


Quick Start Guide

LIVE!
Powered by Dundee Hills Group

This document provides information about joining and navigating within a LIVE! event.

 **IMPORTANT: Mobile devices using iOS and Android apps are not supported for this event.**
Join from a PC, Mac, or Linux-based desktop or laptop.

Confirmation Email

You have already received an email confirming your registration for an upcoming LIVE!™ event. Use the embedded links to add this event to your calendar (with an .ics file download), Google Calendar, and/or Yahoo Calendar. You can also join the meeting using the 'Click Here to Join' hyperlink.

Use these links to add this event to your personal calendar:
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

This event is scheduled for: **Sep 4, 2020 09:00 AM Pacific Time (US and Canada)**

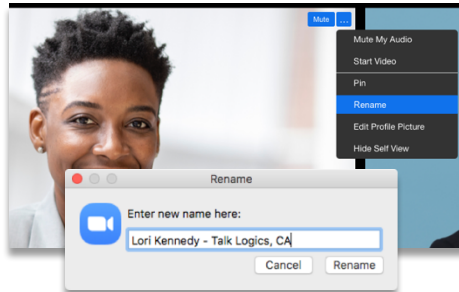
[Click Here to Join](#)

NOTE: This link should not be shared with others; it is unique to you.

Rename Yourself

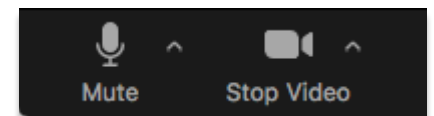
Once you are in the event, let everyone know who you are by providing your name, company, and location.

- Click on the ellipsis in the top-right corner of your image. A drop-down menu appears.
- Select **Rename** from the menu and a Rename window will appear.
- Enter your full name, name of your company, and your location and click the **Rename** button.



Audio / Video Controls

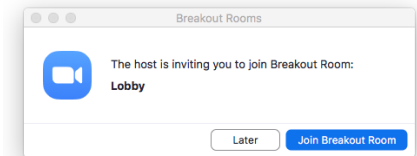
LIVE! is all about face-to-face interactions. The left side of the Control Bar (bottom of the screen) are the audio and video controls. Check to make sure your video and audio are turned on.



Breakout Rooms

Upon entering the LIVE! event you will be greeted in the Main Meeting room by the event host.

The host will invite you to join the Breakout Rooms by displaying a Breakout Rooms window on your screen. Click the blue **Join Breakout Room** button to proceed.



After joining a Breakout Room you will notice the Control Bar (bottom of the screen) contains a new button – **Breakout Rooms**. Click this button to display the Breakout Rooms Window. This window will enable you to see all the other participants, what rooms they are in, and allow you to navigate between the rooms.

