

# Step five: Libraries: Video Tutorial

## Introduction

This video gives a short intro to the role libraries play, after which you can access our guides for specific libraries using the hyperlinks below.

**People:** The people library will play a role in every event as the repository for user profile information and controlling access.

**Companies:** Create visually engaging booths which can display a host of content about your sponsors or exhibitors.

**Locations:** Manage and view any location labels you have created

**Live Streams:** View and edit your Live Streams and get info such as stream key, or live viewing figures.

**Zoom Meetings & Webinars:** Import and manage events from your Zoom account using our integration.

**Breakouts:** Manage your breakout rooms which can then be linked to agenda sessions.

**Videos:** Upload and manage your on demand videos for display within an agenda session or our dedicated "[Video Library](#)" module.

**Documents:** Upload and manage your documents ready for linking to a relevant module.

**Images:** View and download images uploaded elsewhere in the platform, or upload new images in bulk, ready to be linked through to your modules.

**Live Polls:** Here you can create and setup your poll questions and

then run them during the session, with the ability to cue questions and preview the results live.

**Surveys:** Create and edit surveys using a variety of question types, and export your results.

**Q&A:** Create and set up container for user submitted questions during your live event.

**Smart Sessions:** Setup and manage room access, timings branding and more for your smart sessions.

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Revision #3

Created 2 June 2024 10:29:56 by Lee Jack

Updated 5 June 2024 15:42:47 by Lee Jack