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All functions in the webinar room for participants

The chat
The chat is on the right-hand side in the webinar room. Here you have the opportunity to text with your participants and co-moderators by writing your message in the given field. By selecting fields like „All participants" or „Only moderators" you decide who you want to address your messages to. If the chat has been set to private mode, you can only communicate with moderators. Private messages have a lock symbol.

List of participants
The participants list is on the right-hand side of the screen. It provides information about who and how many participants are in your webinar. If the moderator sets the participant list to „private", you will not be able to see it. If you, as a participant, are made an active participant or a co-moderator by the moderator, this will be displayed under your name. You can deactivate the status of the co-moderator by clicking on the crown 👑 under your name.

Appointing active participants or co-moderators
The moderator has the option to activate you as a participant. When you are **activated as a participant**, you will be asked whether you want to start your audio and / or video transmission. Change the checkmarks if you wish, start the transfer or continue with the „Not now" button. If you do not want a transfer, you can activate it at any time by clicking on the respective symbols (📹 🎤) at the bottom of your monitor, above the tool 🛠 symbol.

For example, if you only want to be heard but not seen, you can deactivate the camera transmission by clicking the small camera symbol 📹 in the left corner of your display image. Of course you can also deactivate the audio transmission 🎤. To completely de-activate yourself as an activated participant, click on the small cross ✖ in the top right corner of your profile or video picture.

In addition to being activated as a participant, the moderator can also **appoint you as a co-moderator.** As a co-moderator, you proceed to activate your camera and micro-phone settings in the same way as an activated participant. To deactivate, click on the cross symbol in the upper corner of your display picture or on the crown next to your name in the list of participants.

Your settings

In the middle, at the bottom of the screen, you will find the symbol for your settings ✂. There you can adjust your camera or microphone settings and decide whether you want desktop notifications, mirror your camera image or receive a mute warning.

Hand signals

The hand signals ✋ offer a quick and easy way to communicate. A total of 8 hand signals are available to you as a participant to give feedback to the moderator. The green and red thumb as well as the smileys and the heart are self-explanatory (👍 👎 🙂 🙁 💗). They signal positive or negative feedback. For example, if the moderator asks whether everyone can understand him / her, you can use your thumbs as feedback. If something was incomprehensible or you have questions, the question mark ❓ is particularly useful to inform the moderator. With the exclamation mark you confirm your statement or agree with the moderator. Should you have to leave the webinar for a short time, simply click on the symbol with the coffee cup ☕ and you will be marked as absent for all participants. Once you're back, click the „I'm back" button to let the others know. By clicking on another set of hands, you change your hand signal; to remove it, click on the cross ✖ below the heart symbol.

Full screen mode

Select the full-screen mode ⤢ to enlarge the view of the webinar room and display it over the entire screen. To exit the full screen mode, click on the icon again.

The Whiteboard

Moderators have the option to share the whiteboard with their participants, if they do, the symbol for their drawing tool 🖊 and the pointer ↖ appear to the left of the hand sign symbol. You can now use the available functions, colors and shapes as you wish, until the moderator locks the whiteboard, the presentation and drawing area, for participants again.