# TABU Dag 2021
Guide to Blackboard Collaborate

This year's edition of the TABU Dag will be organized fully online using Gather.Town and Blackboard Collaborate. This document will provide you with a short guide on how to access the Blackboard Collaborate. We recommend you to read the [Get Started guide for participants](#) and/or [presenters](#) by Blackboard Collaborate before the meet-up. It is also possible to follow a short tutorial when you have entered the meeting room.

Accessing Blackboard Collaborate

Blackboard Collaborate is an online application that runs in your browser. It is not necessary to create an account or download software to access our Blackboard Collaborate session. We ask presenters to arrive a little early, so the organizers can give them presenter rights. Click [here](#) to read more about finding your way in the session.

By default, your webcam will be off and your audio will be muted when you enter the main room. We ask all attendees to keep their audio muted when someone is presenting, but you are welcome to turn on your webcam. To turn on your webcam and/or microphone, click on the video ( )or audio ( ) icon at the bottom of the screen.

How to present (presenters only)

The following information is for presenters only. You can read more about how to share files [here](#). Essentially, to display your PowerPoint, open the *Collaborate* panel and click on the 'Share Content' icon. ( ). Then, select 'Share Application/Screen' or 'Share file'. Unfortunately, Blackboard Collaborate is not able to stream sound from your file or the application you are sharing.

If any questions remain after reading this document, please do not hesitate to further consult the Blackboard Collaborate manual or contact us.