

Collaborate Ultra: Leaving the Room

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Leaving the Room

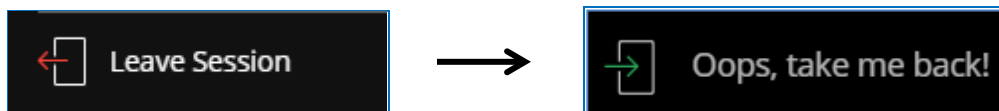
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Leave Session

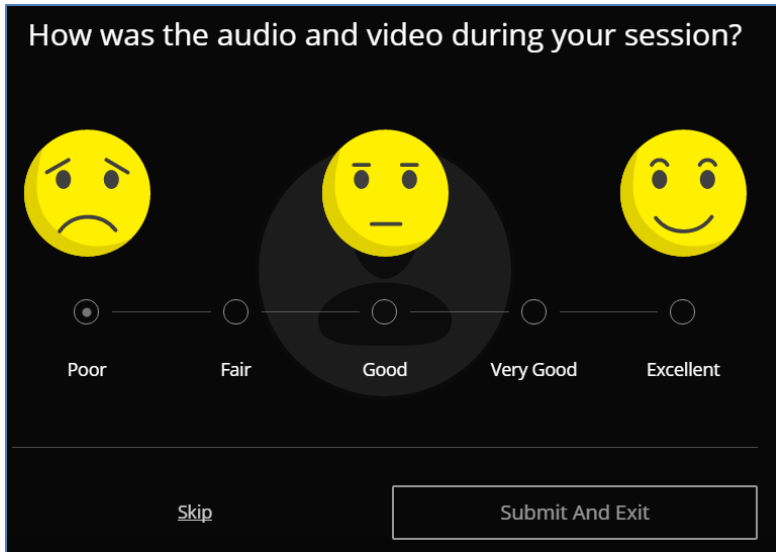
There are two ways to leave a Collaborate conference completely:

- click the **Leave Session** icon at the bottom of the Session Menu; or
- click the **My Settings** icon, and select **Leave Session** on the Feedback Panel.

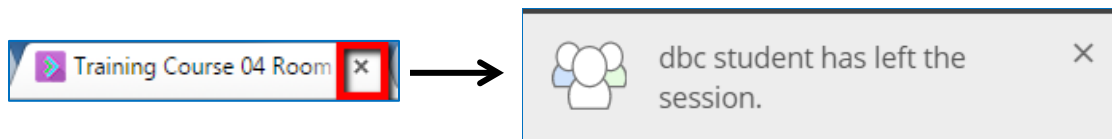
When you click this icon, a different icon appears in the top-left corner that allows you to return to the session.



The screen will also display a way for attendees to evaluate the quality of the audio and video from the session. Users may either select a rating and click **Submit And Exit**, or simply click **Skip**.



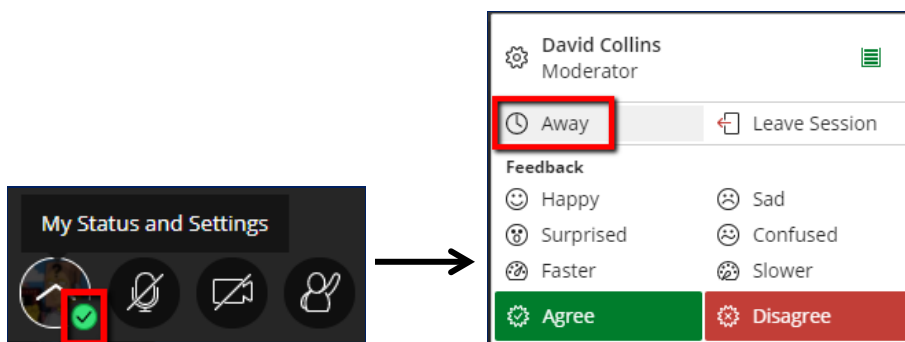
You may bypass the evaluation screen entirely by closing the browser window or tab to leave a session. However, this method does not provide a chance to return to the session. Other attendees will receive a notification of your departure.



Moderators and other attendees will receive a notification that you have left the room if their Notification Settings are configured to do so.

Set as Away

A user may also leave temporarily and indicate Away status without leaving the session completely. The **My Settings** icon has a **Set as Away** sub-icon that shows green with a checkmark when you are present, yellow with clock hands when you are away. After you click **Set as Away**, your screen name switches to italics in the Attendees pane for all users. A dialog box with an **I'm back!** button appears near the top of the window; click that button to inform other attendees that you have returned.





You're away

Others in the session will see that you've stepped away.

I'm back!