



Collaborate Ultra

How to invite external user to a Collaborate Ultra session within MyEd

There are two ways to invite external users to a Collaborate Ultra Session:

1. When creating the session
2. Sharing the Guest Link

When creating the session

- To add external participants enter **the name and email address of the participant** you want to invite > select **Add External Participant**.

External participants

Display Name: John Smith

Email: johnsmith@mymail.com

Add External Participant

Enter an external participant.

Save Session Cancel

(Inviting external participants to a session requires a valid email address.)

- All added participants should now be listed.
- Save the session.

Any external participant added to a Collaborate Session via MyEd will be sent an email notifying them of the session details.

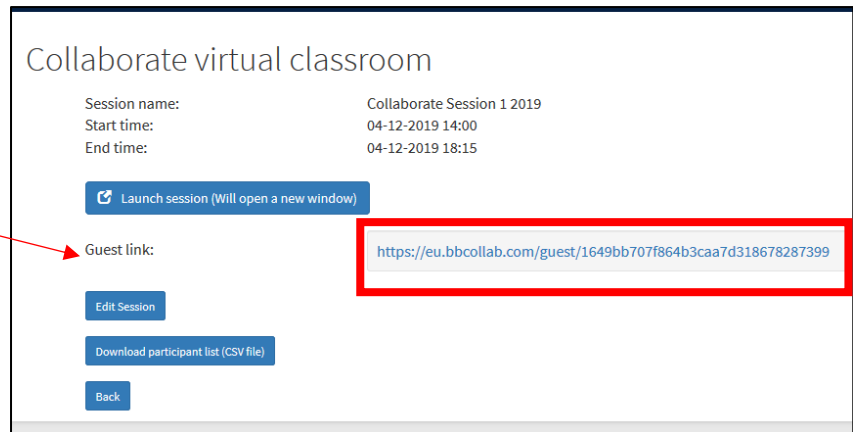
Sharing the Guest Link

Users can then share the Guest Link after the session has been created. A user who joins a Collaborate Session via Guest link will join the session as a Participant.

- Within the Collaborate Channel in MyEd **click on the Session name** that you have created.

<input type="checkbox"/>	Collaborate session 1	24-07-2017 12:45	24-07-2017 15:00	Edit
				Recordings

- A session information screen will be displayed which contains the **Guest Link**.



- **Copy this link and share** to people you wish to join the session (e.g. add the link to a web page or send via email).