How to Access a Live Session

31 Days of Women & Leadership Learning

[How to Access a Session in Blackboard Collaborate](#)

[How to Access a Session in Facebook Live](#)

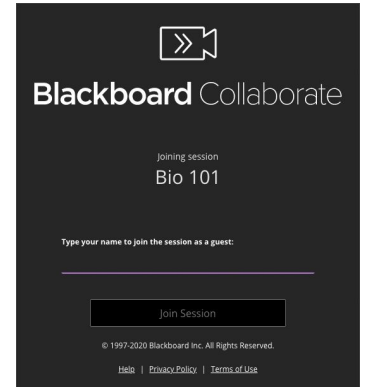[How to Access a Session in Microsoft Teams](#)

[How to Access a Session in Webex](#)

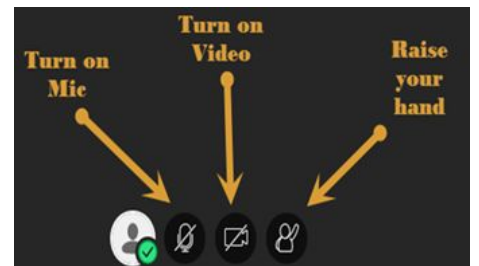# How to Access a Session in Blackboard Collaborate

1. Open the Blackboard link provided to you in your browser.
   a. For the best Blackboard Collaborate experience with your screen reader use Chrome on a Windows system and Safari on a Mac.
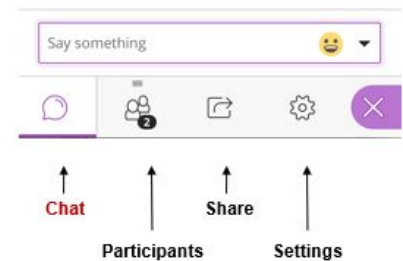

2. After the page loads, you will see the screen below. Type in your name and select **Join Session**.

3. If this is your first time joining the session, complete the audio and video set up and add a profile picture.
   a. Once you arrive in the session, **please make sure your audio and video are MUTED**. If you would like to join into the discussion, please raise your hand and we will invite you into the conversation. Click the arrow in the bottom-right corner to access other features.
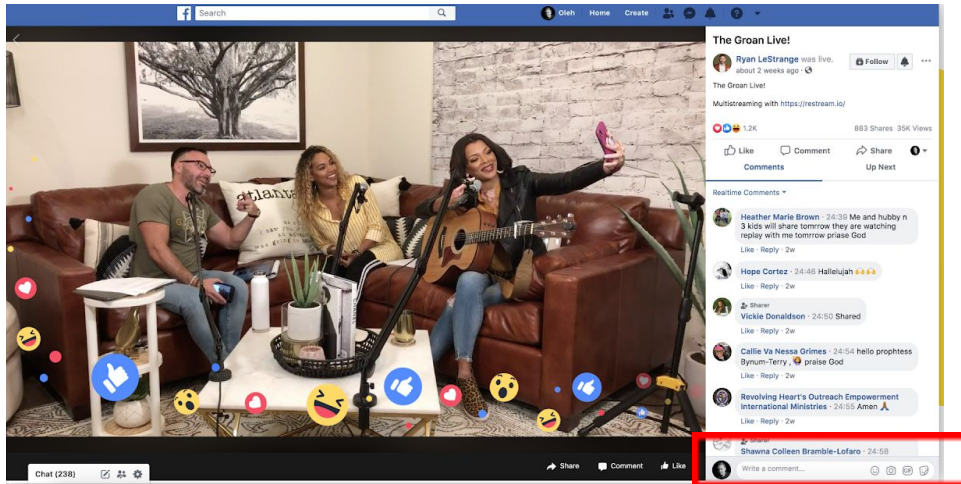

4. Have a question? Type it into the chat window

5. Once the session has ended, close the browser window to leave the session.
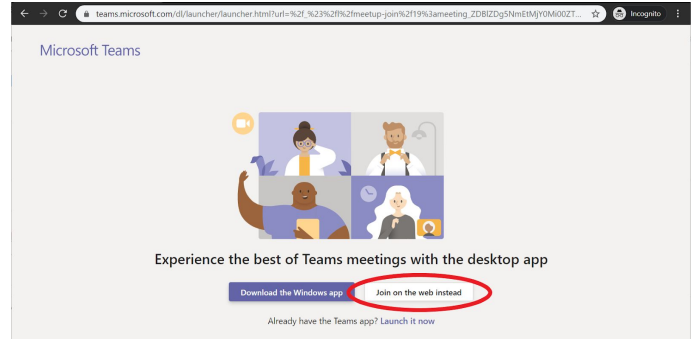
How to Access a Session in Facebook Live

1. Open the Facebook livestream link provided to you in your browser. The stream will start at the scheduled time.
2. Have a question? Type it into the chat window on the bottom right.
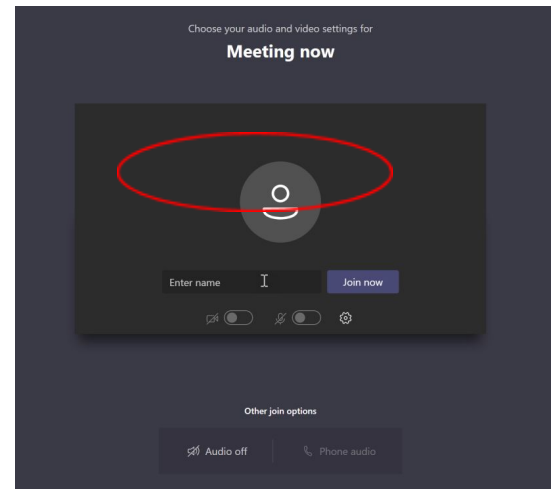

3. Once the session ends, close the video to leave the session.
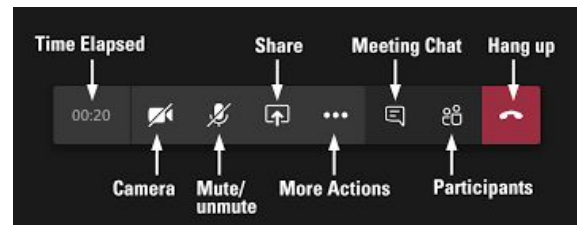
How to Access a Session in Microsoft Teams

1. Open the Microsoft Teams link provided to you in your browser. You will be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
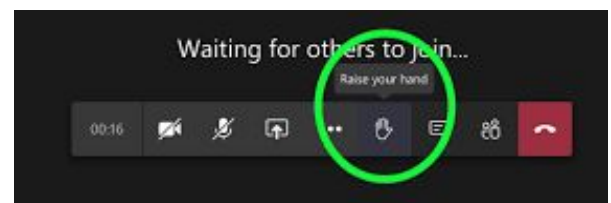

2. If you don't have a Teams account, you will have the option to enter your name to join the meeting as a guest.
   a. If you do have a Teams account, select Sign in to join with access to the meeting chat and more. As you join, **please make sure your audio and video are MUTED** as shown in the image below.
   b. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

3. After you join the session, once again make sure your audio and video are muted. If you would like to join into the discussion, please raise your hand and we will invite you into the conversation.
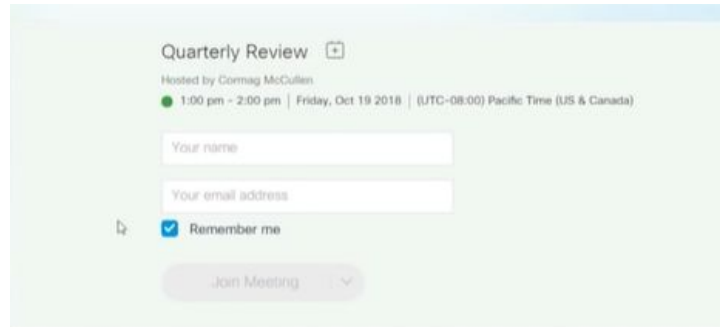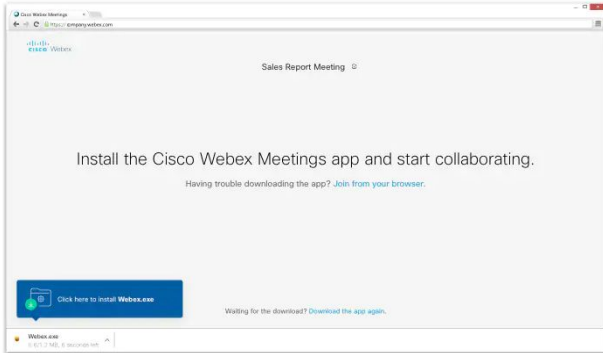
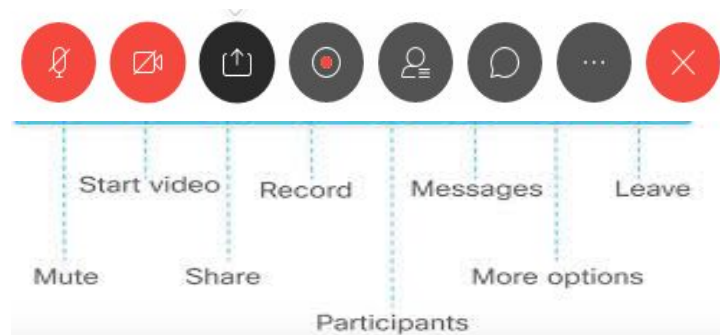

4. Have a question? Type it into the chat window

5. Once the session has ended, click the hang up button to leave the session or close your web browser.

How to Access a Session in Webex

1. Open the Webex link provided to you in your browser. When the join page opens, enter your name and email address.
   a. If this is your first time using Webex, you may have to register and install the Webex desktop app. Follow the instructions on your screen to do this.

2. Once you arrive in the session, **please make sure your audio and video are MUTED**. You can make sure by checking if the video and microphone buttons are both red.
   a. If you would like to join the discussion, please raise your hand by clicking on the participants button and then on the hand symbol next to your name. Once we see that your hand is raised, we will invite you into the conversation.
   b. Have a question? Type it into the messages window. The button for it, as shown in the image above, is located on the bottom of your screen.

3. Once the session has ended, click leave and close the browser window to exit the session.