Audio & Video Setup in Collaborate Ultra

Getting Started

You must give the browser permission to use audio and video to participate in a session. This is necessary so that you are seen and heard.

You'll be asked to do this when you first join a session or when you first go to share your audio or video.

Setting up Audio and Video Later

If you skipped the initial prompt to set up, you can set up audio and video at any time in My Settings.

1. Open the Collaborate panel and select My Settings.
2. Select Set Up your Camera and Microphone.
   
   You can use your phone for audio. To learn more, see Call Into a Session.

3. Choose the microphone you want to use. Collaborate tells you that you sound great when it is receiving your audio. Select “Yes”, it’s working to proceed.
4. Choose the camera you want to use. Collaborate tells you that you look great when it is receiving your video. Select “Yes”, it's working to proceed.

By default, you are hidden and muted after you complete the setup. Select the microphone and camera icons to begin full meeting participation.

With your keyboard, press Alt + M to turn your microphone on and off. Press Alt + C to turn your camera on and off.

Adjust your speaker and microphone volume any time in My Settings.