

Basic Zoom Webinar Instructions

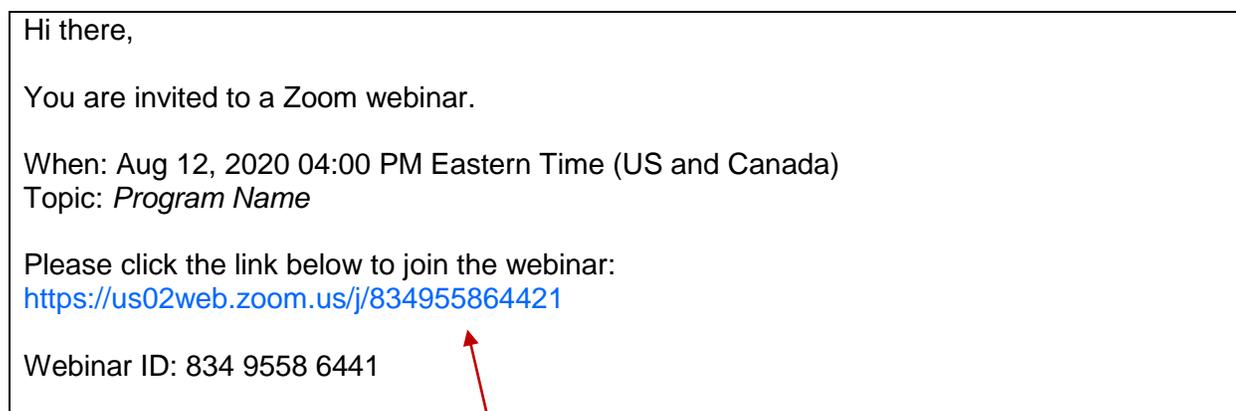
*Please note: These instructions are for attending a **Zoom Webinar** via a computer/laptop. Most of the instructions are the same for a tablet (such as an ipad) or phone. Devices with smaller screens offer all the same controls but you may have to look for the menu options.

Webinar Attendees are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and chat feature.

First Steps – Connecting to the Zoom Webinar

Once you have registered for a program or class, you will be sent a link to the zoom webinar via your email.

The invitation will look like this:

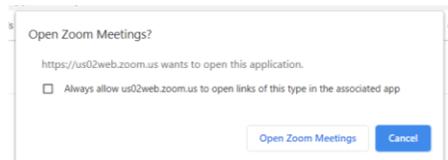


Click on the link to join the webinar.

A Zoom account is not required if you are joining Zoom Webinars as an attendee.

If this is your first time using Zoom, your web browser will download the Zoom application automatically when you click on the link to join your webinar. You can also download the app prior to your webinar at zoom.us/download.

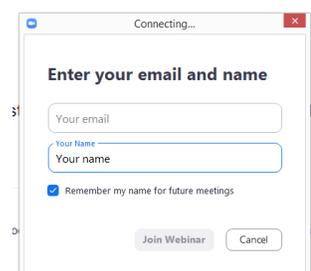
You will be prompted to “Open Zoom Meetings”



If prompted, enter your email and name, then click Join Webinar

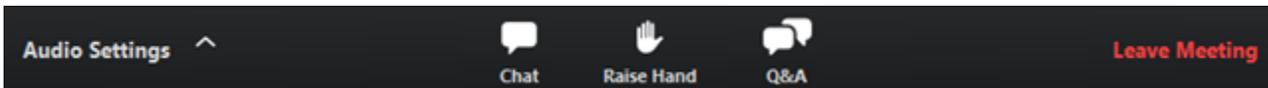
If prompted, Join with Computer Audio

If you logged on early, you may have to wait for the host to start the Webinar



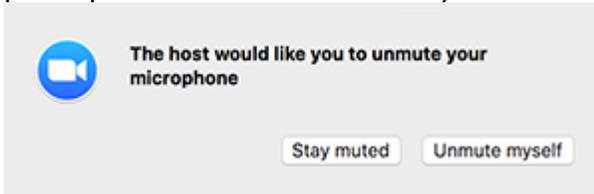
Controls in the Meeting:

The attendee controls appear at the bottom of your screen



Audio Settings (only visible if the host hasn't granted you permission to talk): Check and change your audio settings. You can also click the upward arrow (^) next to change your speaker.

Unmute/Mute: If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

Chat: Chat allows you to send messages to the host, panelists, and attendees (if permitted).

Raise Hand: Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you before the program begins on how they plan to use this feature. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

Question & Answer: Opening the Q&A window allows you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question: Type your question into the Q&A box. Click **Send**.

Note: Check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

Leave: You can leave the meeting while it continues for the other participants. Only the host can end the meeting. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

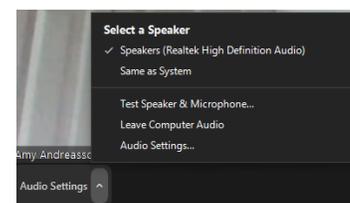
Screen Views:

Attendees are view-only in a webinar. You will only see the screens of the host and the presenters.

Troubleshooting:

If you are having trouble hearing people, make sure you are using the correct speaker and that the audio feature on your computer is not muted or low volume. To troubleshoot audio problems go to :

<https://www.support.com/how-to/troubleshoot-zoom-audio-not-working-13264>



You can try a test connection prior to your actual meeting or webinar by going to <https://zoom.us/test>