

## Storage



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## Description

The storage section of your LiveWebinar dashboard contains all of your recordings, uploaded files, and chat histories. You can access it from your dashboard or from inside the room to share documents.

## Frequently Asked Questions

### How do I share materials with my attendees?

To share content with your attendees, you must access the storage module from the share menu (while in the room). You will be taken to the storage module from which you can select the materials you want to share. See the “[Sharing Files During an Event](#)” section for more information.

### I’m running out of storage, is there any way to gain more space?

You can expand both your regular and recording storage with by purchasing add-ons. To learn more about how to do that, click [here](#).

### Is it possible to connect my LiveWebinar storage with my external S3 or FTP storage?

Yes, however you can only transfer your recorded events to external storage. To learn more about external storage and how to connect it to your LiveWebinar storage, click [here](#).

### Where can I find my recordings?

You can access your recordings in the main storage module, in the folder labelled “**Recording**”.

### Where can I find my chat history?

You can find your chat history in the main storage module, in the folder labelled “**Chat History**”.

### Can I share files with subaccounts?

Yes, it’s possible to share files with subaccounts. To do so, simply hover your mouse over the file you’d like to share, and the “**Share with Subaccounts**” option will appear.

### Is storage capacity the same as recording capacity?

No, storage and recording capacity are different. Storage space is measured in megabytes, while recording space is measured in hours. In the storage module you can find two indicators – one for storage space and one for recording space showing you how capacity is left.

### What happens if I run out of time while recording?

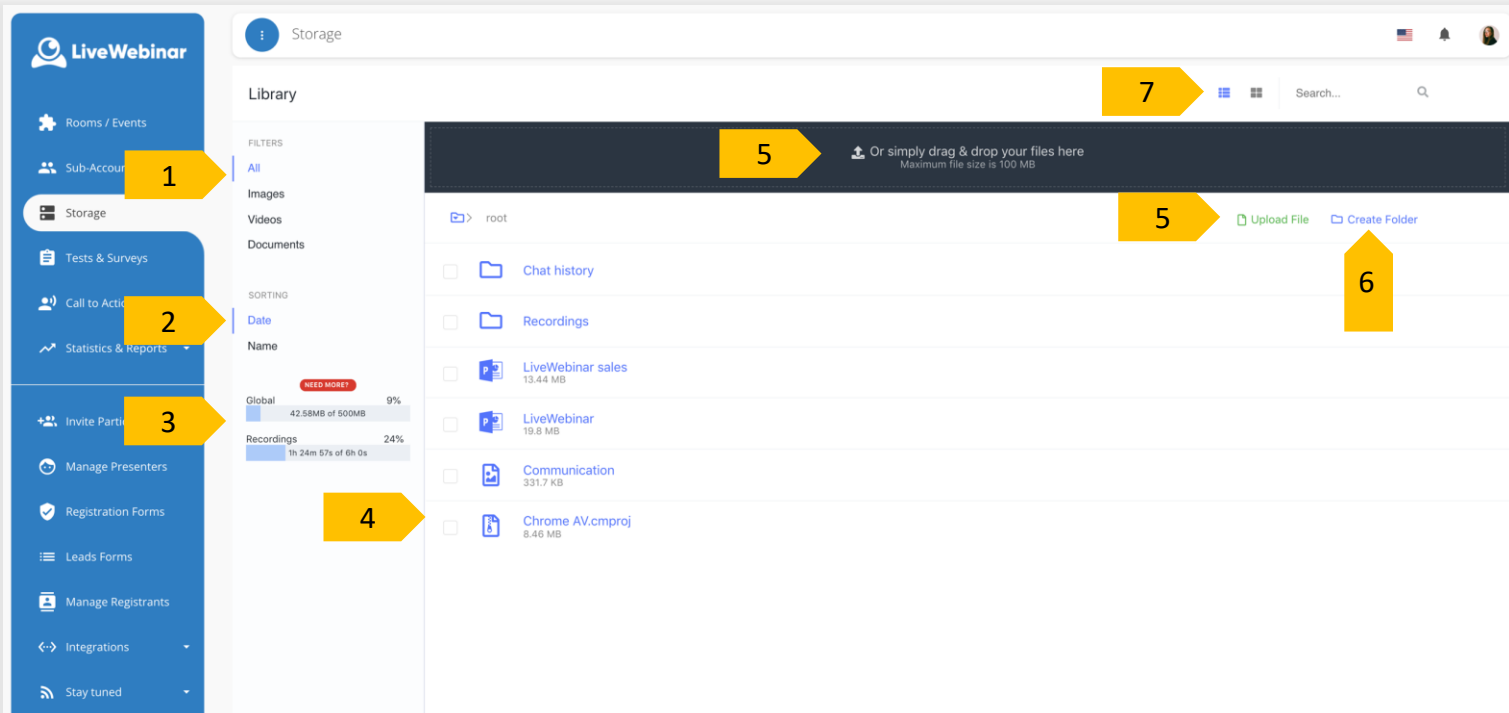
If you run out of time while recording your event, the recording will still be saved.

### How can I download/delete files?

You can download or delete files by hovering your mouse over the selected file and clicking on the three dots that appear (file management options). You can learn more in the “[File Management](#)” section.

## Storage Overview

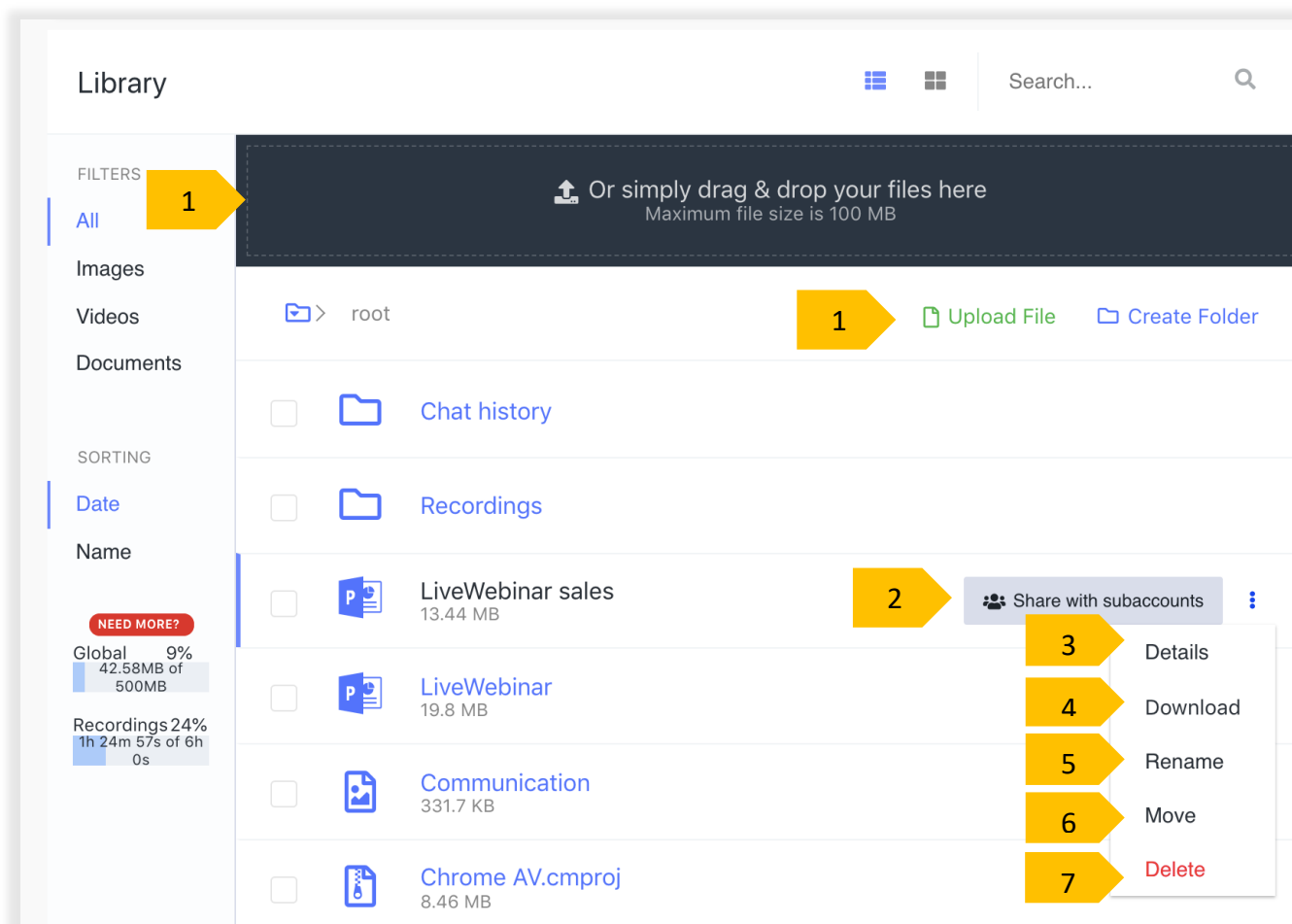
Here's a quick overview of the Storage module in LiveWebinar.



1. **All your files** – here you will have all the files you uploaded to Storage, divided into Images, Videos and Documents.
2. **Sorting** – you can sort your documents by date or by name.
3. **Free space indicator** – here you can check how much free space you still have.
4. **List of your files** – this is your list of sorted and unsorted files.
5. **Upload files** – you can drag & drop the file to upload it or click on “Upload file”.
6. **Create folder** – create a new folder.
7. **Change View & Search** – change the way you view your files or search for specific files.

## File Management

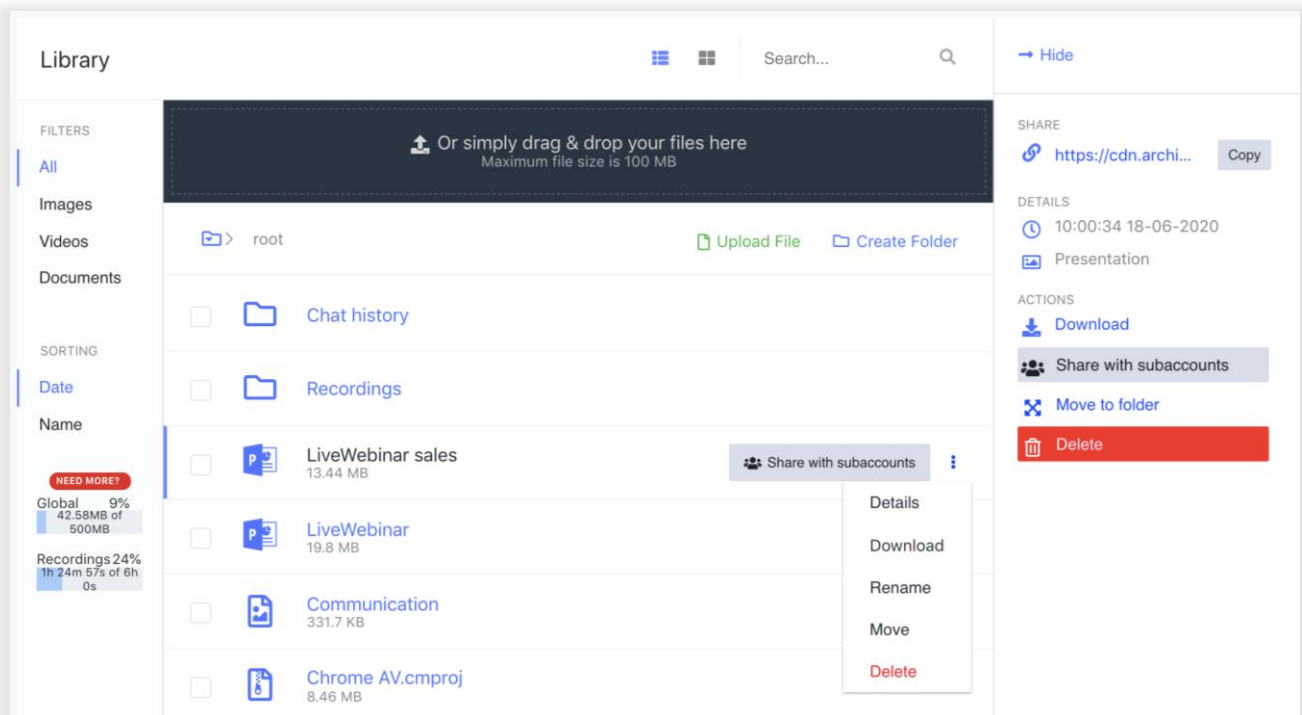
LiveWebinar gives you a few options to manage your existing files and how to upload new ones.



To upload your files you can either drag and drop the file to the blue bar, or click “**Upload file**” (1). You have multiple options with which you can manage your files, to access them, hover over the file and click the three dots that appear.

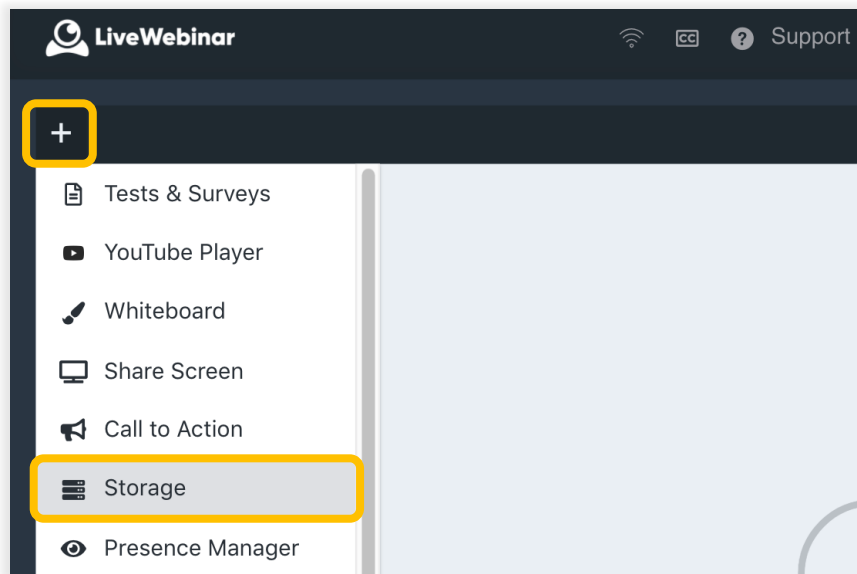
1. **Upload your files** – drag and drop your files or click to upload.
2. **Share with subaccounts** – share the file with your subaccounts.
3. **Details** – check the detailed information about your file, see more in the screenshot below.
4. **Download** – download the file to your device.
5. **Rename** – change the name of your file.
6. **Move** – move the file to a different folder.
7. **Delete** – delete the file entirely.

By opening the “**Details**” tab, you can access additional options, such as sharing the URL for the document, when the document was uploaded, what type of document it is, and the same file management options as listed above.

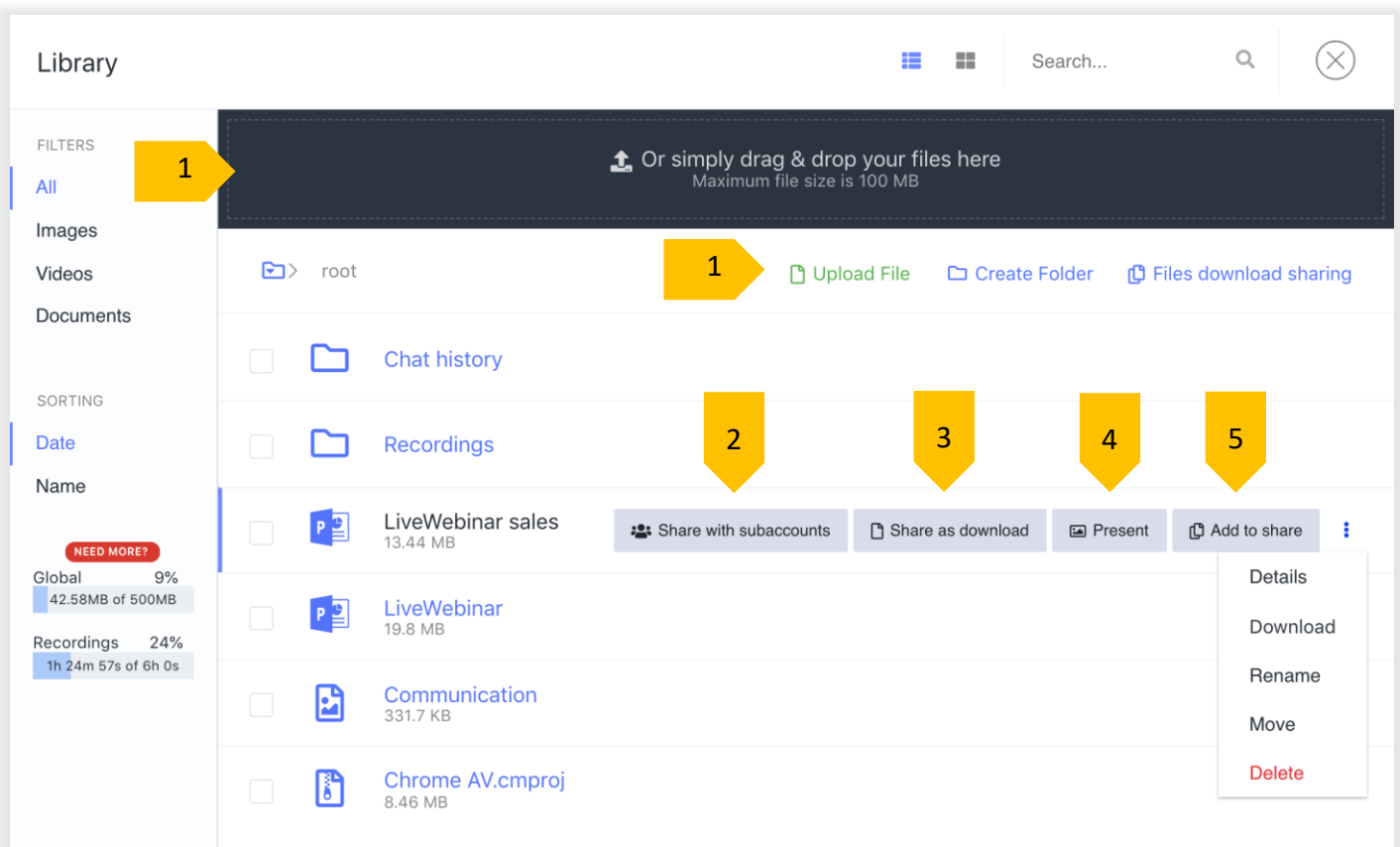


## Sharing Files During an Event

To begin sharing files during your event, open the share menu by clicking the **plus** icon or selecting “**Open Share Menu**” from the content window. Next, select “**Storage**” from the drop-down menu.



This will open your account's storage module. You'll see the list of materials that you've previously uploaded to your account, and from that list you can select the file you'd like to share.



Here is a brief overview of the options you have when accessing the storage from inside the room.

1. **Upload a file** – upload files to your storage to share during your event (we recommend doing this before your event).
2. **Share with sub-accounts** – send the file to the sub-accounts that are connected to your master account (click here to learn more about subaccounts).
3. **Share as download** – share the file to your attendees as a downloadable file, you can choose when to stop sharing the file.
4. **Present** – allows you to present the file or presentation in your meeting.
5. **Add to share** – allows you to create (or upload a new) document that will be available to attendees throughout the meeting.
6. **Other options** – see the [File Management](#) section for more information.