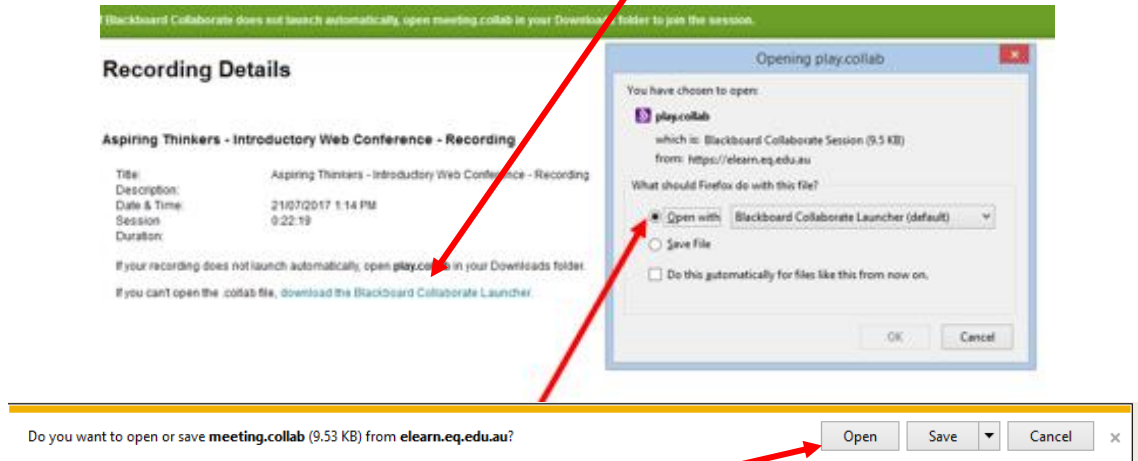# HOW TO VIEW A WEB CONFERENCE RECORDING

1. Click the **recording link** - see email or other communication that you received.

2. If asked, enter your details then click submit
   - Display Name (normally your first and last name)
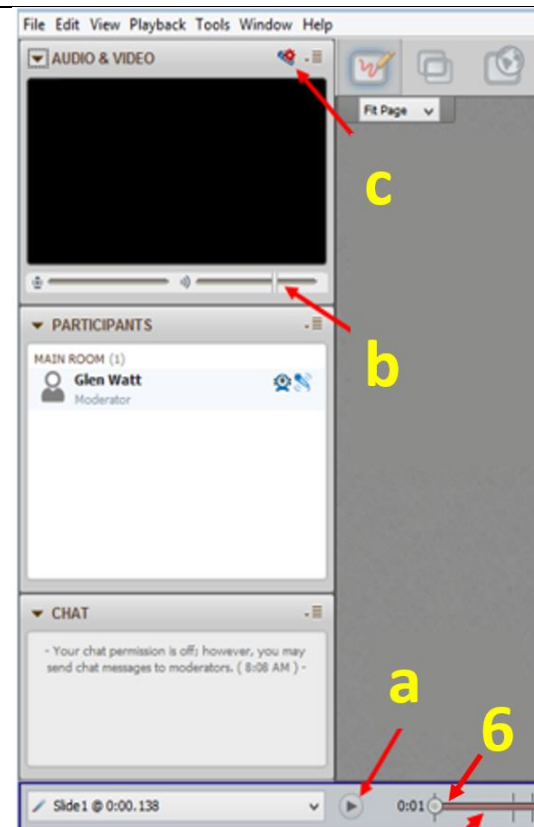   - Email address

3. **Download the launcher?**
   - As shown below, click the link to download the launcher - if this is the **first time** you are using Blackboard Collaborate on **this device.**
   - Skip to step 4 if you have already used Blackboard Collaborate on **this device.**

4. Choose to Open the session (don't save)
   - Your prompt to open may look different – it depends on the internet browser you are using.
   - It should open within 1-2 minutes – you are looking for this purple icon >>>
   - If it's taking a while, check your downloads folder and open **play.collab**

5. The recording should now open and start playing automatically – however you may need to:
   a) click play to begin
   b) drag the volume slider to the right to raise the volume level (also check the volume level on your computer)
   c) complete the audio setup wizard – to select the desired speakers

6. Use the slider along the bottom to move through the recording.

NB: If you need help call IT Service Centre 1800 680 445 and follow the prompts.