

Speaker Lounge: Joining and presenting webinars.

Contents:

- How to join your webinar.
- How to join your webinar ALL of the steps.
- How to toggle mic and camera on/off.
- How to upload presentation slides and videos.
- How to share your screen to present.
- How to present, transition through presentation media.
- How to record the webinar.
- How to end the webinar.

How to join your webinar

1 & 2. Mouse over the Lounge tab and click Speaker Lounge.

- 3. Click the Presenting Sessions navigation.
- 4. Click the Join button to enter the webinar room to prepare to present.

Note: Join button appears 60 minutes before the start time of the webinar. You cannot join before the 60 minutes.

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Presenting Sessions		- Speaker Lounge
	Lounge Title	Task
	August 6, 2020	
	ASTA Internal Review 2 - Meeting Room 5	4 Join
	11:00 AM - 01:00 PM	
	How to Access Webinars	watch
Task button legend:		
1. Too early to join: Z Webinar will open 60 minutes before		
2. Ready to join: O Join Webinar		
3. Webinar is over: O Webinar Ended		
4. Watch recording: Con Demand		



How to join your webinar - ALL of the steps:

- 1. Click the Join button in the Speaker Lounge.
- 2. Test your audio output, microphone and webcam while the system check is performed.
- 3. Click the Enter Webinar button.
- 4. Select your Audio Option (can change at any time).
- 5. Turn ON your Mic and/or Webcam.
- 6. Click Continue to Webinar.
- 7. You have entered the Webinar Room upload your presentation slides and get ready

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How to toggle mic and camera on/off

1. When you join your webinar, you will have activate your mic and camera already. Green icons = On.

- 2. To turn off the camera or mute your mic, click the Camera or Mic icon, then select the action.
- 3. To turn the camera back on, click the Camera icon (it turns on automatically).

4. To unmute the mic, click the Mic icon, then Un-Mute.

Note: To dial in using a phone, click the Dial-In button for the phone number.





How to upload presentation slides and videos 1. Click the Slides or Video button.

- 2. Browse files, select file file loads as a live presentation once uploaded.
- 3. For videos, presenters can also enter a YouTube link, then click Add Video to load.

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How to share your screen to present

- 1. Click the Screen button.
- 2. Click Application Window.
- 3. Select the application window.
- 4. Click Share.

Note: Application Windown allows presenters to still see the webinar room while presenting. This allows them to see chats, questions, etc...

Note: Avoid using screen share if you have a slow internet connection.

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		Sharing Application Window a see the webinar room (chat, g	llows presenters to still a. etc) while presenting.	4	Share	Cancel					



How to present, transition through presentation media

- 1. Mouseover the Plus/+ sign, then select a media type to open an uploaded file.
- 2. While presenting, use the media type buttons to toggle to through the previously presented files.

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How to record your webinar

- 1. In the Host Control Panel (available for session managers/admins) click the Recording tab, then Record button.
- 2. Do not stop recording, recording cannot be stopped and started again.
- 3. Ending the webinar stops the recording automatically.





How to end the webinar

- 1. Click End Webinar.
- 2. Wait for webinar ending countdown to end.
- 3. All participants will be redirected to the entered URL.

