**Please note:** In order to give a Web Tour in Collaborate, you must either be a Moderator for the room, have been granted Moderator privileges, or have been granted access to give a “Web Tour” by an active Moderator in the live room.

## Web Tour in Collaborate

1. Once you are logged into your Collaborate room, go to the tool icons located above the whiteboard area.

2. Click on the Web Tour icon (a white screen with a globe).

3. Below the icon, an empty white space will appear. In it, enter the URL (web address) for the webpage you want to visit. Then press the Enter key on your keyboard.

4. If you would like to share the URL with your participants as an active link in the Chat Window, click on the Page Options menu (located next to “Follow Me”) and select “Publish URL to Chat”.

5. Once you wish to complete the Web Tour, click on the “Whiteboard” icon at the top of the screen. You will be returned to the active in session Whiteboard.

**Tips:**

- Make sure the “Follow Me” box is checked to make sure room participants see the pages you visit on the tour.

- If you are going to a website that requires a login, you must use the App Share instead. Otherwise, participants will be able to follow you only up to the point you at which you login.