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ZOOM WEBINAR ATTENDEE REFERENCE GUIDE

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Getting Started & Installation

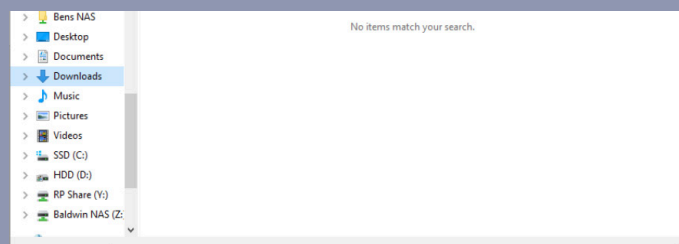
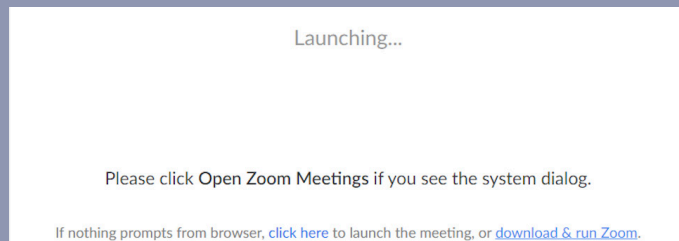
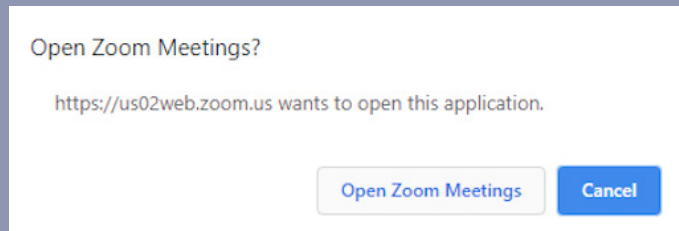
Prior to the event, you will have received either an attendee invitation or registration e-mail for the webinar. If you received an e-mail requesting that you register for the webinar, simply open the e-mail in your preferred mail client (Outlook, Gmail, etc.) click the hyperlink provided. This will redirect you to the registration page where you will fill out the appropriate information. After you submit the required information, you will receive an e-mail with a link and password (if applicable) to join the webinar. Click on the “Click Here to Join” hyperlink in the e-mail body. This will open up your default web browser and take you to the launch page for the event. If you already have the Zoom app installed on your computer, you can simply click the **“Open Zoom Meetings”** button on the dialog that pops up on your screen. We highly recommend using the Zoom App whenever possible instead of the web browser-based version of Zoom.

If this is the case, proceed to page 3.

If not, your computer may open a save dialog, or install the software automatically depending your browser preferences.

If that doesn't happen, you can click on the **“Download & Run Zoom”** hyperlink on the page.

This will either **save the application install file to your default Downloads folder** or **open a save dialog where you can choose the folder to save it to.**





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Normally when you download a file in your web browser, it will show you an icon in the lower portion of the browser where you can open the file that was downloaded.

Click the icon to open the installation file.

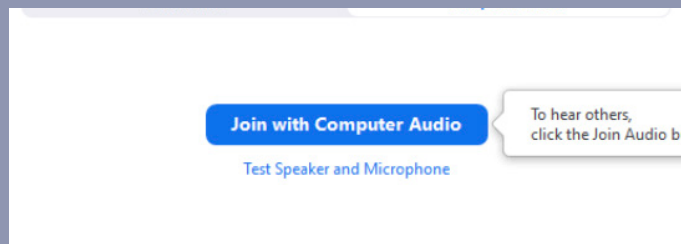
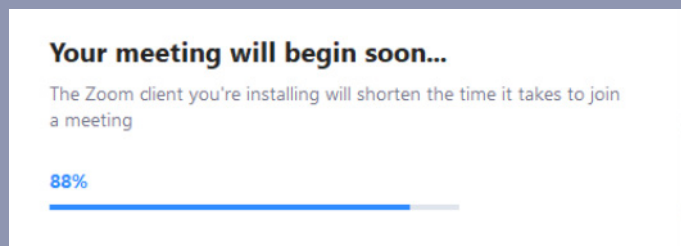
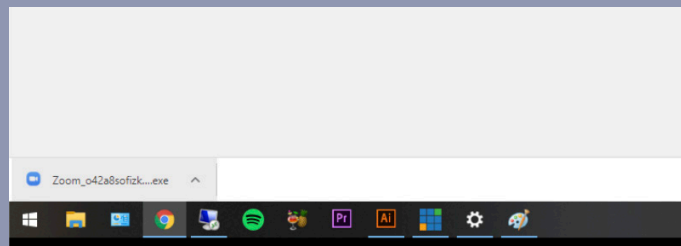
If this is not the case, open up file explorer and navigate to the folder where you saved the Zoom installation file and double click on it to execute.

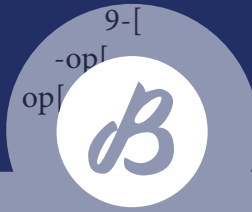
Zoom will install and automatically open the webinar and ask for your login credentials if required. **Refer to your invitation email for credentials.**

When Zoom is done installing, you'll be prompted to connect your audio. Click on the **"Join With Computer Audio"** button in the dialog box.

If for some reason you can't connect to computer audio, reach out to your webinar coordinator to see if it can be resolved.

For the sake of audio quality, **we prefer our attendees to connect through computer audio**, but if all else fails you can connect through a phone line.

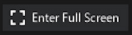




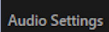



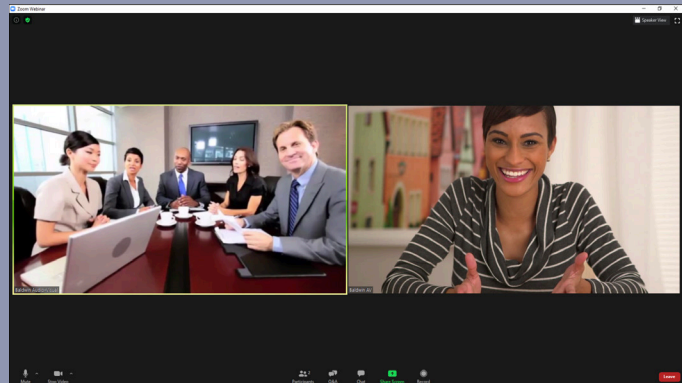


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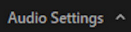
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Layout Overview

1. Enable fullscreen 
2. Leave meeting 
3. Open Q&A window 
4. Raise/lower hand 
5. Open chat window 
6. Audio settings/Mute/Unmute (Mute/unmute function only available if the host enables your microphone) 
7. Listening to language interpretation 
 - In your meeting/webinar controls, click Interpretation.
 - Click the language that you would like to hear.
 - (Optional) To hear the interpreted language only, click Mute Original Audio.



Setting Up Your Audio Devices & Muting/Unmuting Your Microphone (if applicable)

Most people will never have to configure their or audio devices, as Zoom will use the default Windows/MacOS input (microphone), output (speakers/headphones). If you can't hear other Zoom participants and attendees, or they can't hear you, it's likely that you have the wrong input or output device selected in the configuration menu. To change this, **hit the 'Audio Settings' button**  and choose the appropriate devices. Please note that video and microphone controls are disabled for Webinar attendees. These features can only be enabled by the host when required.




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
If the host enables your microphone, The 'Audio Settings' button will turn into a microphone icon. To **Mute/Unmute** your microphone, simply click on the icon. 

Navigating Chat and Q&A

On the zoom interface, locate the "Chat" button  and click on it. This should bring up the relevant pane on the right side of the screen.

****If you do this in fullscreen mode, the pane will open as a detached window****

The chat feature is very simple. You have the ability to communicate with all panelists, or all panelists and attendees. To choose who you would like to communicate with, simply **hit this drop down menu** and make a selection.

Lastly, we will cover Q&A. This feature is for attendees only, and serves as a way to ask questions to the panelists without disrupting the flow of the webinar. You can open the dialog box by **clicking the "Q&A" button**  at the bottom of the interface.

Simply type your Question in the text field and hit 'Enter' on your keyboard to submit it.

That concludes the features covered in this guide, as it serves only as a starting point for Zoom Webinars. If you need further assistance, reach out to your webinar planner and they can contact us to arrange for further assistance.

