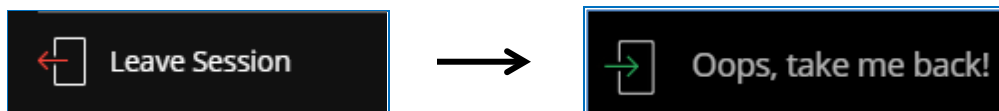


## Collaborate Ultra: Leaving the Room

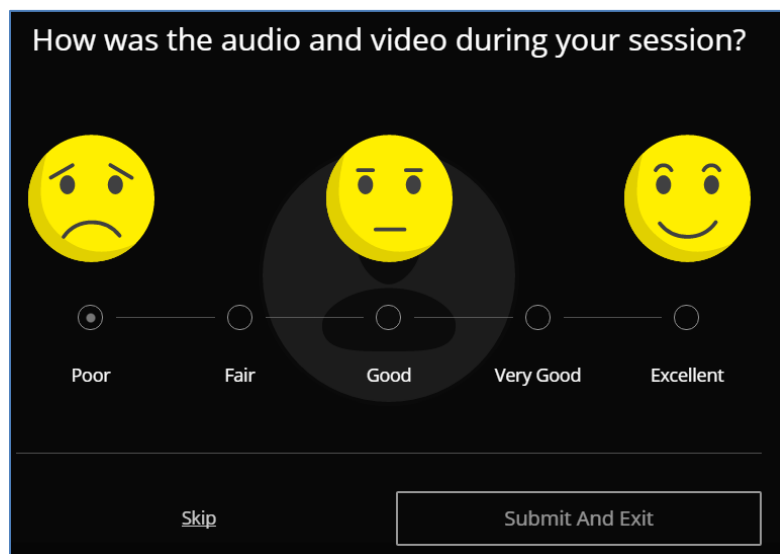
A user may leave a Collaborate session completely or set status to Away. Use the **Leave Session** command if you do not intend to return (although you may still rejoin the room). Use the **Set as Away** command to indicate that you are attending to other business and temporarily not participating.

### Leave Session

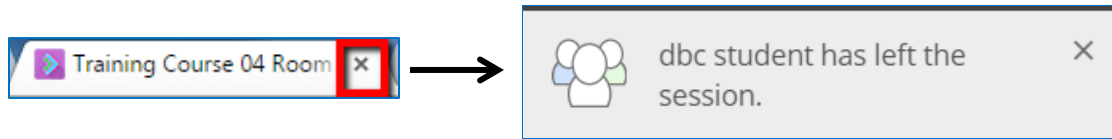
The recommended way to leave completely is to click the **Leave Session** icon at the bottom of the session menu. Moderators and other Participants will receive a notification that you have left the room. When you click this icon, a different icon appears in the top-left corner that allows you to return to the session.



The screen will also display a way for Participants to evaluate the quality of the audio and video from the session. Participants 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 Participants will receive a notification of your departure.



## 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 Participants panel 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 Participants that you have returned.

