

# Adding the Collaborate Tool to a Sakai Site

If your Collaborate tool is not working in a Sakai site you may need to remove the tool and re-add it.

## To Add the Collaborate Tool

1. Go to **Site Info > Manage Tools**
2. Go down to **External Tools** at the bottom of the list and check **Collaborate**
3. Click the **Continue button**
4. Finally select the **Finish button** to confirm changes
5. The web page should refresh and the tool should now be towards the bottom of the left navigation
6. If you would like to re-arrange items you can use the **Site Info > Tool Order** tool

Your browser does not support the HTML5 video element

## To Remove the Collaborate Tool

1. Go to **Site Info > Manage Tool**
2. Under **Selected Tools** Click the X next to **Collaborate**
3. At the bottom of the screen click **Continue**
4. On the next page click **Finish**

## "Not Yet Configured" message

if you get the message that Collaborate is "Not yet Configured" it means that the tool was copied from a previous version of the course. To fix this:

1. Follow the **To Remove the Collaborate Tool** instructions above
2. Continue by following the instructions above on **Adding the Collaborate Tool**

## Changing the Collaborate Button Name

It is technically possible to change the name of the Collaborate button using the Site Info > Page Order tool **but doing so breaks the tool.**

If this is done the tool can be restored by removing the tool and re-adding it (instructions above) without losing sessions or recordings previously created in the site.