Collaborate Web Conferencing

**Before Your First Collaborate Session**

Well before your first Collaborate session you will need to access the “First Time Users” website ([http://goo.gl/6hUIA](http://goo.gl/6hUIA)). This website will walk you through these four steps to help you have a successful web conference session using Collaborate. We highly recommend that all participants in a Web Conference have headphones with a microphone for an optimum experience.

**Step 1: Checking System Requirements.** The site will automatically check your computer to see if you are using a supported operating system, and that you have the correct version of Java. If you don’t see the two green check marks at the top, ✔ follow the instructions to update your system.

**Step 2: Configuring your System.** This step will allow you to enter a test instance of Collaborate and configure your system. Click on the “Configuration Room” link. Follow the steps listed in the test room to run the audio setup wizard and to set the connection speed of your internet connection. You may have to click on the meeting.jnlp file which will be downloaded in order to enter the session.

**Step 3: Training and Resources.** For this step you should click on the Online Orientation Link. This is a seven minute presentation that will show you what the participants’ interface looks like and will go over different features within Collaborate. This useful module explains the basics of using Collaborate.

**Step 4: View our Support Portal.** The support portal link featured here will take you to the main Collaborate support portal. The extensive knowledge base has many more online resources and features important bulletins and newsletters which can help you troubleshoot any difficulties you encounter.