

Launch your webinar in one of the **supported browsers** (up-to-date version required).

Supported browsers

		
CHROME	FIREFOX	OPERA
		
SAFARI	YANDEX	EDGE

We don't support

	
INTERNET EXPLORER	EDGE



**Turn Skype
(and other programs)
off as they might interfere
with your microphone.**



Skype and other apps





How to **start** event?

How to **prepare** event?

Welcome to the event room! ⋮

Check your audio and video devices

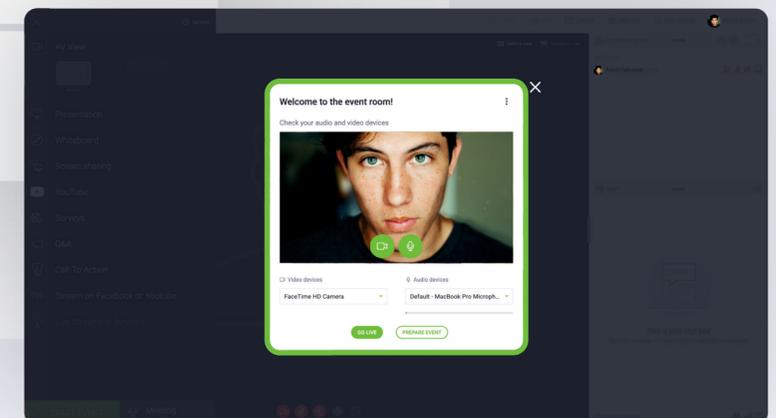


Video devices: FaceTime HD Camera

Audio devices: Default - MacBook Pro Microph...

GO LIVE **PREPARE EVENT**

Webinar Room



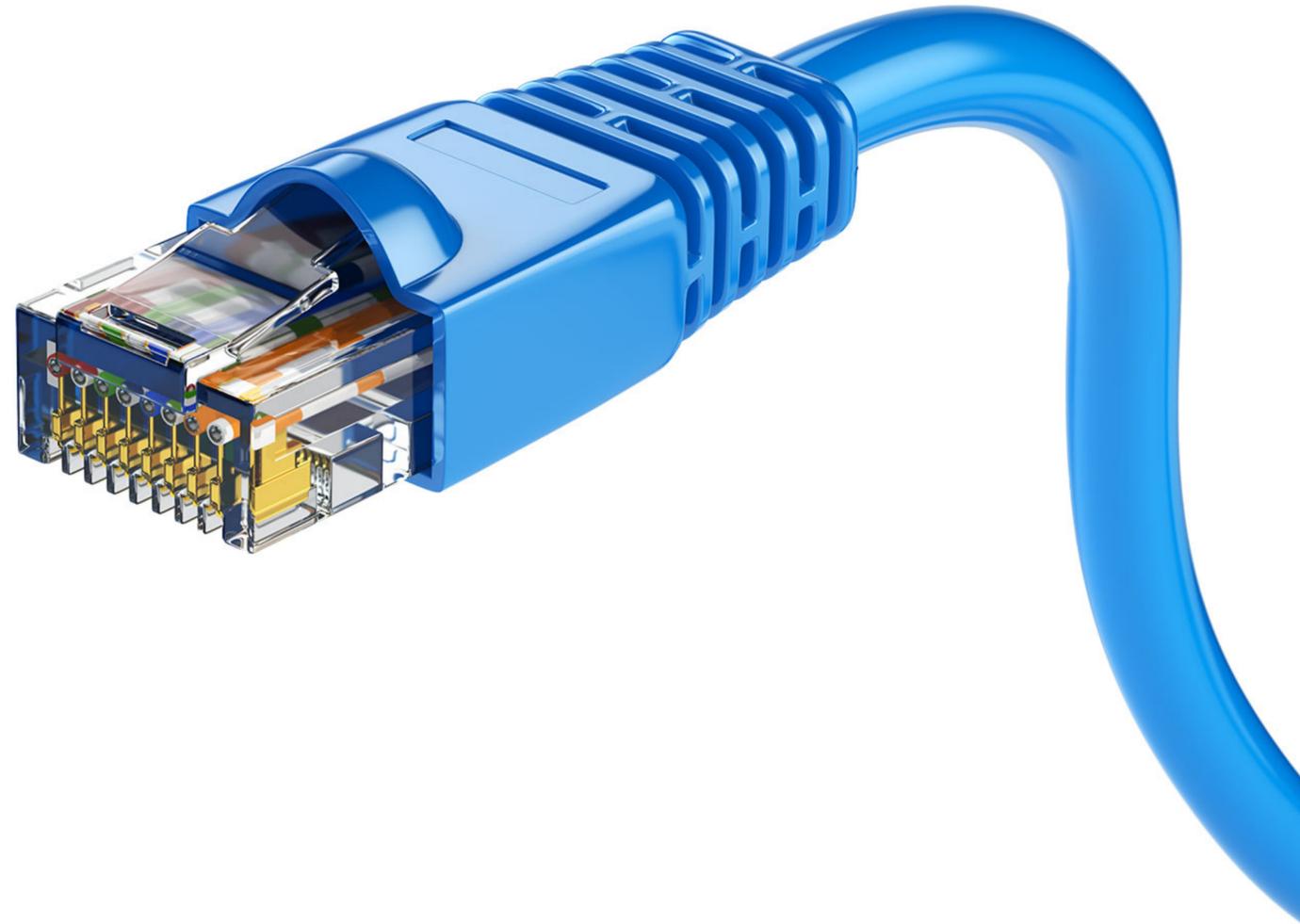
**Hearing echo?
We recommend using
headphones.**

**ClickMeeting
manuals**

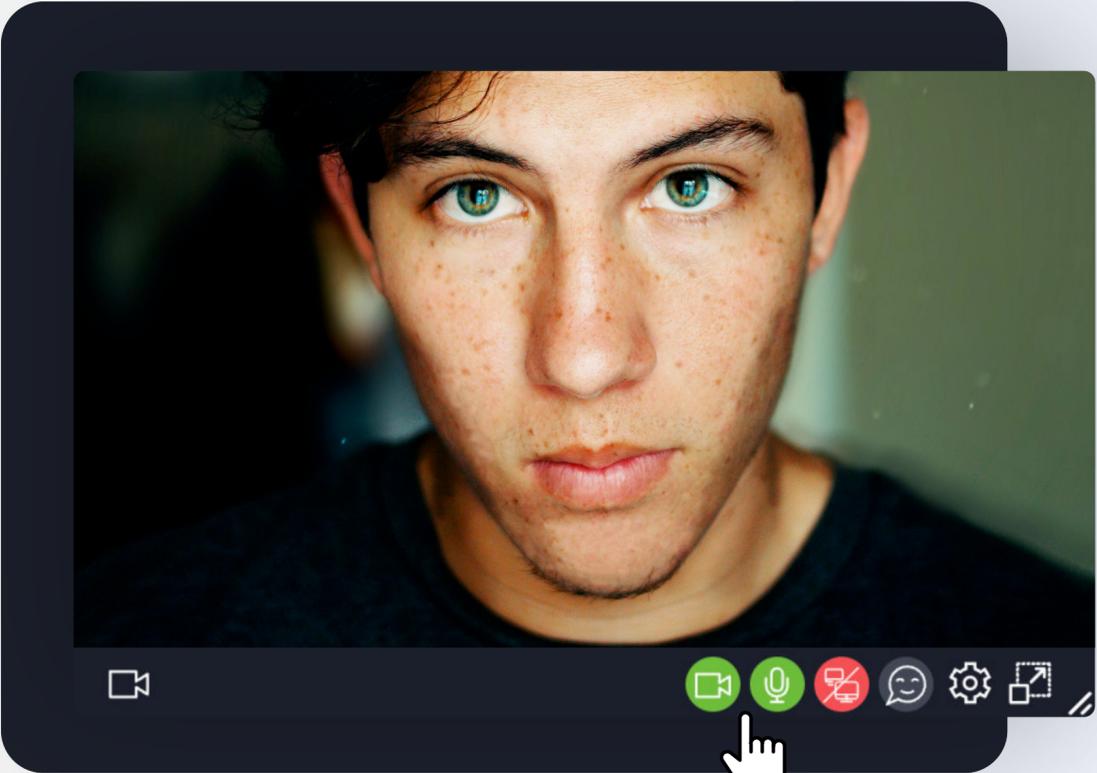


**Internet? Join the event
using a cable (Ethernet).**

**If this is not possible, make
sure you have sufficient
Wi-Fi connection.**



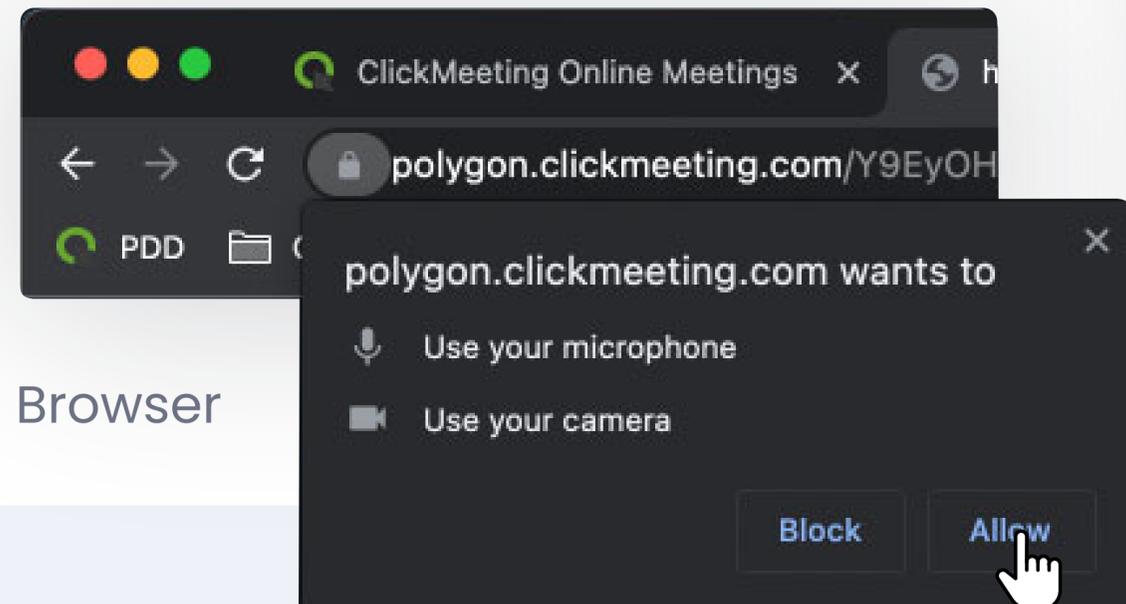
How to turn on microphone and camera?



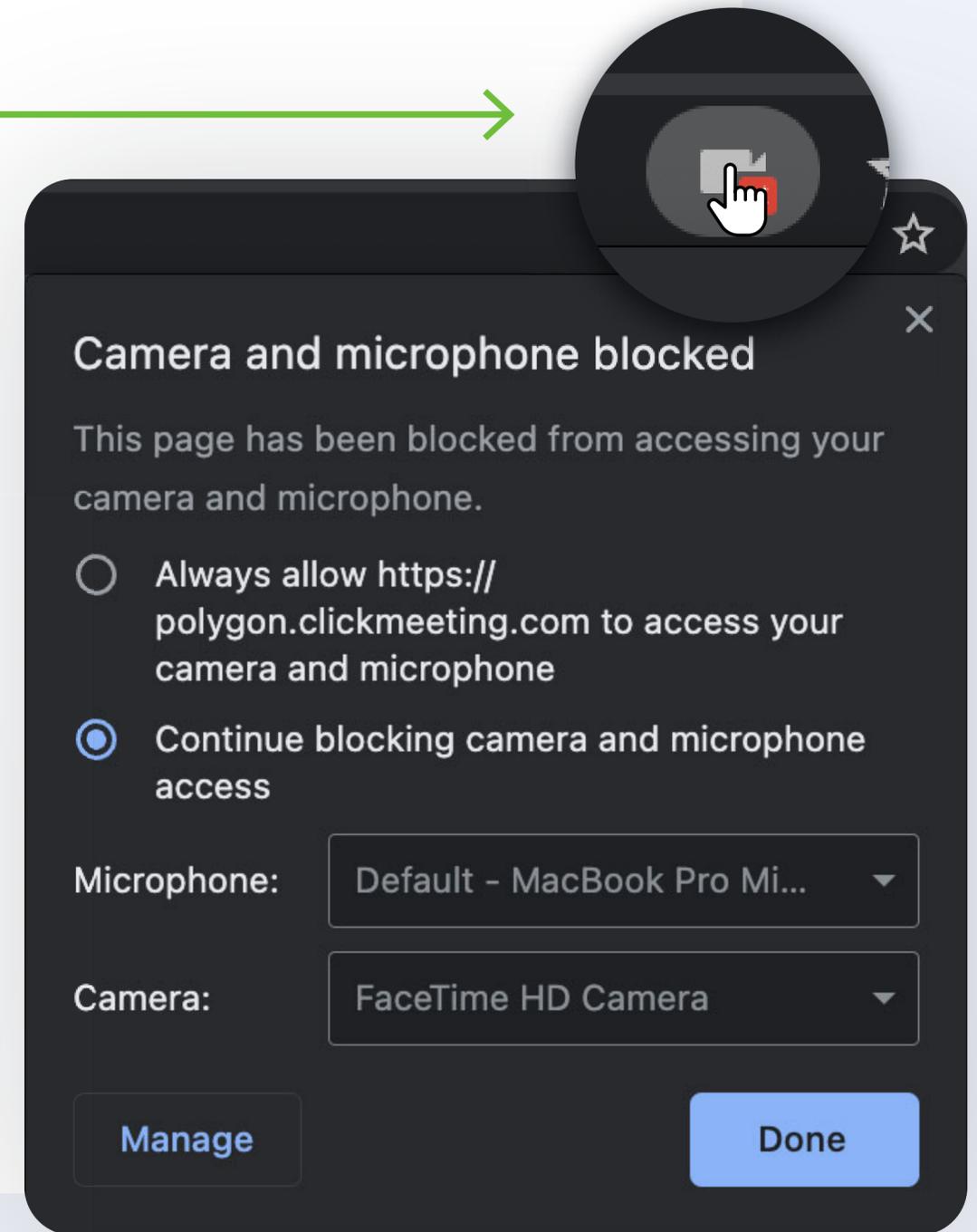
AV Pod



How to **give permission** to the browser to use the camera and microphone.



Browser





In case you have started the event too early – you can talk privately with other presenters in private mode. Just click this button and select **“Presenters only – private mode”**.



Event type

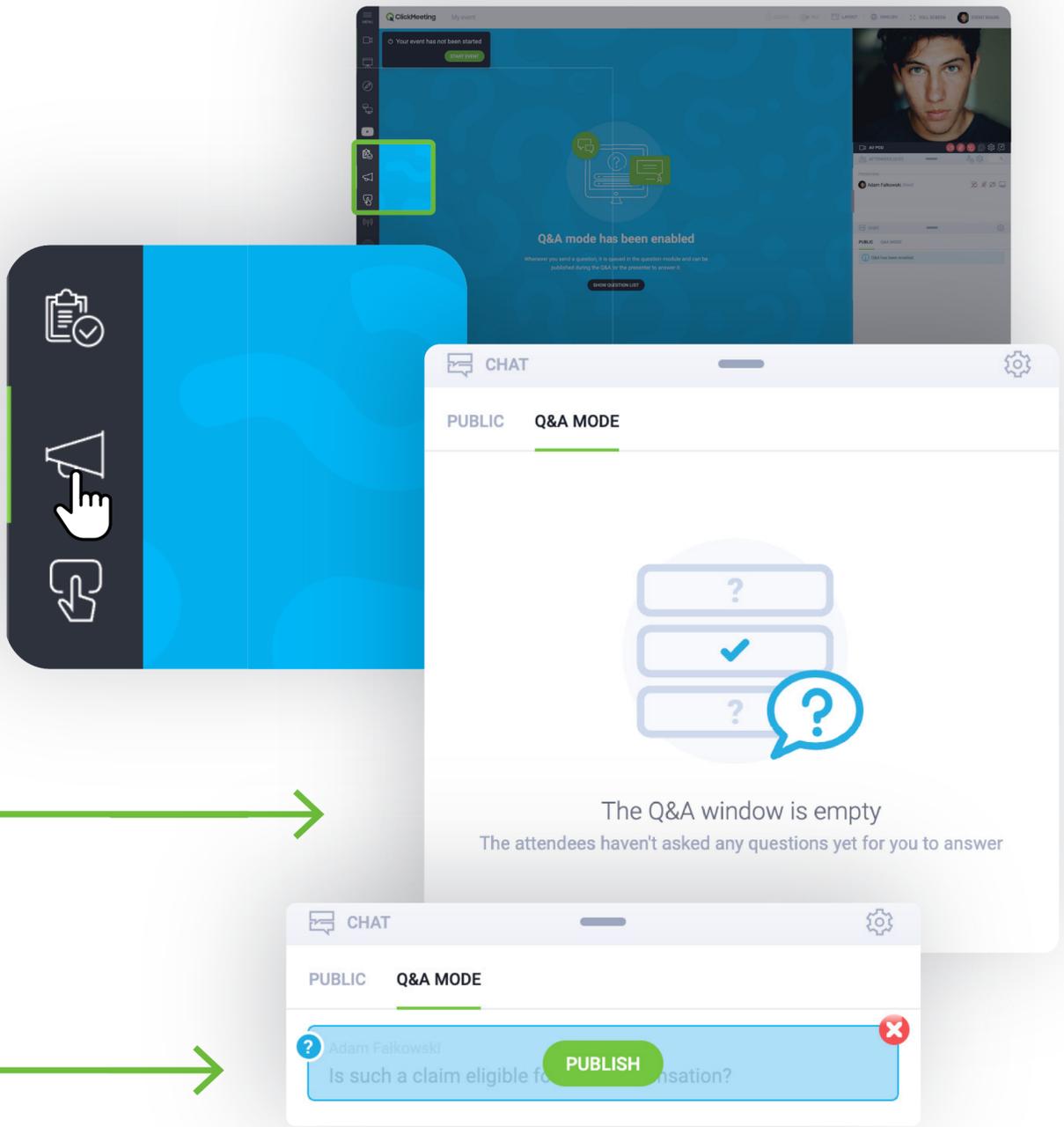
- Presenters only – private mode**
Your audio and video will not be recorded. Only presenters can see and hear each other. Available in all plans.
- Webinar**
Up to 25 attendees. All attendees are muted and can be manually unmuted by the presenter.
- Meeting**
Up to 25 attendees. All attendees are unmuted, and everyone can speak and hear each other.
- Edu Mode**
Up to 25 participants. Only presenters can see all the attendees. Attendees do not see one another. Presenters can grant any attendee permission to speak.

CANCEL **APPLY**

Click this **button**
to turn on the
Q&A mode.

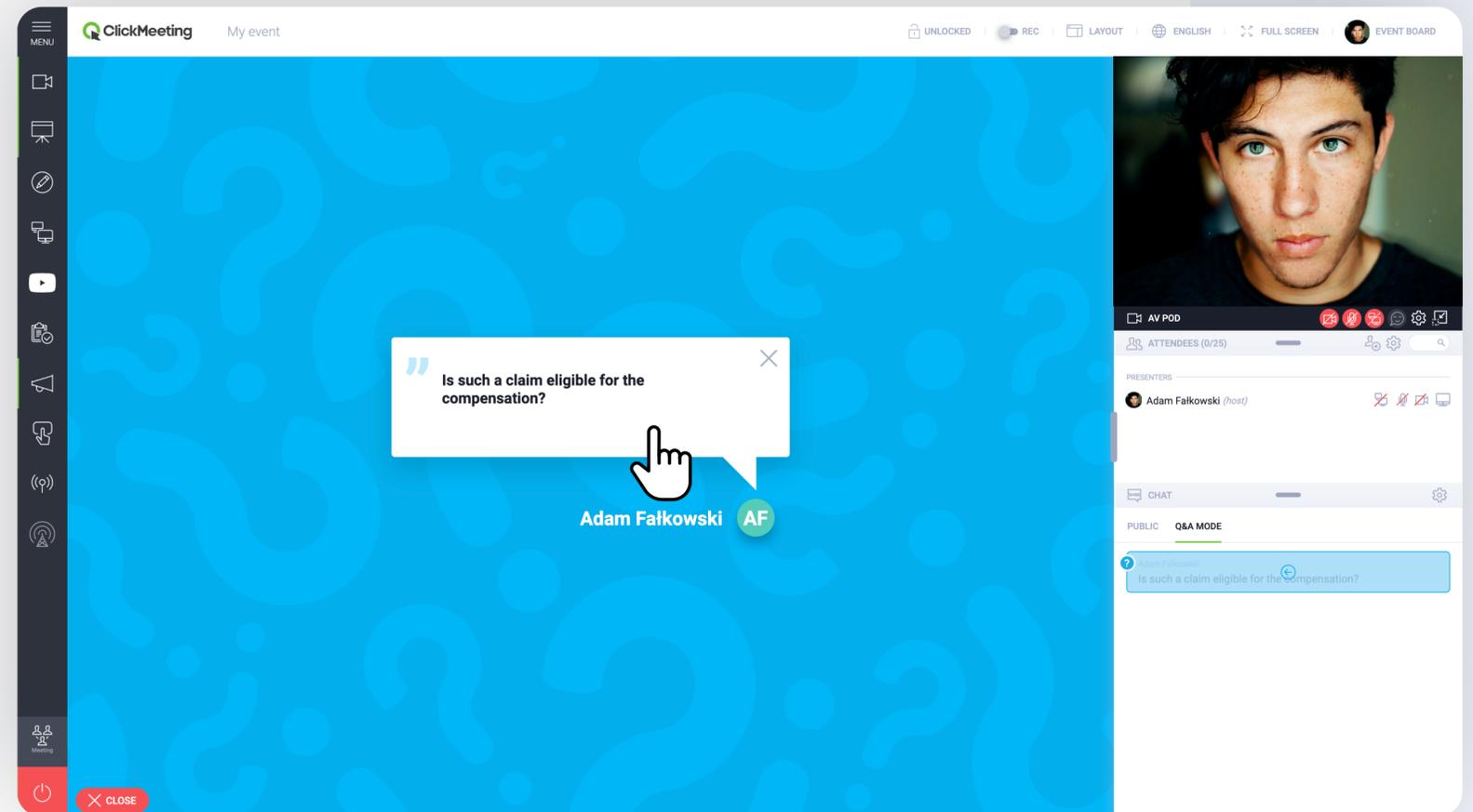
All questions
will be **filtered**
to a new tab.

Click **„Publish“** to display
the question on
a main screen.





Webinar room



The question **will be visible** for the audience along with the author (if the list of participants is enabled).

Is video pod in the way?
Click on the icon to **dock**
the window to the
right corner.

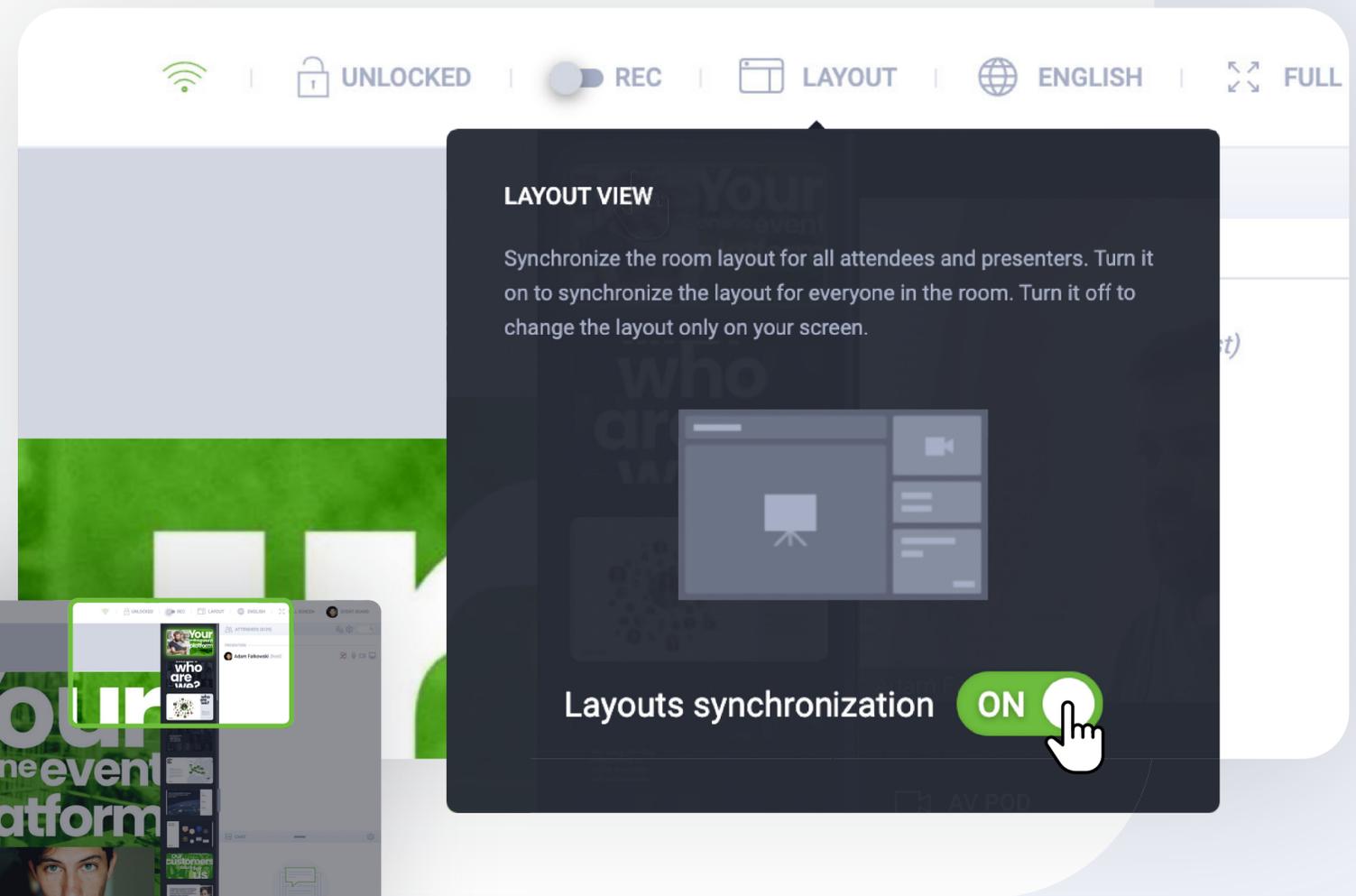


Webinar Room



Synchronize the room layout for all attendees and presenters. Turn it on to synchronize the layout for everyone in the room.

Webinar Room



How to record an event?

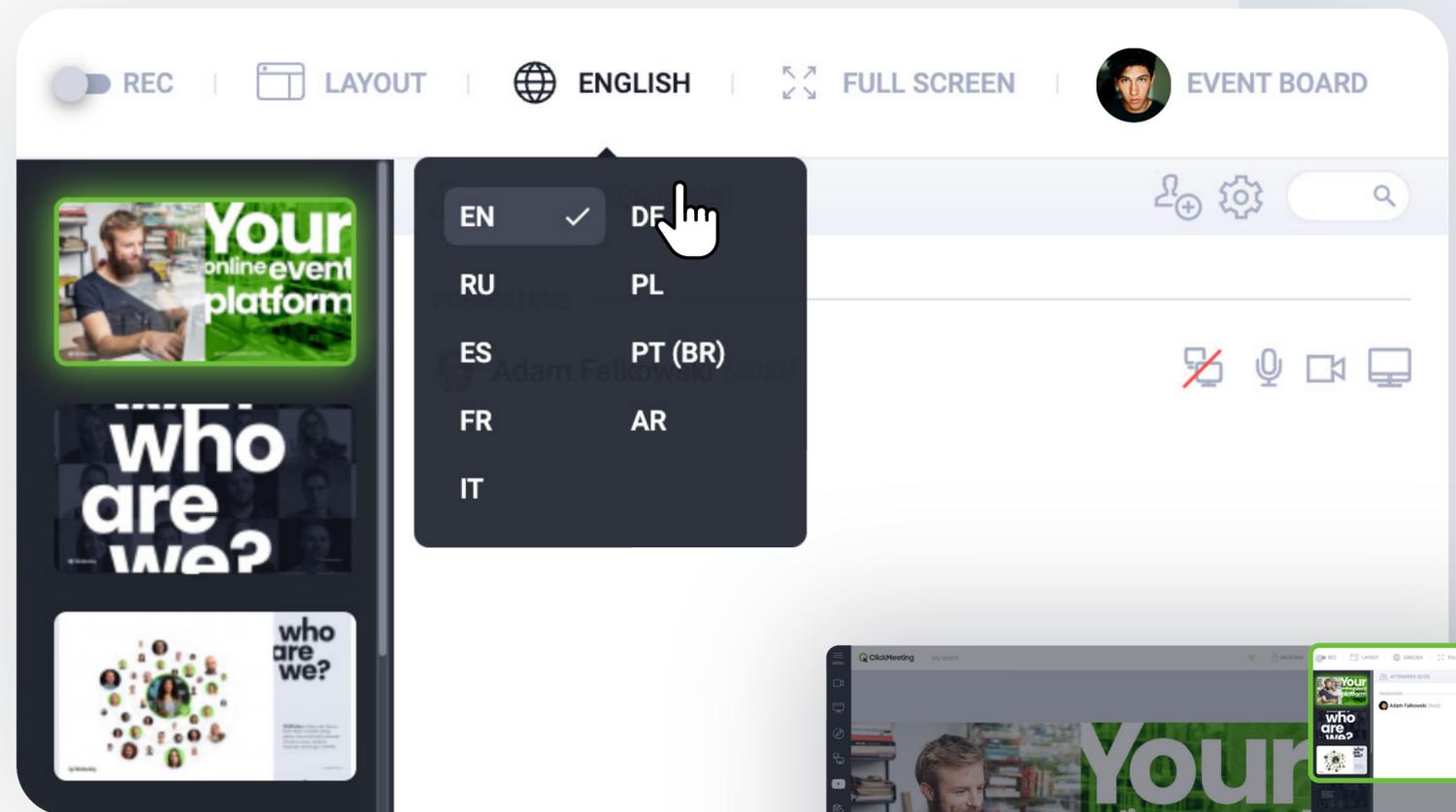
Click the **REC** button or **select** one of the layouts available.

Wait few seconds until it loads. Once the recorder is **ON** it **should look like this**.



The screenshot shows the ClickMeeting Webinar Room interface. At the top, there are icons for Wi-Fi, UNLOCKED, REC (Recording), LAYOUT, ENGLISH, and FULL. Below this, there's a section for ATTENDEES (0/25) and PRESENTERS, with Adam Fałkowski (host) listed. A 'RECORDER LAYOUTS' menu is open, showing four options: 'All pods', 'Presentation & video', 'Presentation', and 'Presentation, video, top bar'. The 'Presentation, video, top bar' option is highlighted with a green border. At the bottom, there's a control bar with UNLOCKED, REC (Recording), 00:00:23, and LAYOUT. A smaller inset shows a mobile view of the interface with a chat window open.

To select the language of the webinar room please **click** this button and choose your preferred language.



Webinar Room

