# Creating a Web-based Collaborate Session for Virtual Office Hours

**Recommended browser**: Firefox for moderators, participants may use other browsers.

1. Go to [https://us.bbcollab.com](https://us.bbcollab.com/) and login using the credentials provided.

*If this is your first time using the web-based version of Collaborate, request a login from Kelly Ellis at* *kellis@wilsoncc.edu**. Change your password after initial login by clicking your name in the menu on the left.*

1. Click “Create Session”.



1. Enter a “Session name” such as “Firstname Lastname’s Virtual Office”.
Check to allow “Guest access”.
Check “No End (open session)” to make this virtual space available indefinitely.
Click “Create”.



1. An email will be generated to you from “Blackboard Collaborate Support”. **Save this email**.
*The email will contain two links:*
	* To join your Virtual Office meeting click “Your link”.
	* Send the “Guest link” and “Session dial-in” info to others.



This is essentially a perpetual room that you can use over and over again. I recommend setting up a new one for each semester.

You can add this info to your signature line in your email.

**Example Signature line:**

 