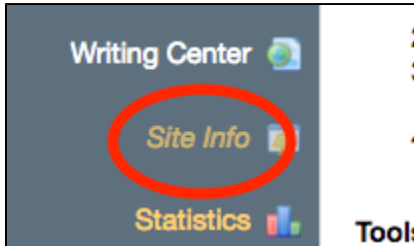


# Adding Collaborate Ultra to your Sakai Site Menu

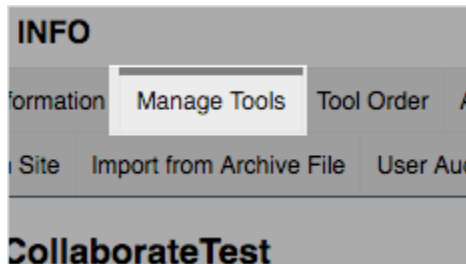
To add Collaborate Ultra to the menu of any site, please follow these directions:

**\*Note: You must be an Instructor or Organizer in the site to add tools to the menu.**

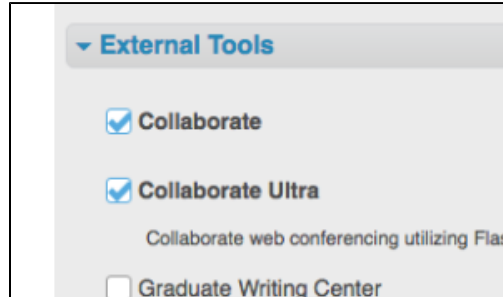
1. Go to Site Info in the course or project site where you want to add Collaborate Ultra



2. Click on the "Manage Tools" tab.



3. Drop down the "External Tools" menu



4. Click next to "Collaborate Ultra"

