Adding Notes during a Webcasting Event

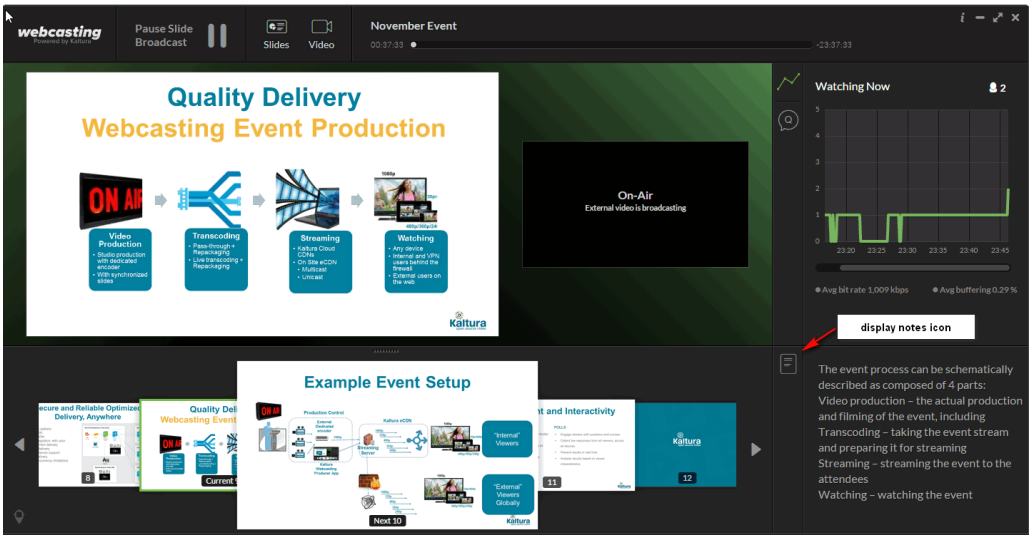
Last Modified on 06/29/2026 1:50 pm IDT

> **Legacy notice**
> If you're setting up a new event, we recommend using **Live Studio**, our modernized live event experience. See **Introduction to Live Studio** for more information. If your organization is still using the legacy webcasting product, this article still applies.

At any time the presenter or moderator may choose to write notes about a particular slide or provide interim answers to a particular question.

To add notes (Producer Application)

1. Click on the Notes icon to open the notes panel.



2. In the Notes area- enter your notes.

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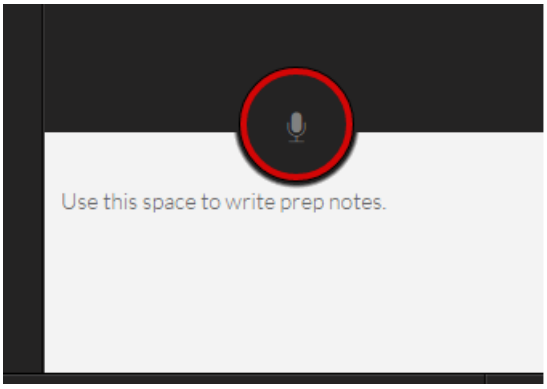

These notes are invisible to the attendees and all viewers.

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