

Navigation Bar



Table of Contents

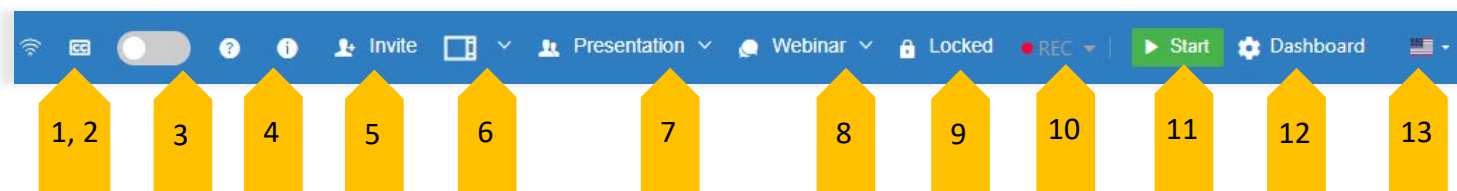
Description	3
Navigation Bar Anatomy	4
The About Window	5
Inviting Attendees	6
Layout.....	6
Presentation/Audio Modes	7
Webinar/Content Interface	8

Description

The navigation bar contains options that let you select how your event will look (layouts and room templates), invite more attendees, check your internet connection, record your event and much more.

Navigation Bar Anatomy

The navigation bar is filled with multiple features that give you control over your event.



Here are the features you'll find in the Navigation Bar:

1. **Internet connection indicator** – this icon tells you how strong your internet connection is.
2. **Closed captioning** – by clicking this button you can enable closed captioning during your event.
3. **Support** – this option lets you test your device or contact our support team.
4. **About** – shows you the screen your attendees will see in the waiting room that contains information about your event.
5. **Invite** – invite attendees when you're in the room.
6. **Layout** – select the layout you want for your event.
7. **Presentation (also known as "Audio Modes")** – choose the room mode most convenient for your event.
8. **Webinar** – select an interface template.
9. **Lock/Unlock** – you can lock or unlock your room at will.
10. **REC** – this is the recording option that allows you to record your session.
11. **Start session** – by clicking here, you will begin your session.
12. **Dashboard** – this button will redirect you to your dashboard.
13. **Language** – change the room interface language.

The About Window

The About Window contains all the basic information about your event.

Room ID: **English 101**


STARTS AT: 04-23-2021 12:00 PM • ENDS AT: 04-23-2021 12:45 PM • TIMEZONE: [Europe/Rome](#)

Presenter Phone PIN:
Participant Phone PIN:

Available Phone Numbers:

+48 58 881 04 82 Gdańsk, Pomorskie	+1 (858) 295-1025 La Jolla, CA	+1 (856) 324-1575 Merchantville, NJ
+44 12 7401 9962 England, GB	+61 488 853 815 Sydney	

EVENT PRESENTER:

 **Dr. James Smith**
example@gmail.com

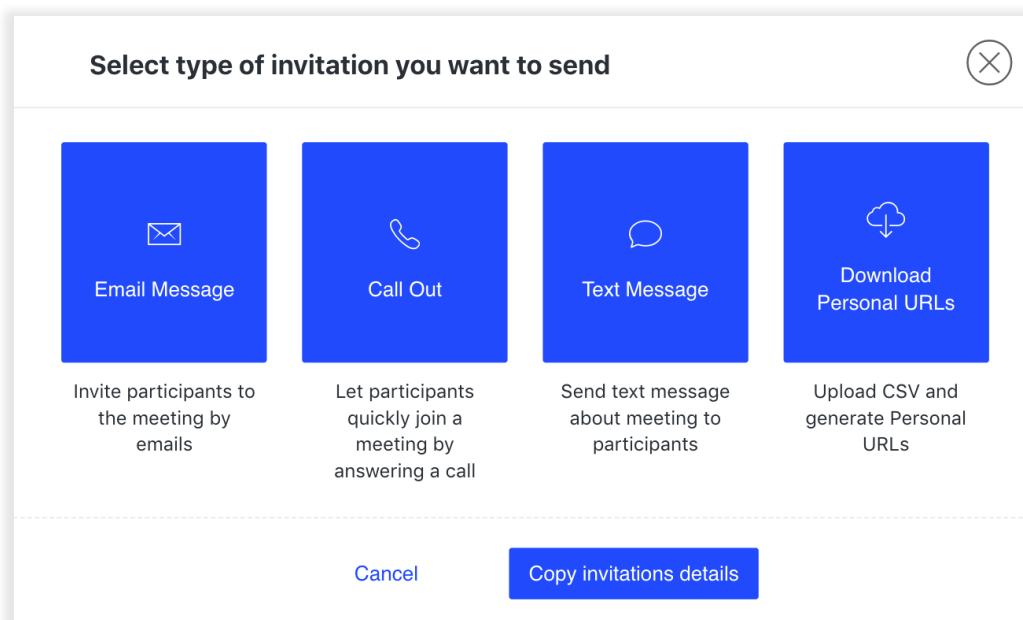
EVENT AGENDA:

- 12:00 - Intro
- 12:15 - Lecture
- 12:45 - Short Quiz
- 12:55 - Closing

1. **Basic Information** – information like the name of the event, date and time are provided here.
2. **Phone Pin** – these are the pin numbers that either participants or presenters (depending on their assigned role) must provide when they join the event via the phone bridge.
3. **Phone Bridge Numbers** – attendees or presenters can use these phone numbers to call into an event.
4. **Presenter Information** – the bios and photos of the presenters will appear here.
5. **Event Agenda** – if you choose to provide an agenda for your event, it will appear here.

Inviting Attendees

You can still invite attendees, even while your event is going on in the background.



You can invite your attendees in four ways:

1. **Email Message** – send your attendees an email with the invitation.
2. **Call Out** – let your attendees join the meeting with the help of a phone call.
3. **Text Message** – send a text message to your attendees with information about the meeting.
4. **Download Personal URLs** – upload a CSV file and generate personal URLs for attendees.

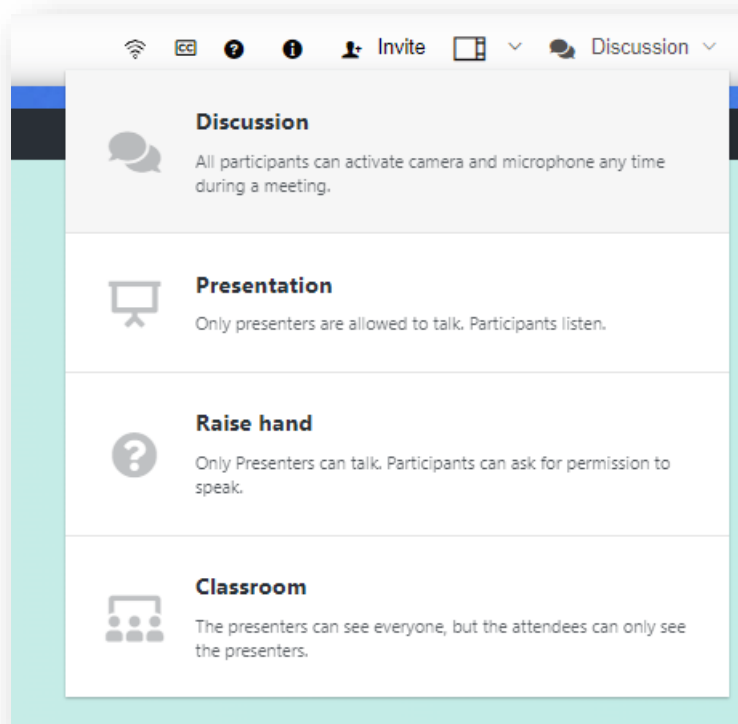
Layout

LiveWebinar offers six layout options to choose from.



Presentation/Audio Modes

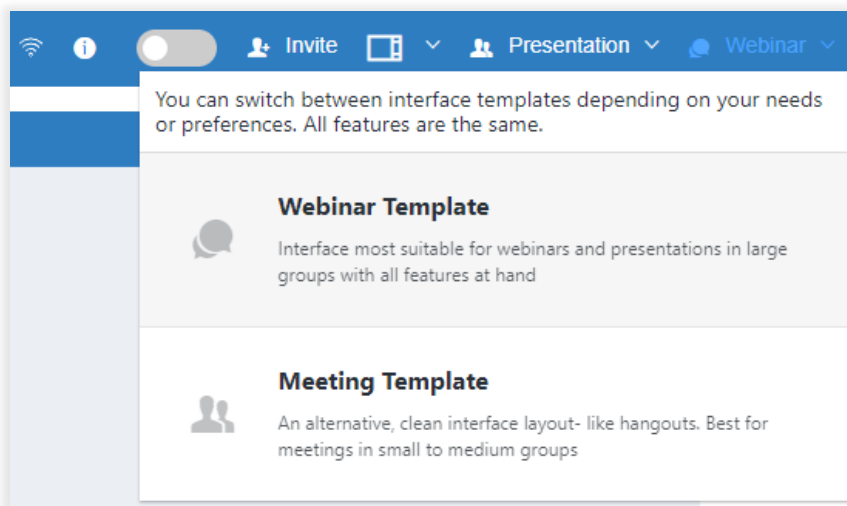
Choose one of three available audio modes depending on the type of event you want to host.



1. **Discussion Mode** – all participants can activate camera and microphone any time during a meeting.
2. **Presentation** – only presenters are allowed to talk. Attendees listen.
3. **Raise Hand Mode** - only presenter can talk but attendees can ask for permission to speak.
4. **Classroom** – presenters can see everyone, but the attendees can only see presenters.

Webinar/Content Interface

Set the mode in which you'd like your event to take place.



1. **Webinar Interface Template** – this is the default template that your room will appear in, and is most suitable for webinars and presentations, as you have all features at hand.
2. **Meeting Interface Template** – this template is best for meetings in small or medium groups, and great for face-to-face discussions.

Here is an example of the meeting interface template:

