EWSETA

LiveHub Navigation

Annual General Meeting
Friday, 5 February 2021
10.00 – 12.30

Accessing EWSETA's LiveHub Platform

Dear Stakeholder

The purpose of this document is to familiarise yourself with some of the key functionality that guests require when accessing a room on the EWSETA LiveHub Platform.

Link to access the room: https://livehub.ewseta.org.za/EWSETA_AGM_2019-20

Password: ewagm201920

We look forward to welcoming you as our guest online.

Don't Forget to Add Your Name Before Accessing the Room

Before entering/joining the LiveHub 'room' be sure to enter your name and surname so that we know who is online and to also identify participants in the chat

How to Use the Chat Function

This is where all chat messages will appear

This is the button to click if you wish to view the chat or to contribute to the chat

What to do if the Shared Presentation is Small or Covered by Participant Info

Once the presenter shares the presentation you will probably not be able to see it properly or it may be covered with many squares (refer right). You need to click on the 'toggle' button. This will then enable you to view the presentation properly as all the squares with initials inside will be shifted to the right of the screen. See next slide.

Toggle Button

What to do if the Shared Presentation is Small or Covered by Participant Info

Once you have clicked on the toggle button, the squares with initials inside will all move to the right of the screen and the presentation will appear properly. If you wish to view the presentation even bigger, close the chat function