


Using the Webcasting Application

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The Kaltura Webcasting application is designed to let you show and hide the different tabs and features.

In the Moderator/Presenter/Producer's screen:

- To show or hide the Q&A panel (All) click the **Q&A** icon.
- To show or hide Analytics, click the **Analytics** icon or click (Alt+a).
- To show or hide the speaker notes, click the **Notes** icon.
- To upload a slide deck, click **Add New Slide Deck** (see *Uploading Slide Decks* in [Managing Slide Broadcast](#) for details).
- To add polls to the broadcast, in the Timeline tab at the bottom of the application, click the plus button  and select **Poll** (see [Kaltura Webcasting Polls](#) for details).

Use the **Options** tab in MediaSpace Editing page to determine the behavior of comments in the Webcast event Page. You can allow comments, if you want people to comment on the Event page, or disable this feature if you do not want to allow people to comment.

