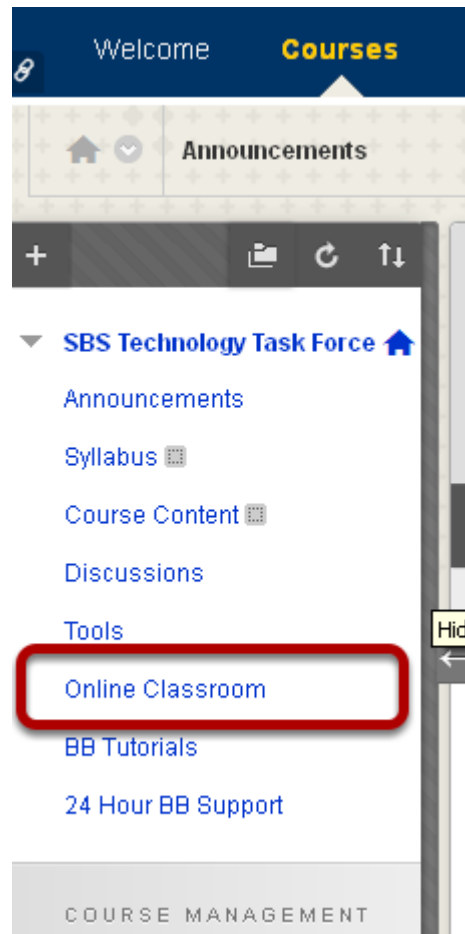


# Inviting External Presenters or Participants

Collaborate lets you invite external participants, non-Suffolk users or those without a Suffolk Blackboard account to join your session as long as you know their email address.

1. Click on the Online Classroom/Collaborate link in your course menu



2. Click on the contextual menu for your session

**SCHEDULED SESSIONS** | [RECORDINGS](#)

Search  Start Date  End Date

Available	Title ▲	Start Date	End Date
	<b>SBS Technology Task Force</b>	Tuesday, February 4, 2014 11:30:00 AM EST	Wednesday, February 13, 2014 11:30:00 PM EST

- Edit Session
- Delete Session
- Allow Guests
- Add Link
- View Session Attendance

When you roll over the session name, a drop down arrow appears. Click on it to expose an additional menu with options.

### 3. Select Allow Guests

**SCHEDULED SESSIONS** | [RECORDINGS](#)

Search  Start Date  End Date

Available	Title ▲	Start Date	End Date
	<b>SBS Technology Task Force</b>	Tuesday, February 4, 2014 11:30:00 AM EST	Wednesday, February 13, 2014 11:30:00 PM EST

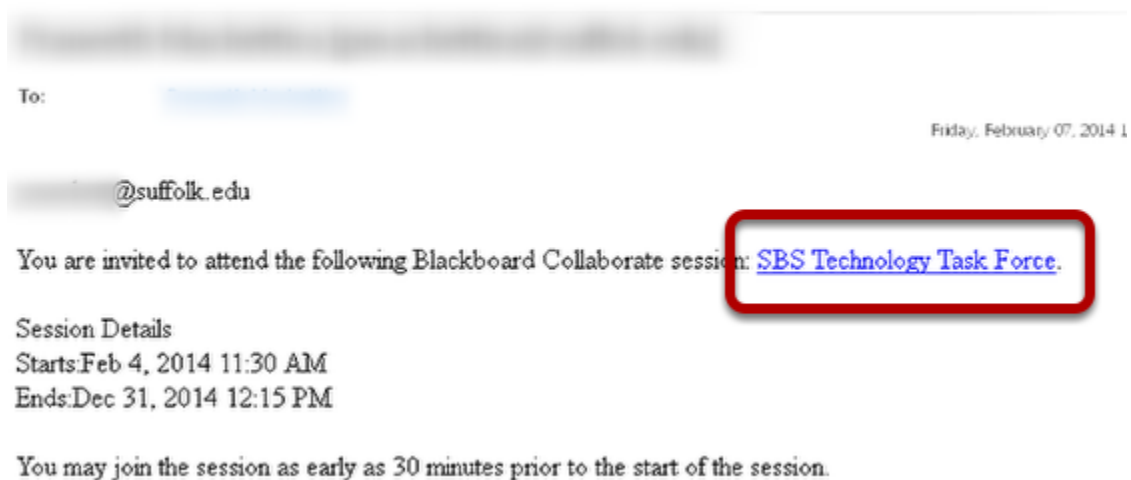
- Edit Session
- Delete Session
- Allow Guests
- Add Link
- View Session Attendance

### 4. Allow Guest Access and invite via email

1. On the **Allow Guests** pop up screen first set the Allow Guest option to ON, if it is not already.
2. In the **Add guests to invite** option, enter the email address of the participants and click Add
3. Once you've finished adding the email address, click **Done**

5. That's it. Guest will receive an email inviting them to the session

## Blackboard Collaborate Session Invite



Guests can click on the link to automatically join the session without the need for entering any additional information on their part.