

## Installing Blackboard Collaborate Launcher

Start by checking to make sure that the computer and web browser that you plan on using to attend the Collaborate session is compatible with Blackboard Collaborate. Do so by holding the Ctl key on your keyboard while clicking the following link: [Testing your computer's Compatibility](#).

After clicking the link above a web browser will launch taking you to the Collaborate Web Conferencing – First time Users page. A message will display telling you if your system meets the requirements (See figure 1).

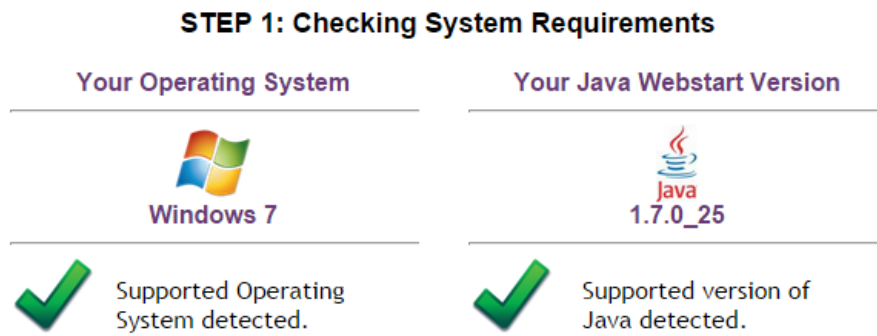


Figure 1: Reviewing your System Requirements

Blackboard Collaborate requires that facilitators and participants have Collaborate Launcher installed on their computer. Do so by scrolling down to “Step 2: Configuring your system” group on the Webpage and clicking a Configuration Room (See figure 2).

### STEP 2: Configuring your system

We provide a **Configuration Room** that you can use to test your connection, settings, and configure your audio. This step is optional and is intended for sessions hosted on Blackboard Collaborate servers. To test your configuration for sessions hosted at your Organization's site, please contact your Administrator.

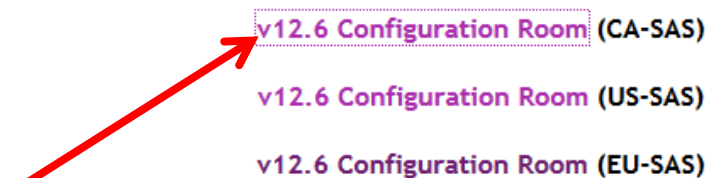


Figure 2: Clicking a “Configuration Room” link

You will be taken to the Download Launcher Page. Click on the first drop down menu, select your operating system, and then click the **“Download>>”** button (See figure 3).

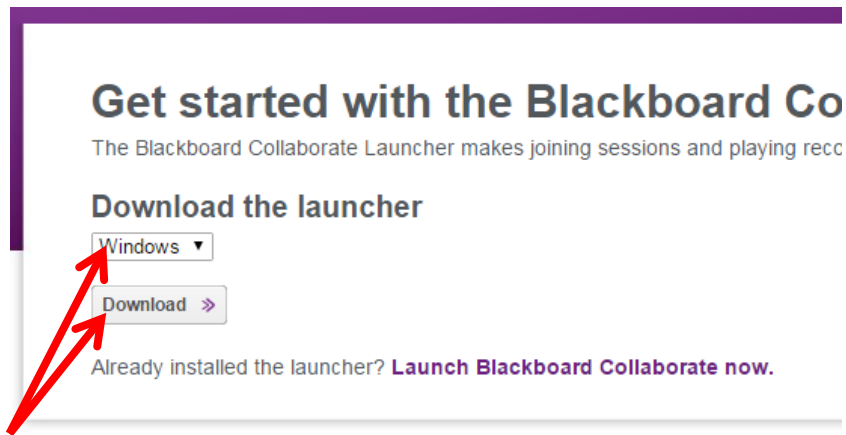


Figure 3: Selecting your operating system then downloading the launcher

Depending on the web browser that you are using, the launch file may be saved in different locations. Navigate to the downloaded file titled **“BlackboardCollaborateLauncher-Win.msi”**(PC) or **“BlackboardCollaborateLauncher-Mac.zip”** (MAC) and click **“Run”**.

If you are using MS Internet Explorer, a link will be displayed in a yellow bar at the top of your browser (See figure 4).

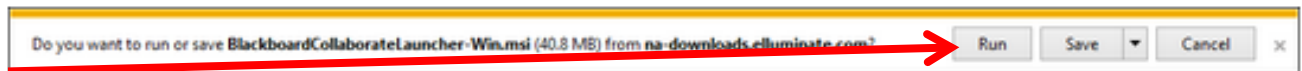


Figure 4: Clicking “Run” for MS Internet Explorer

If you are using Google Chrome, the link for the file will be located the lower left hand corner of your web browser (See figure 5).

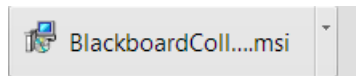


Figure 5: Launching the installer for Google Chrome

If you are using a Mac Java may prompt you for permission to download and run the collaborate launcher. Click the **“Always run on this site”** button (See figure 6).

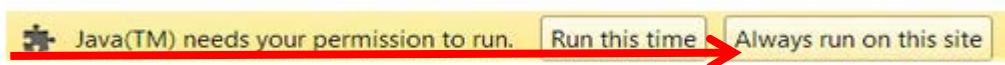


Figure 6: Clicking the “Always run on this site” option

If you are using Safari as a web browser it will automatically unzip and run the file. If you are using the Google Chrome or Fire Fox on a Mac you will need to navigate to the downloads folder and unzip then install the software.

The Blackboard Collaborate Launcher Setup window will now appear. Click the **“Next >”** button, then click the **“Install”** button, followed by the **“Finish”** button (See figure 7).

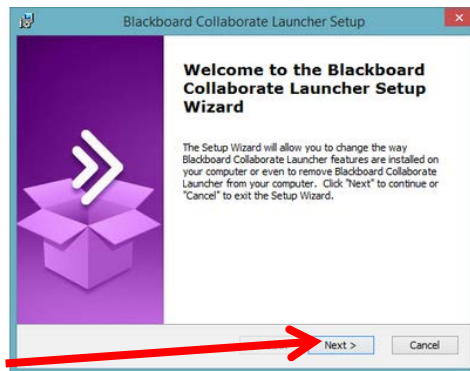


Figure 7: Running the Collaborate Launcher Setup Wizard

When you have completed running the Blackboard Collaborate Setup Wizard, return to the Downloading Installer page in your browser and click **“Join”** to confirm that you have successfully installed the software (See figure 8).

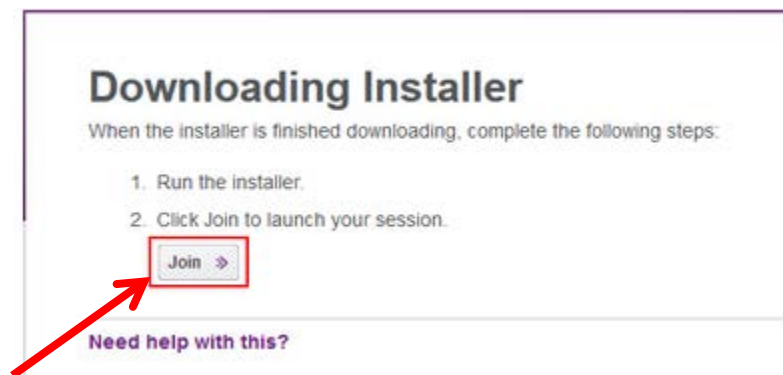


Figure 8: Clicking the “Join” Button

The Blackboard Collaborate “Select connections speed:” menu will appear (See figure 9). There is no need to proceed any further. You have successfully installed Blackboard Collaborate Launcher.

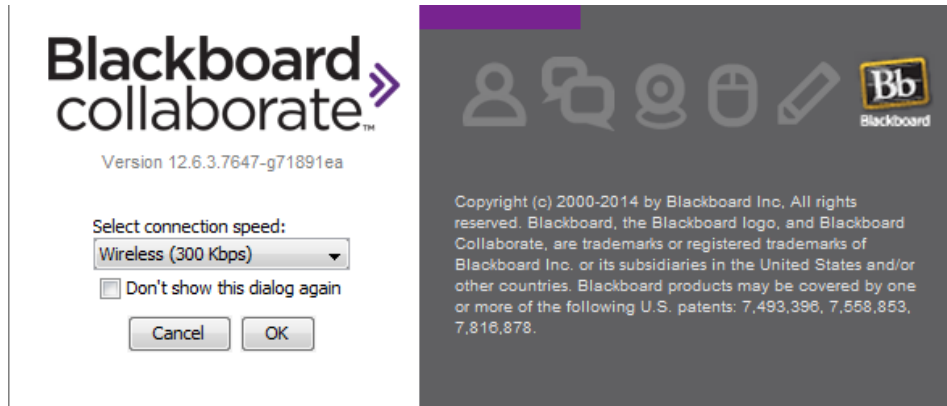


Figure 9: You have successfully installed Collaborate Launcher