



## Add a third party teleconference to your Blackboard Collaborate session:

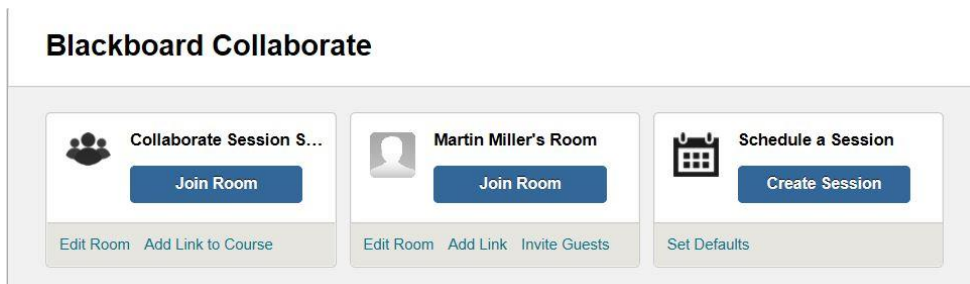
Log in to Blackboard Learn

Go to Blackboard Collaborate

If you want to add the teleconference to ALL sessions use the EDIT ROOM or SET DEFAULTS link.

You must make the change for each type of room.

1. For the persistent course room:
2. Click EDIT Room



3. Under Room Options; click Use third party.

### Teleconference Options

- Use built-in. ⓘ
- Use third party. ⓘ

4. Enter the phone number in all three Phone Fields
5. Enter the PRESENTER PIN in both the Moderator PIN and Session PIN fields.

**Choose which option to use for the teleconference**

Use Phone *i*

Moderator Phone <i>i</i>	<input type="text" value="(866) 832-7806"/>
Moderator PIN <i>i</i>	<input type="text" value="1220000"/>
Participant Phone <i>i</i>	<input type="text" value="(866) 832-7806"/>
Participant PIN <i>i</i>	<input type="text" value="69120000"/> <input type="button" value="x"/>
Session Phone <i>i</i>	<input type="text" value="(866) 832-7806"/>
Session PIN <i>i</i>	<input type="text" value="1220000"/>

6. Enter the participant PIN in the Participant PIN field.
7. Click the SAVE button in the lower right corner of your Edit Room window.