

Below are the main areas presenters and moderators will use when they login to the webinar room early to prepare and pre-load content.

## Chat

### Description

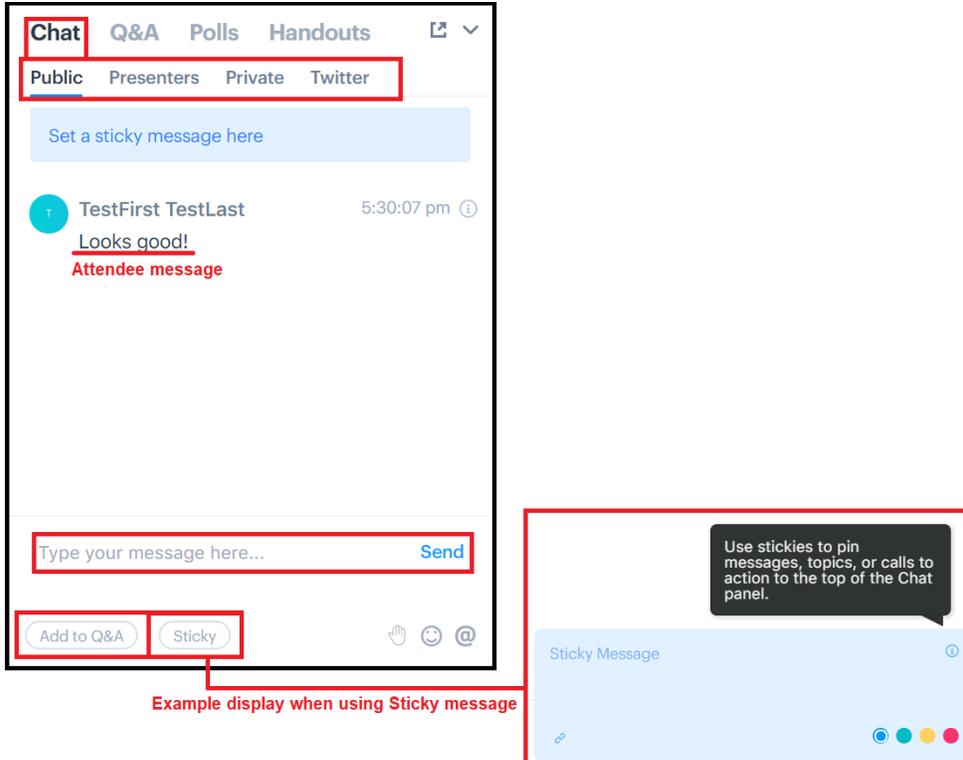
Presenters are able to chat with the following roles:

- Publicly with attendees
- Privately with attendees
- Privately with presenters
- Tweet with Twitter

### Chat vs Sticky Message:

- Chat: Communication back and forth between attendees and presenters
- Sticky Message: Communication that stays at the top of the chat section.
  - Used to pin messages, topics or calls to action

### Visual of Chat:



Example display when using Sticky message



**Instructions:**

1. Select the type of chat:
  1. Public
  2. Presenter
  3. Private
  4. Twitter
2. Enter the message
  1. If Private or Presenter, select the person to message
  2. If Sticky, click the Sticky button
  3. If the message is a question, click the Add to Q&A button
3. Click the Send link
4. Message will display

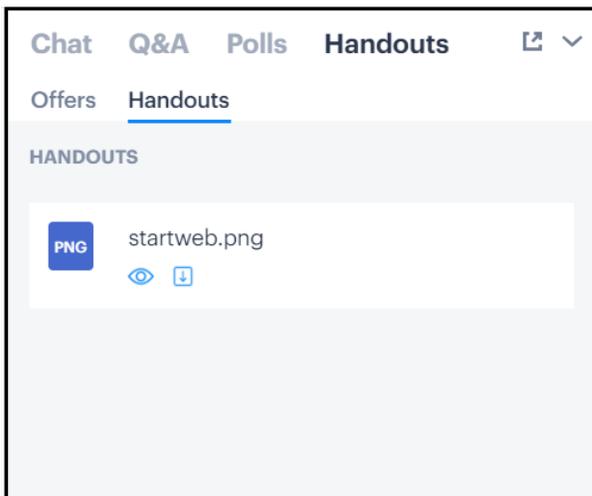
## ***Uploading Handouts***

### Description

Handouts are able to be pre-loaded as well as added on the fly, before and/or during the presentation.

### **Visual of how they display for attendees:**

- Attendees can View the file by clicking the Eye Icon
- Attendees can download the file by clicking the Download Icon



### **Instructions:**

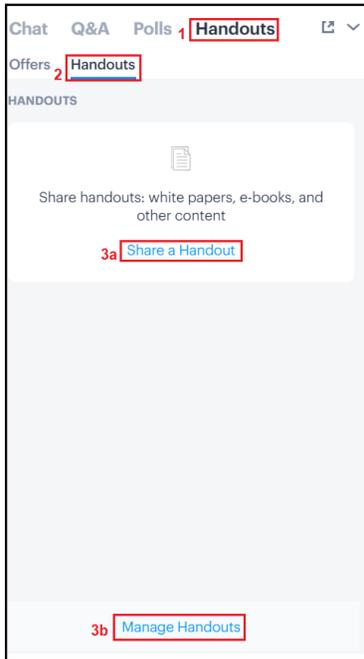
1. Click the Handouts header link
2. Click Handouts
3. If no current handouts, click:
  1. Share a Handout

**OR**

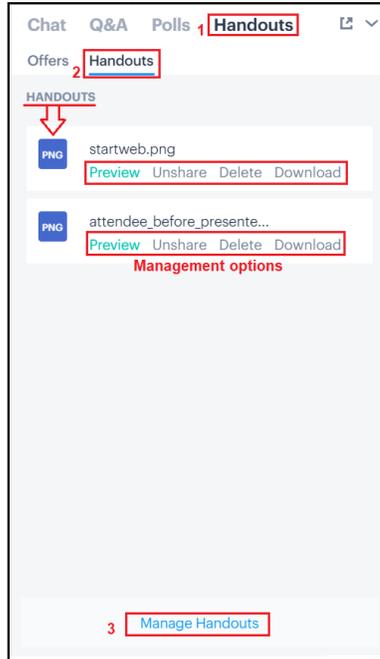
  2. Manage Handouts
4. If handouts are populated, click the Manage Handouts button
5. In the pop-up, the presenter can upload a single or multiple files
6. After uploading, select one of the following buttons:
  1. Share Now
  2. Add to Queue

### Visual instructions:

Before any handouts are uploaded:



After handouts are uploaded:



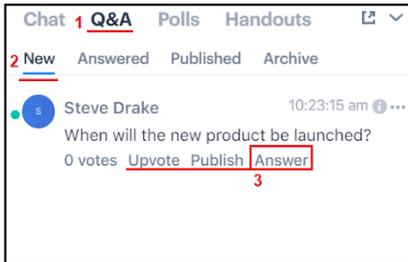
## Answering Questions

### Description

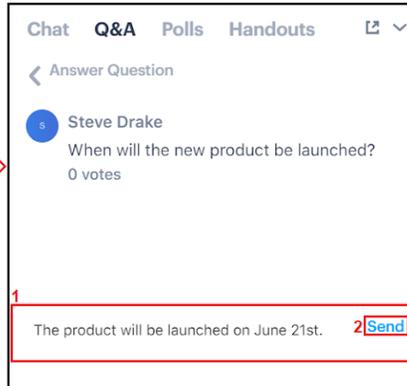
When questions are asked, the Q&A tab will display a Red Circle, notifying the presenters of a new question. The presenter or moderator can answer the question directly for the attendee as well as to publish it for all viewers to see.

### Visual process of a question being asked and answered:

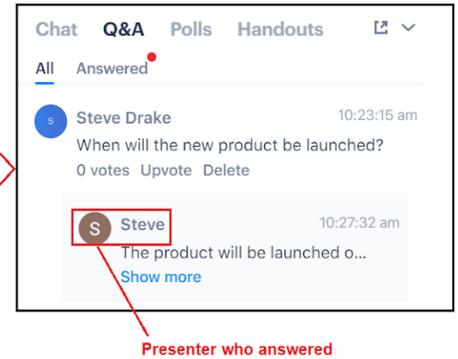
Presenter view when a question is asked:



Presenter view when clicking Answer:



Attendee view of answered question:



### Instructions (see visual above):

1. Click the Q&A header link
2. Click New to view new questions
3. Click the Answer link
4. Enter the answer and click Send
5. Answer displays below the question for the viewer
  1. If the question was published, the question and answer is viewable to all attendees