



# Copy a Guest Link for a Blackboard Collaborate Meeting

Instructors can choose to invite a guest speaker or participant to their class meetings by sharing a guest link with them.

1. Click on the Session **Options Menu** next to the event you are interested in
2. Select **Copy Guest Link** and a link will be copied to your clipboard. You can now paste the link into an email etc. to invite a guest to your meeting (Figure 1).

## Blackboard Collaborate Ultra

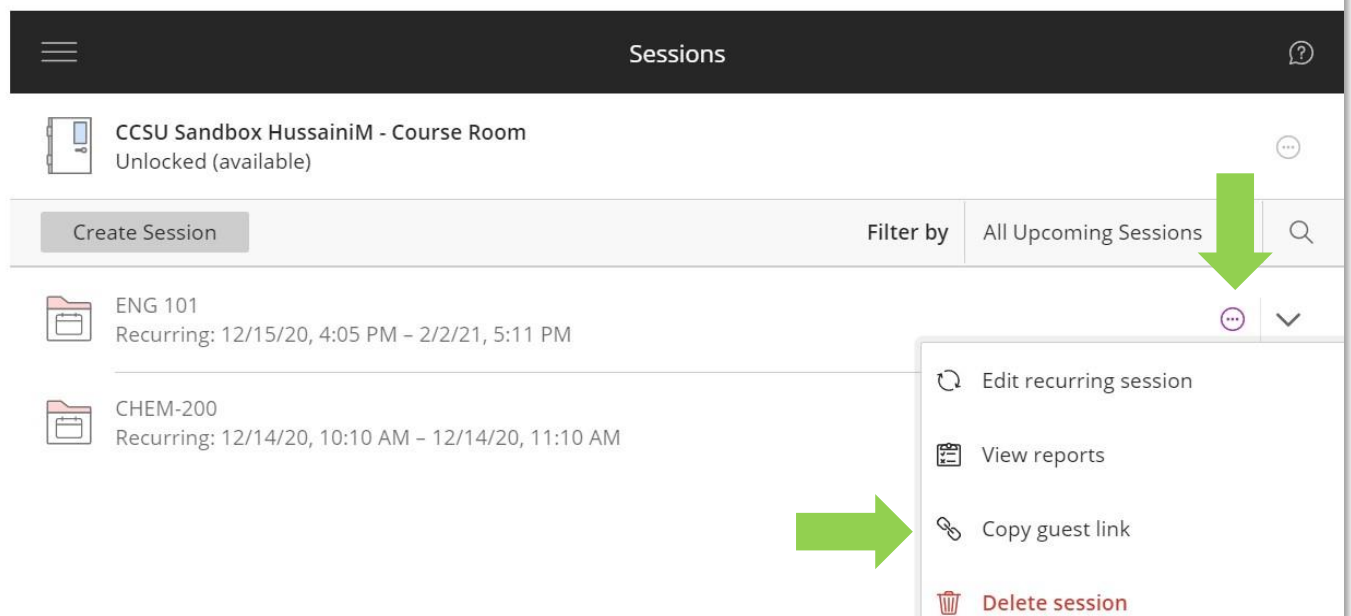


FIGURE 1

Not seeing the Copy Guest Link option appear in the menu? You might have Guest Access unchecked in the session settings. To activate Guest Access, click on the Session Options Menu and select **Edit Recurring Session** (Figure 2). Then check the box next to **Guest Access** (Figure 3) and scroll down to click **Save**. You may now proceed with steps 1 and 2 above.

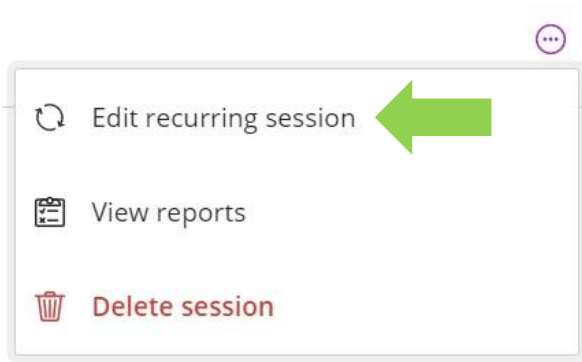


FIGURE 2

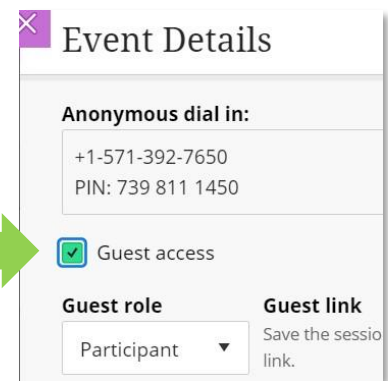


FIGURE 3