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# ZOOM WEBINAR PANELIST REFERENCE GUIDE

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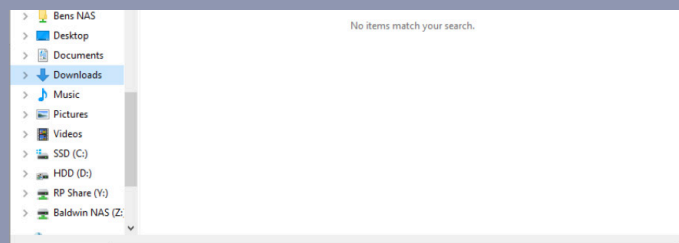
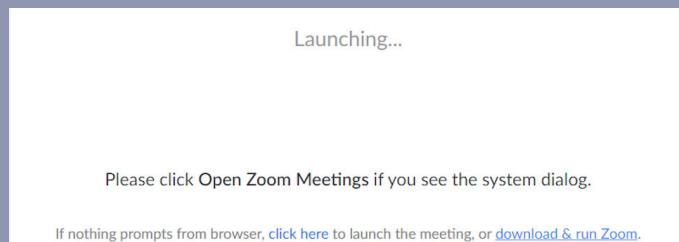
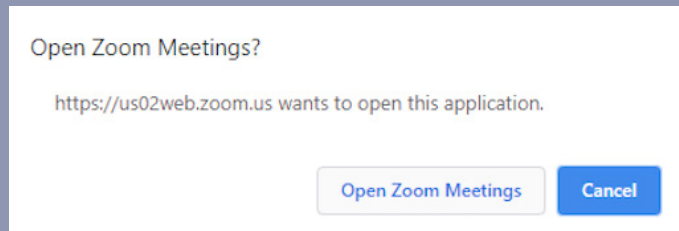


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## Getting Started & Installation

Prior to the event, you will have received a panelist invitation e-mail for the webinar (Please note that your panelist invite is unique to you and should not be shared with anyone else). Open the e-mail in your preferred mail client (Outlook, Gmail, etc.) and 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.**

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.

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**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.

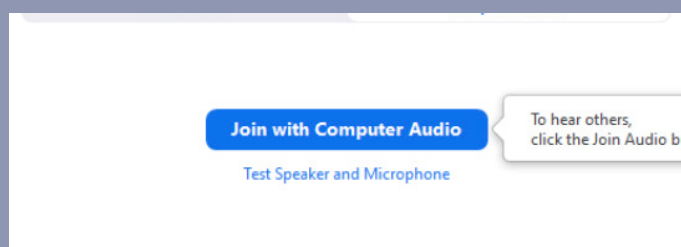
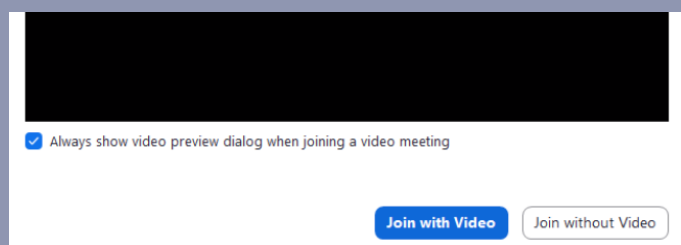
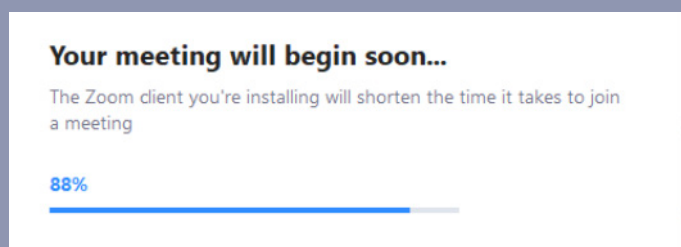
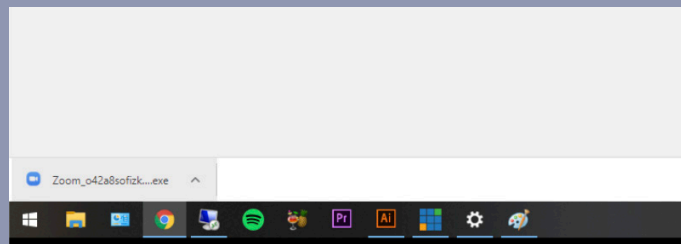
Zoom will install and automatically open the webinar and ask for your login credentials if required. **Refer to your invitation email for credentials.**

Next you will be prompted with a window to share your video. Click the **“Join With Video”** button if you’re ready to share your video. If not, you can join without video and enable it later.

After that 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 panelists to connect through computer audio**, but if all else fails you can connect through a phone line.



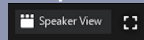


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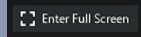
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## Layout Overview

1. Speaker view / gallery view toggle



2. Enable fullscreen



3. Leave meeting



4. Record meeting



5. Share screen



6. Open chat window



7. Open Q&A window (Webinar Only)



8. Open participant / attendee window



9. Stop / start your video (or '^' to configure your webcam)



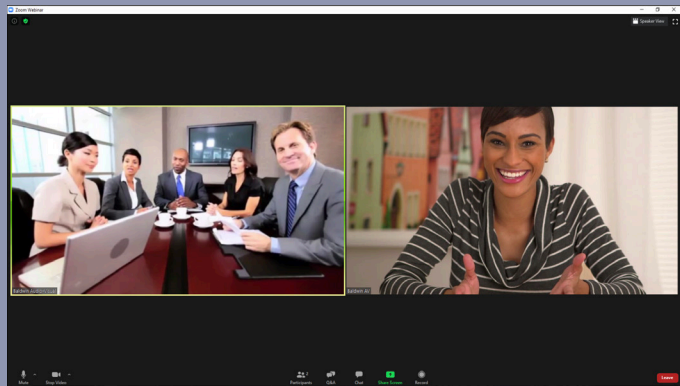
10. Mute / unmute your microphone (or '^' to configure your microphone and speakers)



11. 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/Video Devices, Sharing Your Video (Webcam) & Unmuting Your Microphone

Most people will never have to configure their webcam or audio devices, as Zoom will use the default Windows/MacOS input (microphone), output (speakers/headphones) and webcam. 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 '^' next to the microphone button**  and choose the appropriate devices.

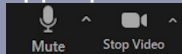


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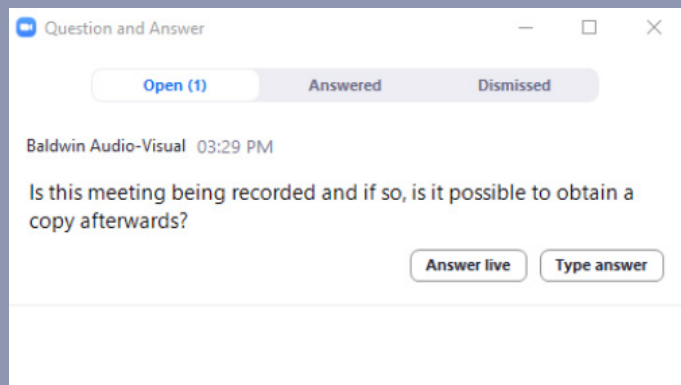
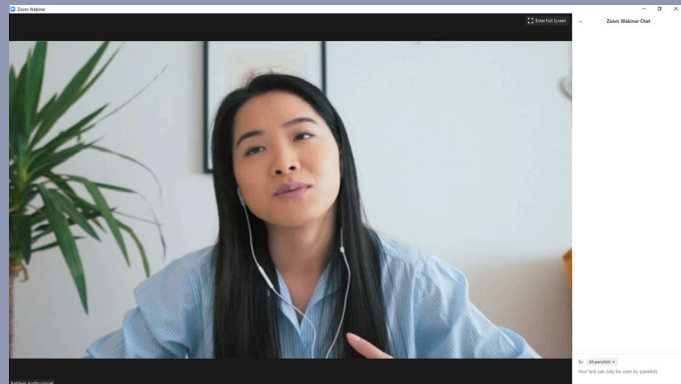
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Webcams are considered exclusive devices, meaning that if one program is using it, other programs will not be able to. If your webcam isn't working, it's likely that another program is running that has exclusive control over the device. Make sure you close any other programs that may be using it (Skype, Teams, Bluejeans, GoToMeeting, etc.) and try again. If you continue having problems, contact your webinar coordinator.

To ***mute/unmute*** your microphone, or ***start/stop your webcam***, hit the appropriate icon on the interface.



## ***Navigating Participants & Attendees, Chat, and Q&A***



On the zoom interface, locate the ***“Participants”***  and ***Chat***  buttons and click on each of them. This should bring up the relevant panes on the right side of the screen.

***\*If you do this in fullscreen mode, the panes will open as detached windows\****

The participant window allows panelists to see all the other panelists and attendees in the webinar.

Another handy feature is the Pin Video function. Normally the speaker view will follow whoever is speaking or who the technician has spotlighted, but sometimes participants will forget to mute their microphones and have loud background noises come through their microphone. This usually results in the speaker view shifting focus to that person

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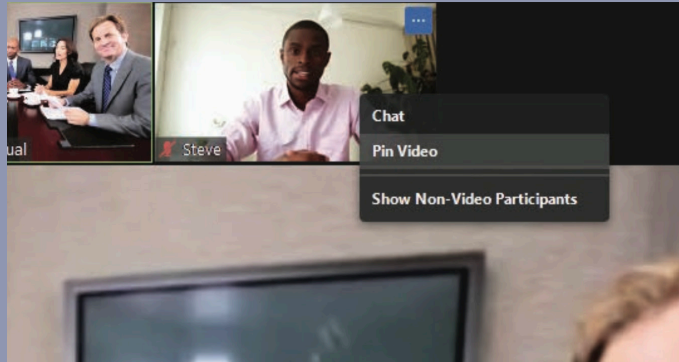




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when the spotlighting feature is not being used. To override this, you can pin the video by right clicking on the presenter frame you wish to highlight and click “Pin Video”. To end the pinned video, simply right click on the same presenter and select “Unpin Video”.



The chat feature is very simple. You have the ability to communicate with all panelists, all panelists and attendees, or individual panelists. 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.

Panelists have the option to either answer the question live or give a typed answer. Either option will shift the question from the **“Open”** tab to the **“Answered”** tab where all attendees and panelists will be able to see the typed answer.

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.