

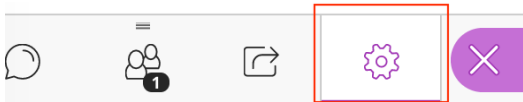
Add a Profile Picture to Blackboard Collaborate Ultra

Upload a profile picture to appear in Blackboard Collaborate Ultra sessions.

1. Navigate to your Blackboard course and [join a Collaborate Ultra session](#).

2. Click the purple icon  in the bottom right of your screen to open the **Collaborate Panel**.

3. Select the gear icon at the bottom of the panel to access **My Settings**.

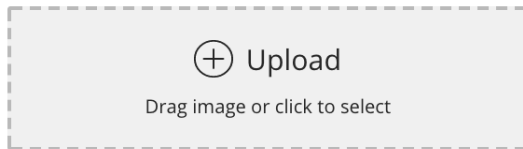


4. Click the pencil icon on the silhouette image next to your name.

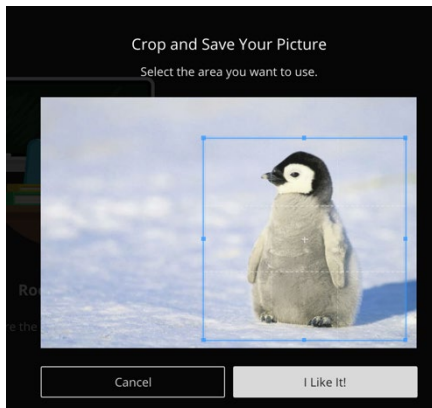
My Settings



5. Click **Upload** to browse your computer and select an image.



6. Use the blue box to select the area of the picture you want to use and then click **I Like It!**



[Remove](#)



[Capture Photo from Camera](#)

7. Click **Save to finish**.

Note: If you'd like to use this picture for every session keep the option **Always use this profile picture** checked.

Always use this profile picture

