

Room Creation

ASSIGNING REMOTE PRESENTERS

ADD PARTICIPANTS

ASSIGN REMOTE PRESENTERS

PARTICIPANTS

MAX 24





INSERT SEVERAL PARTICIPANTS AT THE SAME TIME

Name Lastname; participant@email.com; position;
Name Lastname; participant@email.com; position;
Name Lastname; participant@email.com; position;

e.g. Mike Brown; mike@brown.com; 10;

ADD

EXPORT PARTICIPANTS ↓

	Robert Michel	participantname@email.com	DELETE
	Carol Evans	carolevans@email.com	DELETE
	Andie Smith	participantname@email.com	DELETE
	Emily Robinson	emily.robinson@email.com	DELETE

REMOTE PRESENTERS

1 | Carol Evans | X | ADD NEW

To create a room with Remote Presenter(s) follow the steps below during the room creation:

1. First, add the Participants to the room, including the users that will be the Remote Presenters.
2. Type the name of the user in the Remote Presenters section and select it in the dropdown*.



Remote Presenter icon

Once the Remote Presenters have been assigned, this icon will appear on the Participant list to indicate the users that are assigned as Remote Presenters.

NOTE

* The system will suggest users in a predictive way based on the Participants added previously, therefore it will not be possible to assign Remote Presenters before adding Participants to the room.

