

Interactions tab - Announcement

Last Modified on 08/07/2025 4:03 pm IDT

A This article is designated for moderators

Create and publish an announcement from the Interactions tab of the Chat and Collaboration widget

1. Click Announcement to begin creating an announcement.

← Announcement	I→	*
Title (optional)	0/60	Assistant
Type your announceme	ent here	Interactions
	0/150	
+ Add CTA button		Updates
Save as draft	Send	F
		Private chat

- Type a title for your announcement (optional), such as "Mid-webinar alert!". Then type the announcement itself, such as "Get your questions ready for the upcoming Q&A session!".
- 3. Click + Add CTA button and additional options display.

CTA button	ŧ
Button label	
URL	http://

- 4. Type a label for your CTA button, along with a URL to which users will be directed upon clicking the CTA button. If you change your mind and decide not to include a CTA, you can always clear it by clicking the "trash can" icon.
- 5. Choose to save the announcement as a draft or send it immediately to attendees. If you choose to *save the announcement as a draft*, you may access it through the **Interactions drafts** button on the Interactions tab, hover over the draft and

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edit it or send it now.



If you choose to *send now*, it will be sent to your attendees immediately, displaying as a small toast popup in the lower left corner of the screen.

Interested in exploring other interaction tools? Click here!