



Getting Started with LiveWebinar

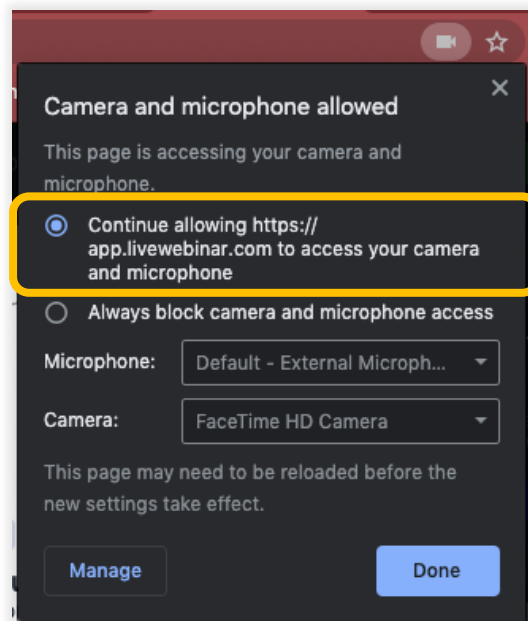


Configure Your Audio and Video

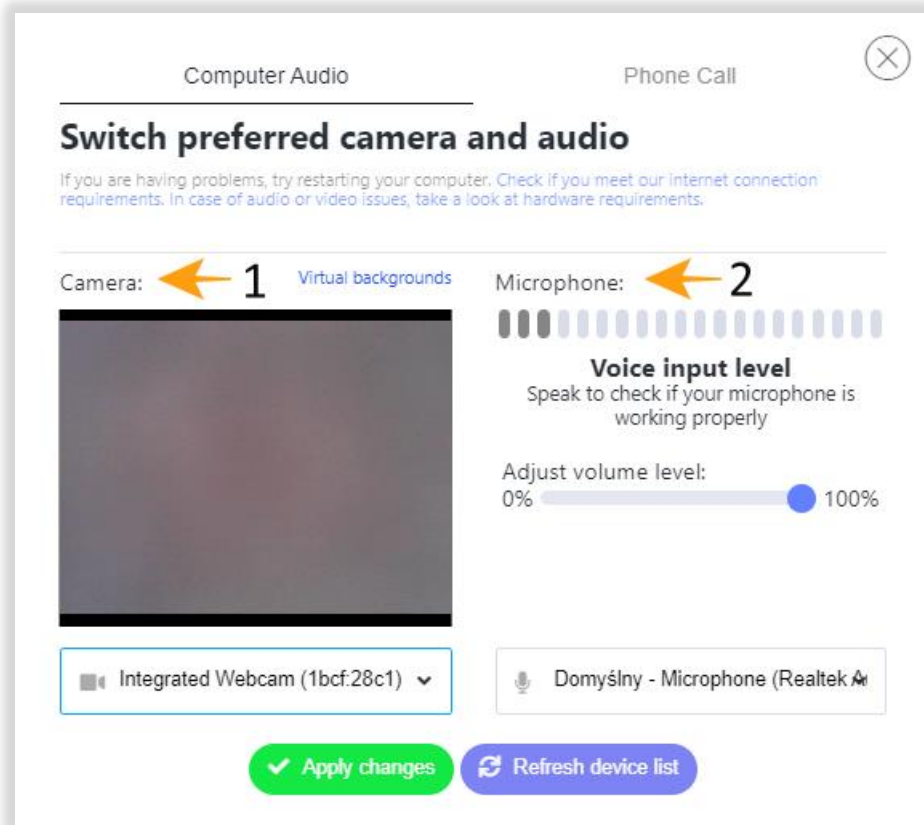
Before getting started with your webinar, make sure that your camera and microphone are working ok! Here's what you need to check to make sure that your audio and video streams are fine.

1. Audio and Video – Do They Work?

Testing your audio and video is simple. Firstly, make sure that you have enabled audio and video in your browser. To do so, click on the small camera icon to the right of the URL bar, and ensure that you're allowing LiveWebinar to [access your camera and microphone](#). The screenshot below shows the Chrome browser, if you'd like more information about turning on audio and video in all browsers, consult [this](#) manual.



Once you enter the room, you'll see the **"Audio and Video Settings"** window appear. Here you can select your audio and video outputs, and check that everything looks and sounds ok before starting your webinar. To test the camera, check if everything in the camera window (1) is visible as it should be. To check how the microphone is working, see how the levels react to sound when you speak (2).



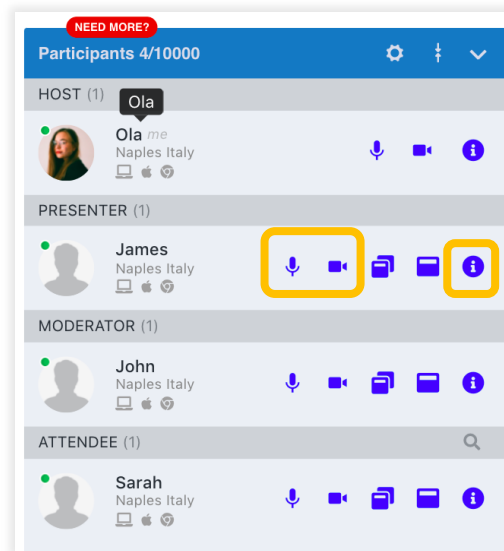
2. Troubleshooting

If something isn't working properly, check that our [connection](#) and [hardware requirements](#) are being met. Make sure that the browser you're using is supported by LiveWebinar, and that your camera and microphone are working and connected properly. You can also use our [connection tester](#) to make sure that your Internet connection is stable.

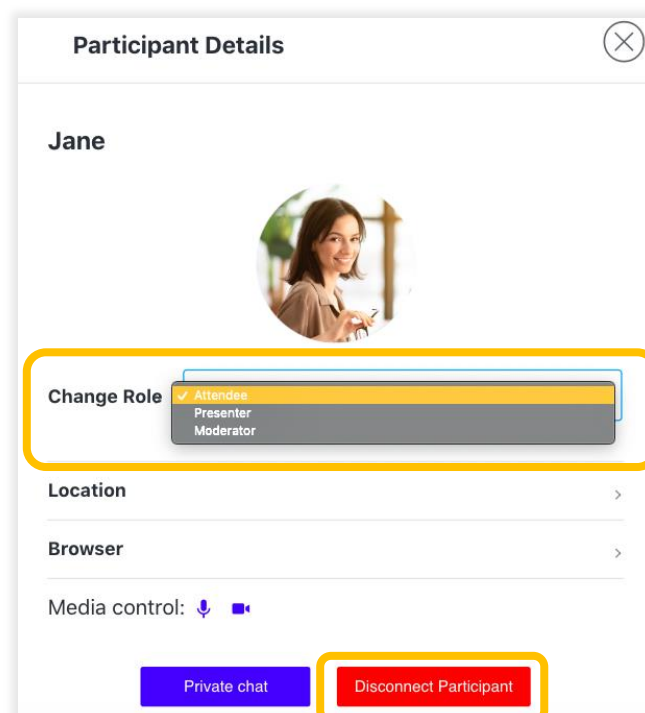
In the Room

1. List of Participants

As a host, you can control the list of participants. Here you can change someone's role from attendee to presenter so that they can, for example, use the whiteboard, or you can remove them from the room entirely. To request that someone turns on their audio and/or video, click on the microphone icon (for audio) or the camera icon (for both audio and video).



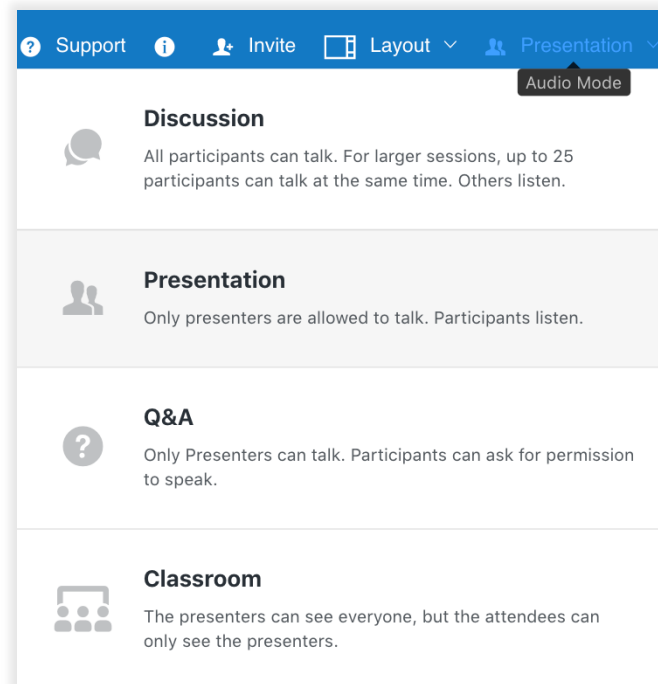
To change someone's role, click on the (i) icon. Expand the list of options next to "Change Role". Then you can change that person's role to presenter, attendee or moderator. Changes save automatically, so you can simply close this window once you're finished. If need be, you can also disconnect certain participants from your event.



2. Select the Audio Mode

Audio modes change the way your attendees can interact during the event. When creating your meeting, the default mode is set to “**Discussion**”. You can change the initial audio mode while planning your event in the “**Advanced**” tab.

If you’re already in the room, you can change the mode in the navigation bar, next to the “**Layouts**” option (the name of this tab indicates the audio mode you currently have set, if you change the audio mode, the name of the tab will correspond to the current mode).



Discussion: All participants can talk, and for larger sessions, up to 25 participants can speak at once while others listen. This option is best for meetings or lessons where you want your attendees to interact with one another, for example while planning your next marketing campaign, or while discussing an assignment with students.

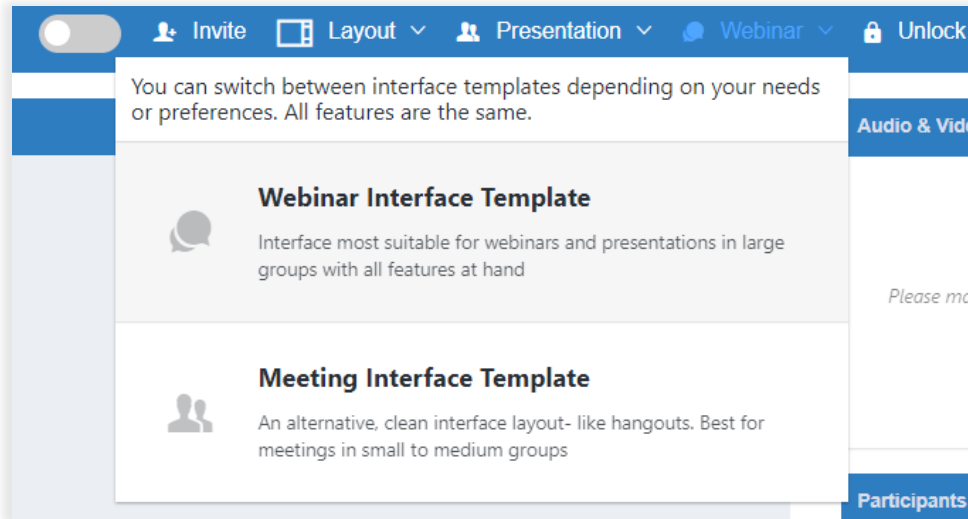
Presentation: Only presenters can speak, participants must listen. This mode is great for moments when you need to hold a presentation during a webinar or a lecture during class, as only the host and presenters can speak.

Q & A: Only presenters can speak, participants can ask for permission to speak by using the “**Raise Hand**” option. Q&A mode is useful after giving a presentation during an event, and you’d like to have some time to interact with attendees in a controlled way.

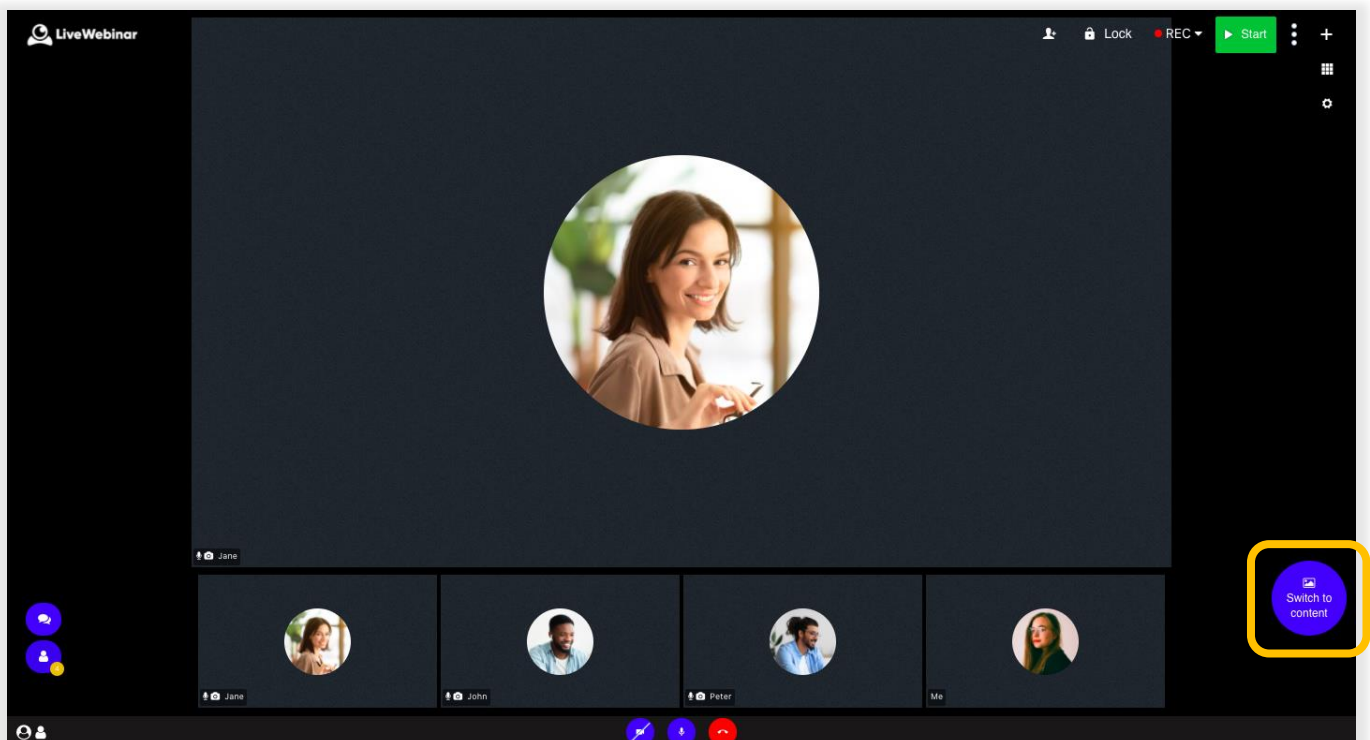
Classroom: The presenters can see all the participants, but the participants can only see the presenters, not each other. This option works best when you’d like to have a lesson without the possibility of participants distracting one another, for example during a lecture or during a test or exam.

3. Select the Event Interface

LiveWebinar lets you choose between two modes. Webinar mode has access to things such as the share menu, audio and video window, participants list, and chat. Meeting mode, on the other hand, lets you hold face to face meetings – think along the lines of Google Hangouts. To change the mode, click **“Webinar”** in the navigation bar of your room. From there, you will be able to select the interface that works best for you.

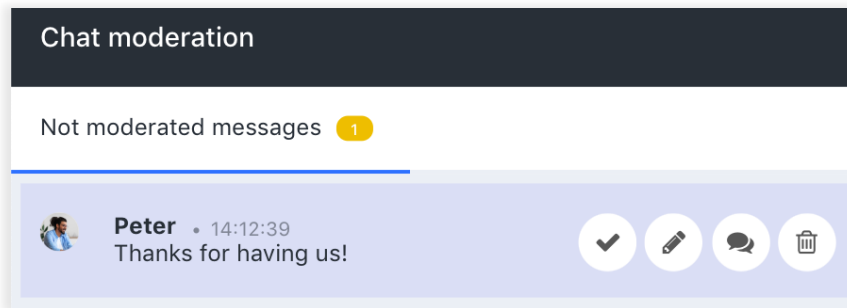


If you're in meeting mode and want to present any content, you can go to the content window by clicking the **“Switch to Content”** button. This also works the other way – when in content mode, you'll see a **“Switch to AV”** button appear that will take you back to the Audio and Video interface.

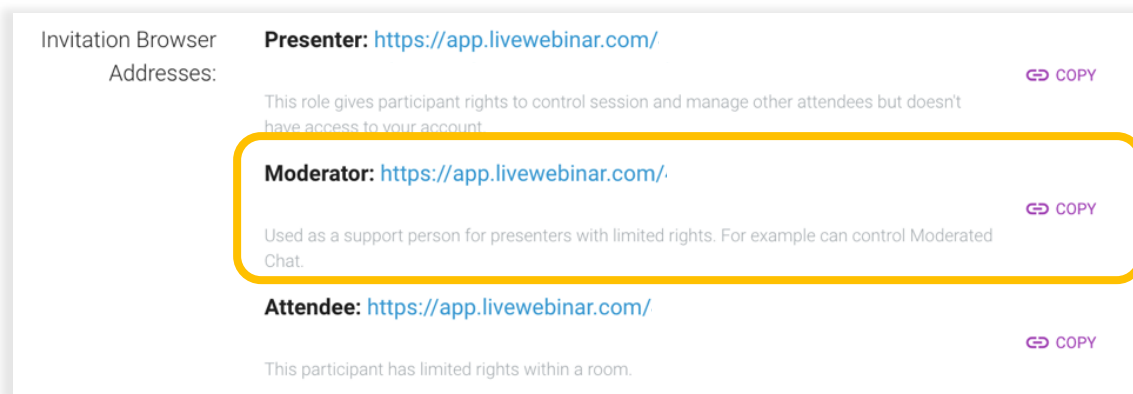


8. Moderate the Chat

If you'd like your chat to be moderated, you can control the messages that will appear. If there's something inappropriate, it's possible to remove it from the chat entirely. Once chat moderation is active, the room moderator controls all of the messages that will appear in the chat.



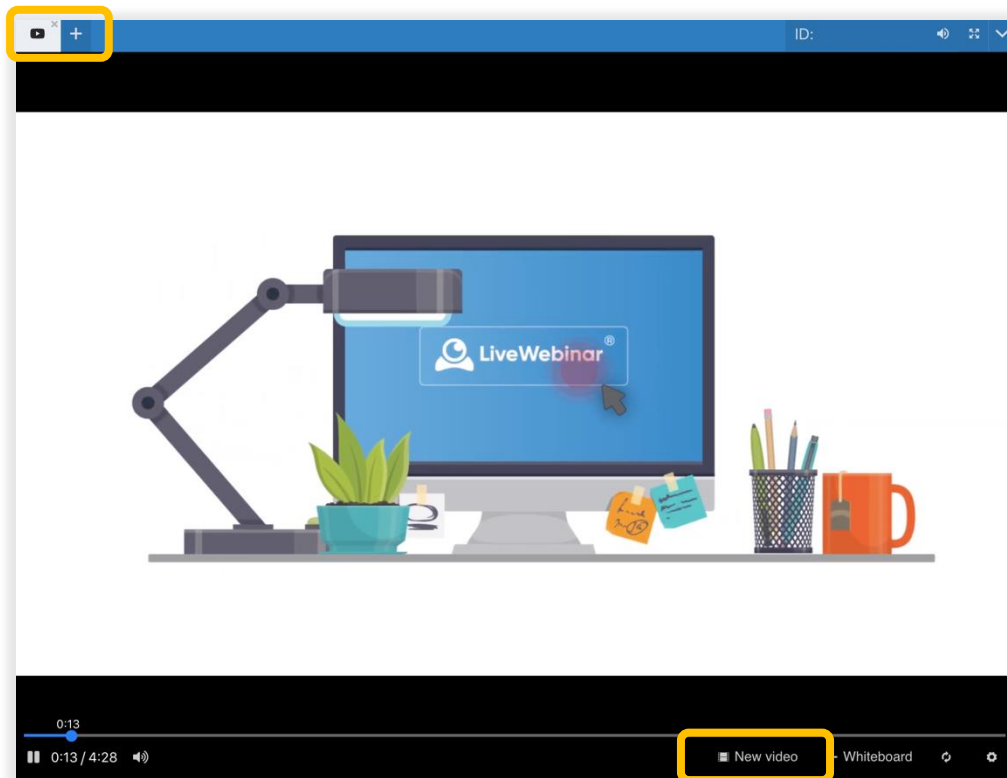
To give someone the role of chat moderator, send them an invitation to the role via the link in the webinar details page. Alternatively, you can assign the moderator role to someone already in the room - [point no. 1 of this section](#) will tell you how.



3. Share Videos from YouTube or Vimeo

If you want to share a video from YouTube or Vimeo during your event, remember to keep the links to the videos on hand in a Word document or in a notepad application on your computer. That way you won't lose time during your webinar searching for the right link online.

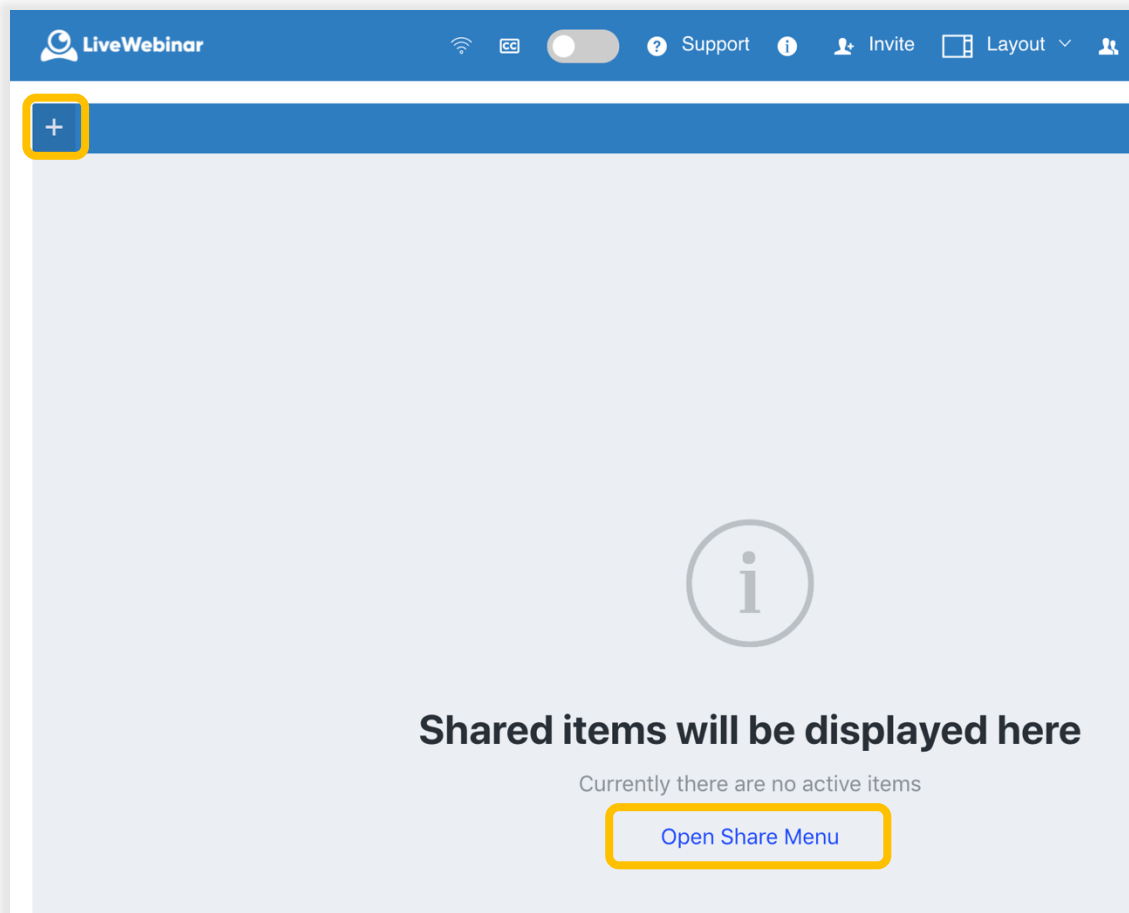
Alternatively, you can add the videos you'd like to play during the event in advance. To do so, simply click the "+" icon to create new tabs for the videos, and paste the links in the dialogue box that appears. Or, click "New Video" at the bottom of the player to add another video.



If you want to know how to share a video from YouTube or Vimeo please read [this part of this manual](#).

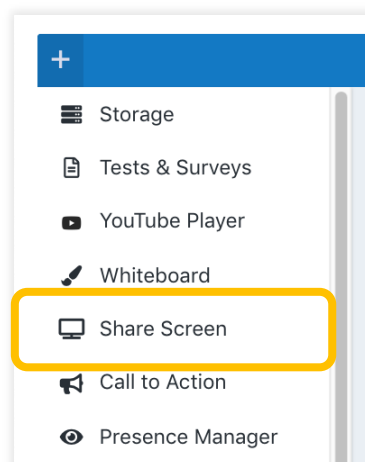
The Share Menu

Once in the room, it's good to familiarize yourself with the share menu. To open it, click the “+” icon in the upper left corner of the content area, or “**Open Share Menu**”. Here is how to use some of the most useful features to implement in your webinars:



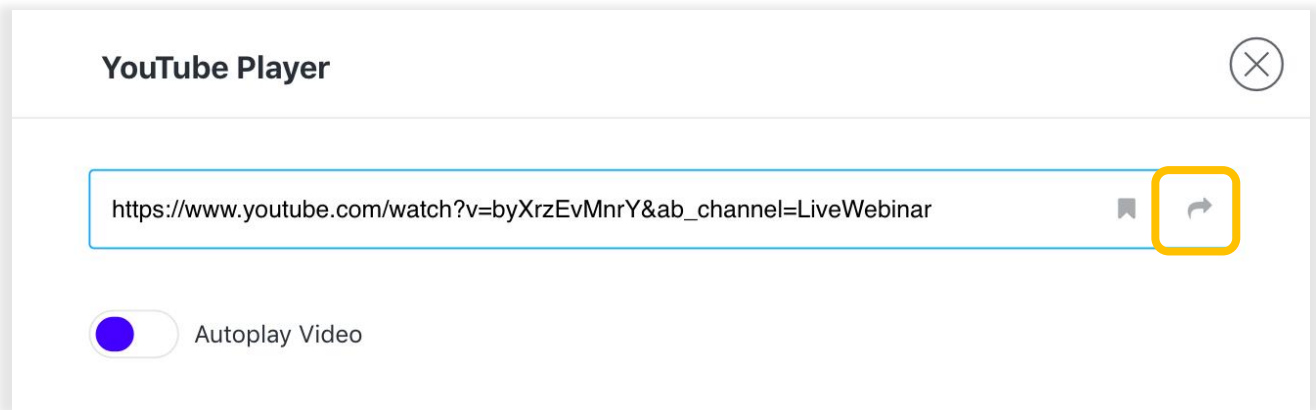
1. How to Share Your Screen

When you want to share your screen simply choose “**Share Screen**” in the share menu. However, we must note that screen sharing is not yet supported in Safari.



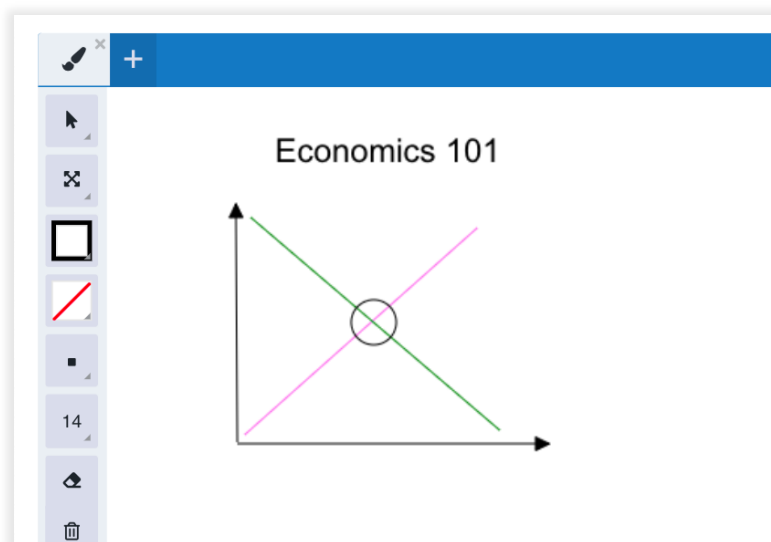
2. How to Share Videos from YouTube or Vimeo

Sharing a video from YouTube or Vimeo is not only impactful on your webinar, but it's also easy to do! Simply paste the URL of the video you'd like to share into the dialogue box that appears when you choose "YouTube Player" or "Vimeo Player" from the share menu, and click on the arrow to share it.



3. How to use the Whiteboard

Whether you're trying to explain basic economics or present a marketing plan, being able to illustrate your ideas is always helpful. This is where LiveWebinar's whiteboard feature comes in handy. Choose between different pen sizes and colors, draw shapes, and even customize your cursor so that it's more visible to the participants.



Attendees cannot use the whiteboard, but you can easily make them presenters so that they can do so. To pass the role of presenter to an attendee, click on the **(i)** icon next to that participant's name in the Participants List and change their role in the window that appears. If you want to learn more, check out [point no. 1 of the "In the Room" section of this manual](#).

4. Create a Poll or Survey

If you're planning to add a pop quiz during your online lesson, or an icebreaker poll about who prefers Pepsi and who likes Coca Cola, adding a questionnaire can be a great way to increase engagement in your webinar. Choose **"Tests and Surveys"** from the Share Menu.

Tests allow you to create a question with right or wrong answers, while Surveys let you pose open ended questions. You can set a time duration for how long the question will be shown on screen, and you can view the results and download them for later use.

New Poll Coca Cola or Pepsi

1. Question:

Do you prefer Coca Cola or Pepsi?

Answer Type: single multi open

Coca Cola

Pepsi

[+ Add Answer](#)

[< Poll details](#) [Remove question](#) [Another question >](#)

[Save Poll](#) [Cancel](#)