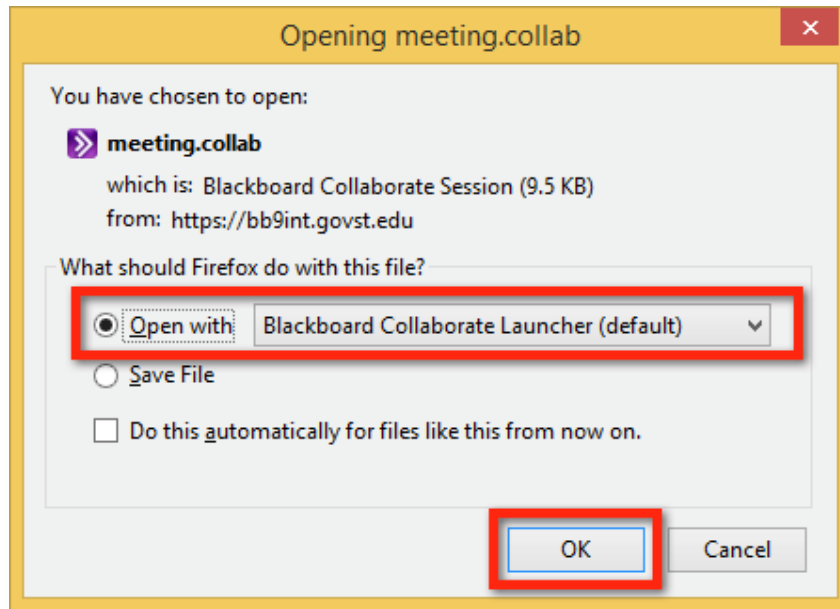**Firefox:**
The Opening meeting.collab window appears. Make sure **Open with** is set to **Blackboard Collaborate Launcher**. Click **OK**.

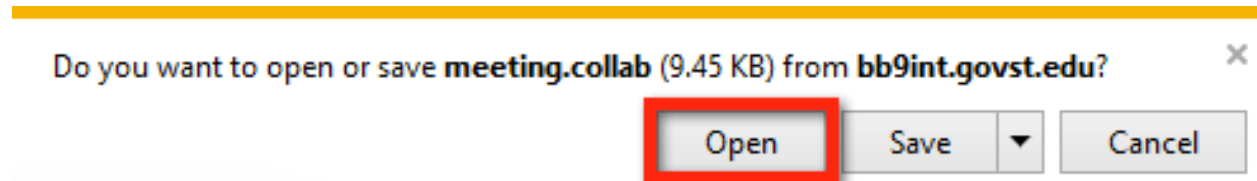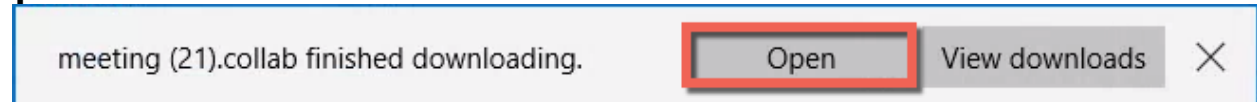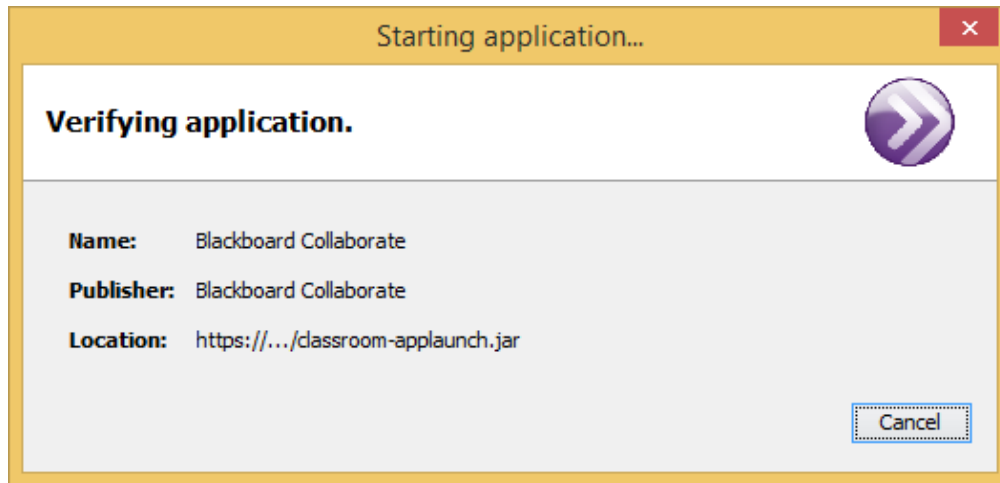**Internet Explorer:**
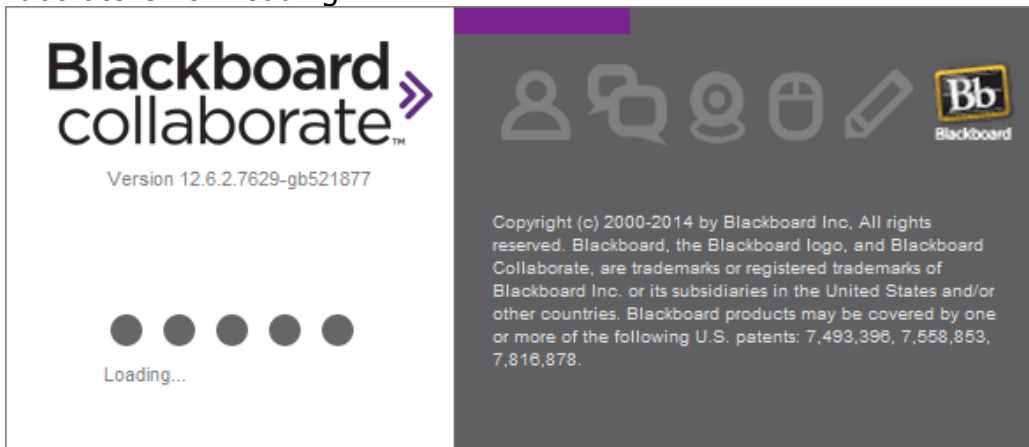
Click **Open**.

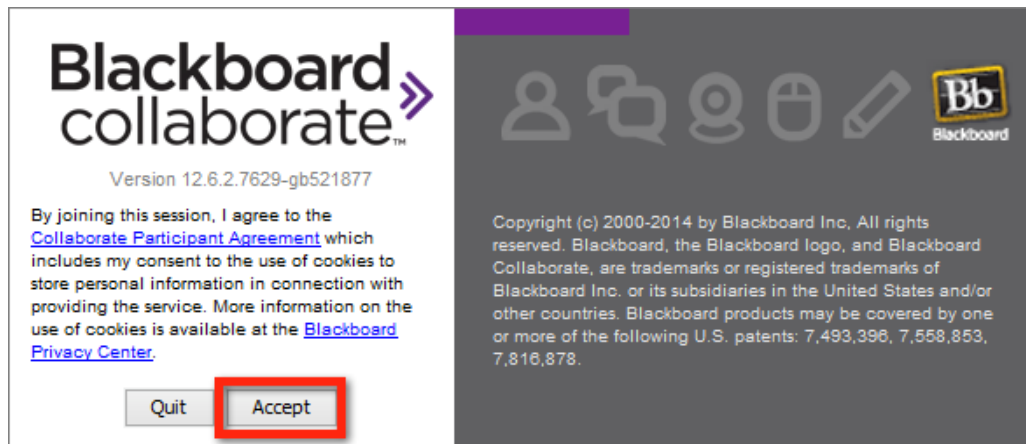**Microsoft Edge:**

Click **Open**.

Once you run the file, please wait for the application to load. The window may not appear for up to 20 seconds. The Verifying application window appears.
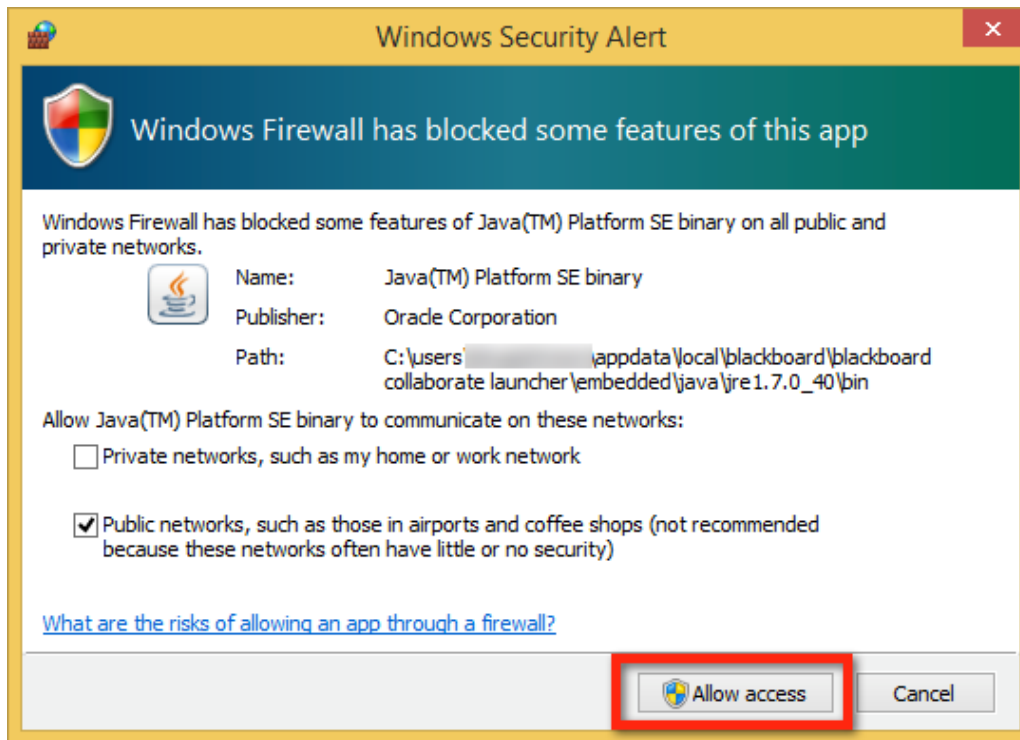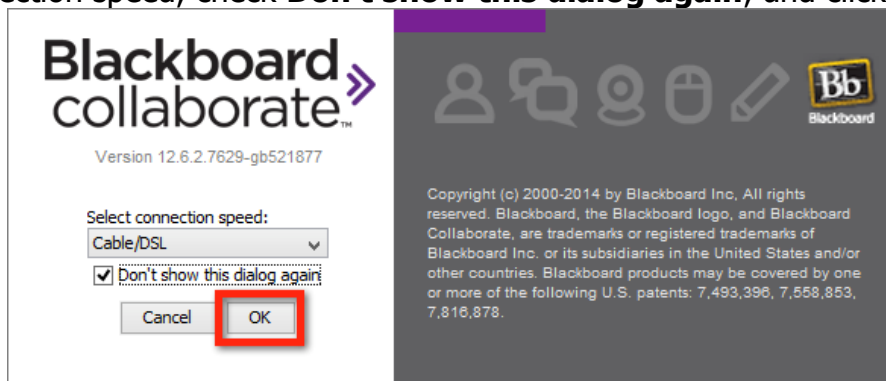
Blackboard Collaborate is now loading...
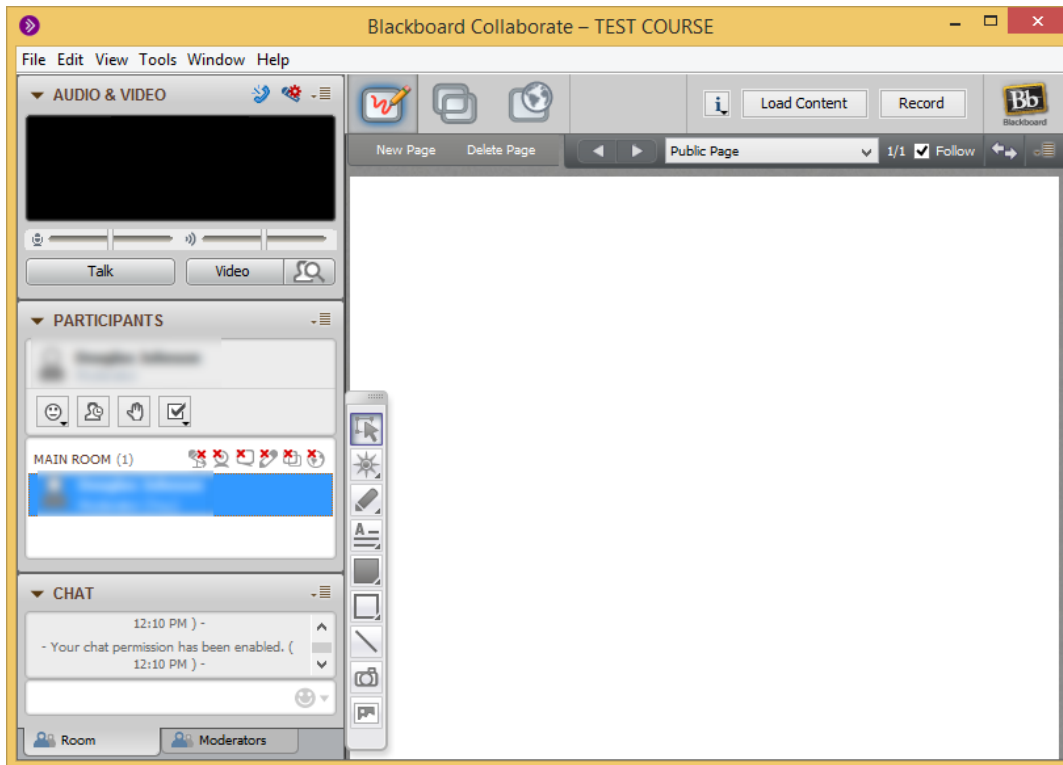

Click **Accept**.

Click **Allow Access**.

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.

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