1. Log in with the Link, Username and Password provided by LabRoots.
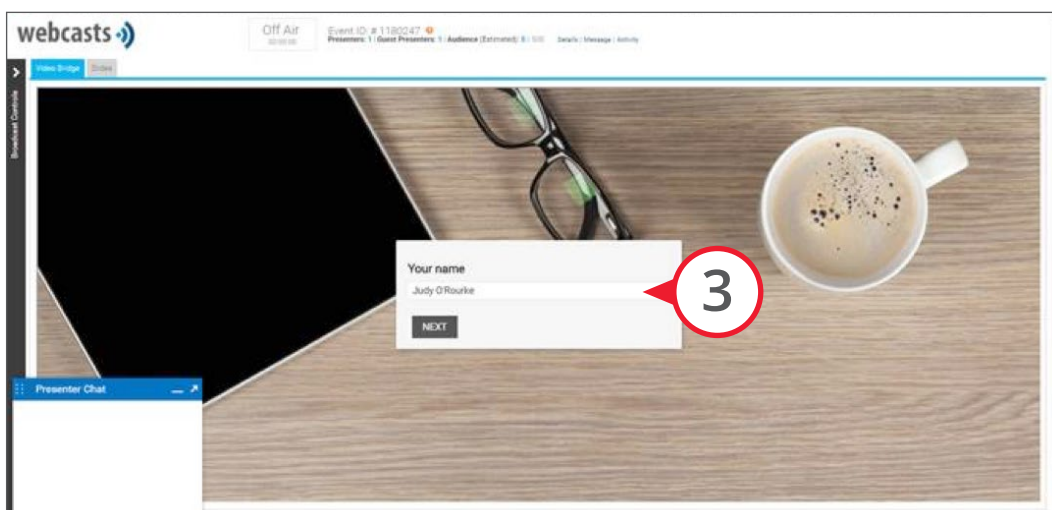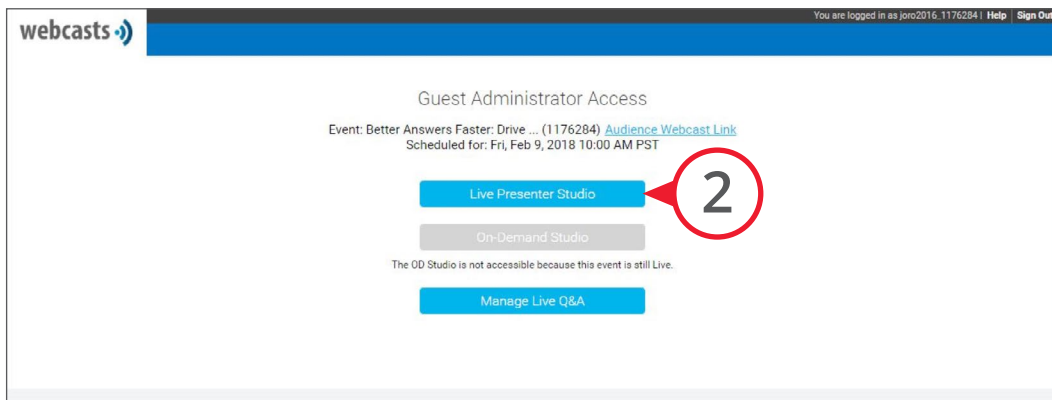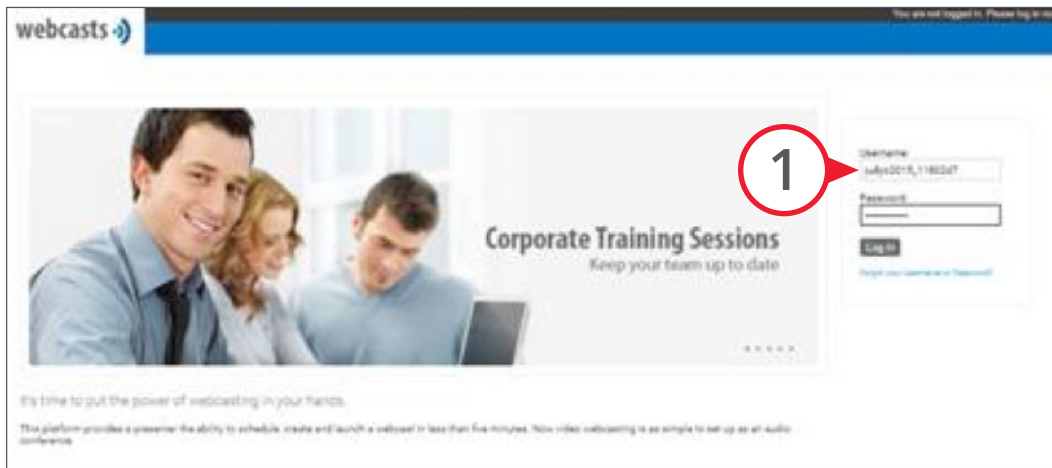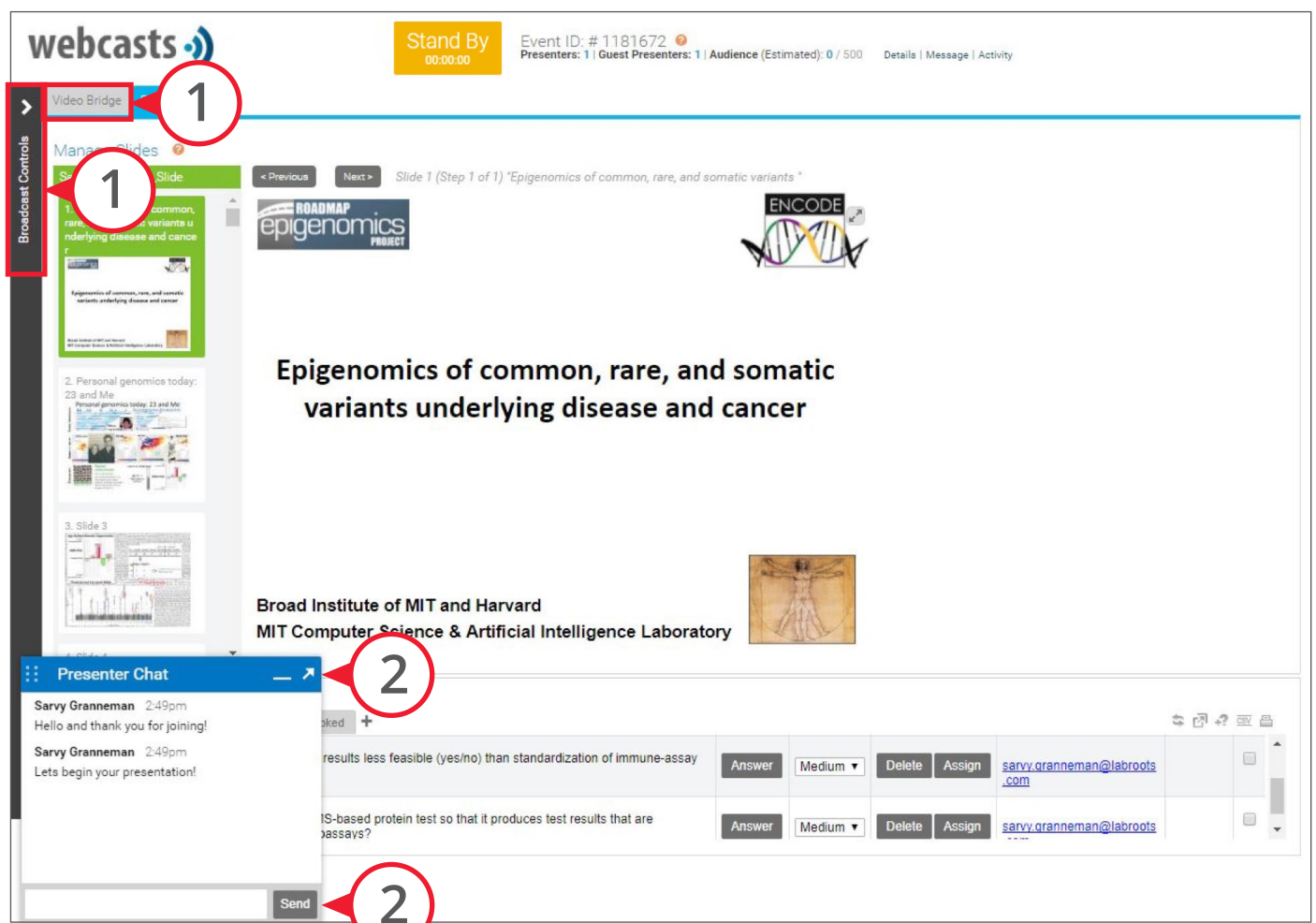
2. Click on "Live Presenter Studio" button.

3. Enter in your name and wait for the host to connect.

WEBCAM PRESENTATIONS

1. For webcam presentations the "Broadcast Controls" will be CLOSED when you enter. Please DO NOT click on the "Broadcast Controls" panel or the "Video Bridge" tab during your studio/presentation time.

2. You can use the "Presenter Chat" box to communicate with others in the studio during your presentation. The chat box can be enlarged and used as a separate window.

AUDIO ONLY & WEBCAM PRESENTATIONS

1. Select the "Slides" tab, and click on the "Next >" button on the top of your slide preview to click through EACH slide. This will cache each slide for easy loading during the recording.

2. Once you reached your last slide, go back to slide number one. Please REMAIN on your first slide until the presentation begins. DO NOT click around on other slides.

3. Wait for the orange "Stand By" button to turn green. Green means the recording has begun.

4. On the green button, there is a timer that will begin to count UP once we are "On Air".

5. The Q&A section is at the bottom of your screen. This is where you will find your seeded questions, or any questions coming in from the audience during a live presentation.