

Invite Guests to Join Collaborate Session

Guests can be invited to join your Collaborate session in one of two ways; **1)** using the web conference URL or **2)** with an email invitation. Each is explained below.

Join Using URL - Individuals who are not enrolled in a course can be invited to join using a URL. The URL is automatically generated when the session is created. It will display in a green banner at the top of the Blackboard Collaborate Scheduling Manager landing page.

Copy
this link

Success: Session was created successfully

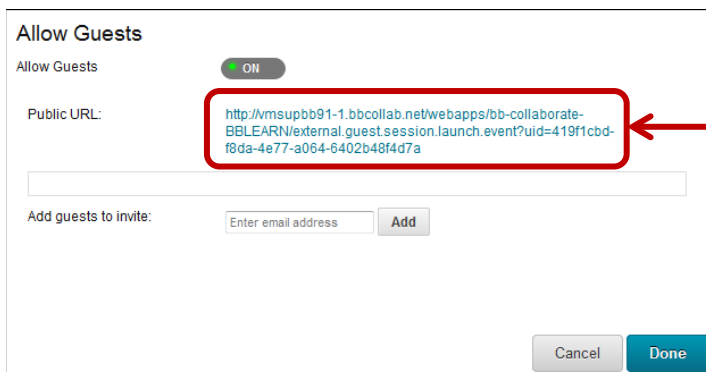
To invite unregistered guests to this session American History, use the following link:
<http://vmsupbb91-1.bbcollab.net/webapps/bb-collaborate-BBLEARN/external.guest.session.launch.event?uid=82208052-c6e9-4bc4-a478-3b24068932bc>

Email Invitation - guests can also be invited to join a session by sending an email invitation directly from the course.

1. In the Blackboard Collaborate Scheduling Manager, locate the Collaborate session. Roll your mouse over the Collaborate session title and click the arrow on the right to display shortcut menu. Click on **Allow Guests**.



2. Enter the email address of the guest who should be invited and click **Add**. You can enter multiple email recipients. When you are finished entering the email address, click on **Send Invitations**. A standard email message which includes the URL to join the session, session start, end, and early entry times will be sent to recipients.



Alternatively, for a more customized email invitation, you can copy the web conference URL and paste it into an email message that you create yourself.