

Moderated Q&A - Announcements

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Announcements provide the ability to send a message to all attendees.

To send an announcement

- 1. In the Moderator View, Click Announce.
- 2. Enter your message/announcement and click Announce.

There are no incoming messages	
Please type your announcement here.	
Announce	

The announcement will be displayed to all attendees. All event managers will also receive the announcement. Below is an example of an announcement sent by a moderator to all attendees.

Moderator View

Welcome! This is the f	rst announcement.		
	Ar	nnounce	

Attendee View



