Please follow the steps below to configure your audio output device on Window 7 and Window Vista:

- Right click on the sound icon (next to your clock) and select "Sounds"
- Select "Playback" tab

- Select your output device (Please Note - This will be the same output device you select to use in your Blackboard Collaborate session)
Select "Configure"
• Select "Stereo" or "2.0/2.1 audio"
Select "Next"
Select "Next"
Select "Finish"
Select "OK"

Launch your Blackboard Collaborate Session
Select Tools
Select Audio
Select the same output device