**Invite a Guest**

to Blackboard Collaborate

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**Step 1.** Login to Blackboard and go Collaborate to create your session.

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**Step 2.** Click the grey area by your session’s name. A drop down menu will appear.

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**Step 3.** Select “Allow Guests”. Turn On “Allow Guests” and enter the guest’s email address.

The URL can be pasted into a calendar event or emailed. For you guest to receive an email to the session, add the guest's email address into the textbox by “Add”. Click the “Add” button and then click “Send Invitations”.

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**Step 4:** Your guest will receive an email that looks like this:

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You are invited to attend the following Blackboard Collaborate session: Collaborate Session with Guest.

Session Details
Starts: Mar 19, 2014 9:45 AM
Ends: Mar 19, 2014 10:45 AM
You may join the session as early as 15 minutes prior to the start of the session.
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**MORE INFORMATION**

For more information about Blackboard Collaborate Session visit

- [http://elearning.uaf.edu/go/blackboard-collaborate-guest](http://elearning.uaf.edu/go/blackboard-collaborate-guest)
- [http://elearning.uaf.edu/go/bb-collaborate-session](http://elearning.uaf.edu/go/bb-collaborate-session)