Dear Sir/Madame,

As member of the Opsys test group you are warmly invited to participate to the webinar organised for the launch of the test phase of the "Results" module.

**How to connect?**

As this is maybe the first time you will be attending a webinar session in Black board Collaborate it is important to learn your way around the use of this tool and its interface.

The procedure to connect to the virtual classroom session it very simple. Please read thee "User Guide on how to connect to Blackboard Collaborate™" (attached) step-by-step guide, then click on the session link:

<https://eu1.bbcollab.com/m.jnlp?sid=2014023&password=M.6DC6E93DECC88F330E49C0BABDC7F4>

The "Technical Guide on how to use the communication tools in Blackboard Collaborate™" (attached) explains all the functions available.

Please make sure to access the connection as early as possible to test your computer setup.

**On the day of the webinar**

We recommend that you connect at least ½ hour before the start of the session in order to settle any technical problems in due time.

You will be able to interact with the speakers using the chat (but not by microphone).

**What if I cannot what if I cannot participate?**

The webinar will be recorded and published on YouTube. The link to the video will be posted in the Opsys group in Capacity4Dev.

**Help!!**

In case of technical issues please contact  [EuropeAid-OPSYS-USER-SUPPORT-COMMUNICATION@ec.europa.eu](mailto:EuropeAid-OPSYS-USER-SUPPORT-COMMUNICATION@ec.europa.eu)