Dear…

This is a reminder of the webinar “title here”. The event will begin at date/time. Please login around 5 to 10 minutes prior to session to ensure a great webinar experience.

The webinar will take place in a [Blackboard Collaborate virtual conference room](https://help.blackboard.com/Collaborate/Ultra/Participant). You will need to make sure you have a good internet connection and your computer speakers are turned on as audio will be via VOIP.

Below is the guest link to accessing the webinar.

**Guest Link:** <https://eu.bbcollab.com/guest/>..... (not a real link)

**Prior to the session:**

1. Collaborate Ultra will be hosted in your browser. We recommend using the Google Chromebrowser for the best experience:
   * [Download the Google Chrome browser](https://www.google.com.au/intl/en/chrome/browser/desktop/index.html)
2. Required Equipment and Software:

* Internet Access (broadband connection highly recommended)
* For the best experience,use **Google Chrome**: [Browser Support](https://en-us.help.blackboard.com/Collaborate/Ultra/Administrator/040_Browser_Support)
* Soundcard with microphone and headphones (A headset with microphone/headphones is highly recommended)
* Webcam (optional)

1. Click the guest link to access the virtual classroom.
2. Enter your name to access the session. There is no password required.
3. Once in the session, please check your audio and video setup.
   * ​​[Audio and video setup](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Audio_and_Video_Set_Up#get-set-up)

For more information about Blackboard Collaborate:

* [Advice on Planning or Participating in a Session](https://www.ed.ac.uk/information-services/learning-technology/communication/advice)
* [Blackboard Help](https://help.blackboard.com/Collaborate/Ultra/Participant)