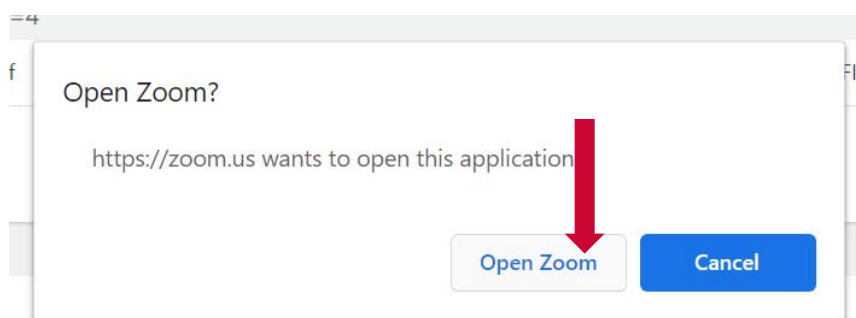


# “HOW TO” FOR ZOOM WEBINARS

## JOINING THE MEETING

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- Click on link that has been sent to you in your event confirmation email or calendar invitation. You will see the window below pop up on your desktop.
  - If you are connecting from a device (phone or tablet) rather than a desktop computer we recommend you download the Zoom app from the App store in advance.



## OK, I'M IN THE MEETING – NOW WHAT?

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When you join the meeting, your microphone will be muted and your video camera will be off. You will only be able to speak if the meeting host grants access (in which case a microphone icon will appear on your toolbar at the bottom left of your screen). Unlike a Zoom Meeting, attendees do not generally use their microphones during a webinar, but you have the option to participate in a number of other ways, all of which are accessed by the three middle icons on the navigation bar at the bottom of your screen.

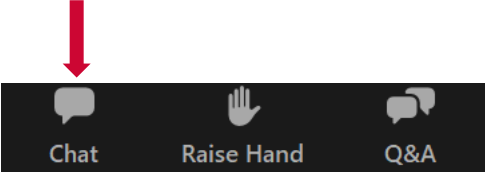


### 1. Chat

If you want to chat via text with the panelists, or with the other participants, click on

the “Chat” icon on the bottom toolbar and type in your comment or question in the box that appears (if you are participating on a phone or tablet, the chat function may be found by tapping your screen)

**TIP:** You can also use the chat box if you are experiencing technical difficulties. There will be a staff member monitoring the chat and available to help as needed.



### 2. Raise your hand

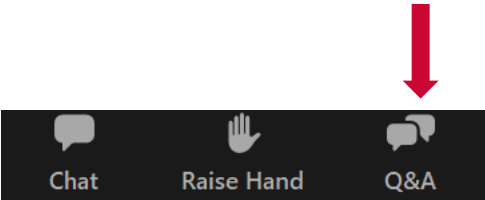
The webinar host may ask attendees to raise their hands for any number of reasons. To do this, click on the “Raise Hand” icon. You can lower your hand again by clicking the same button again.



**TIP:** If, during the webinar or during the Q&A, you want to ask a question verbally, you can also indicate that by digitally “raising your hand”. Once you have “raised your hand”, the meeting host can unmute your microphone so that you may ask your question or make your comment. You will see a microphone icon appear on your toolbar.

### 3. Question and Answer

During your webinar, there may be a formal Question and Answer period. Click on the “Q&A” icon and a box will appear for you to type your question



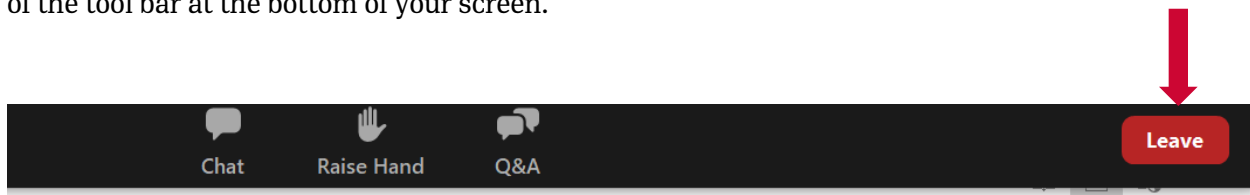
#### 4. Polls

From time to time, your webinar host may launch a poll with multiple choice questions. This poll will pop up on your screen automatically and you can click on the answer you wish to submit and then close the screen.

## WHEN THE WEBINAR ENDS

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You can leave the meeting at any time by clicking on the red “Leave” button on the right hand side of the tool bar at the bottom of your screen.



For more detailed information on Zoom webinars go to: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->