Hi there! My name is Tam and I am a Chapman Learning Commons Assistant. In this third part of the series on how to use Collaborate Ultra, I will show you how to use the microphone function, specifically on how to turn your microphone on and off.

Some instructors have disabled this function for their classes, therefore, it is possible that you won’t be able to use this function in your class.

If your instructor has enabled the microphone function, follow these steps:

1. If this is your first time using Collaborate Ultra, first, allow your browser to use your audio, and set up your microphone, and do an audio test (refer to Part 1 of this series).
2. To turn on your microphone, click on the “Share Audio” button, which looks like a microphone with a crossed-out line on top, located at the bottom left of your screen. You know your microphone is on when the crossed-out line is no longer on top of the microphone icon and when the icon is green.
3. Now, you can speak and everyone in your class should be able to hear you.
4. To turn the microphone off, click on this button again. You know your microphone is off when there is a crossed-out line on top of the microphone icon and when the button is grey.

That’s how to use the microphone function on Collaborate Ultra. Thanks for watching.

For more information, visit learningcommons.ubc.ca.