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Instruction manual Zoom webinar

To make the webinar run smoothly, we have prepared the following main rules.

- Log in **on time**. You'll find the start time on your invitation.
- You **turn on your video**, but please **turn off your sound!** (button 'mute / unmute')
- Each webinar starts with a short presentation on the subject.
After that you will have the possibility to ask questions.
- Do you have a **question** during the webinar?
 1. Use the 'chat' button, type your question.
 2. Use the microphone 'mute / unmute'. First: raise your hand so the host knows you have a question.
- You don't have a Zoom account yet? Is this your first time using Zoom?
Then read the Zoom manual starting from at page 2 of this document: 'Joining and participating in a webinar'.

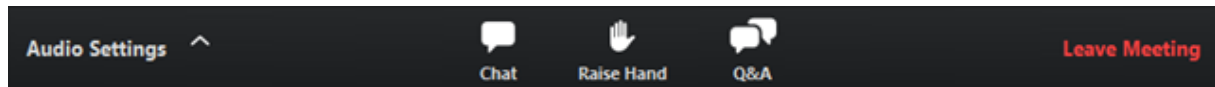
On the following pages you will find more information about joining and participating Zoom.

Joining and participating in a webinar (attendee)

Source: support.zoom.us/...

Overview

If you are registering or joining a webinar, you can mute/unmute your audio, virtually raise your hand, and send messages to others.



Note: Some attendee controls won't be available if disabled by the host. If you have additional controls not shown here, you may be a co-host or panelist in a webinar or an [attendee in a meeting](#).

This article covers:

- [Joining a webinar by invitation link](#)
- [Manually joining a webinar](#)
- [Waiting for the host to start the webinar](#)
- [Webinar controls](#)

Prerequisites

- Zoom Desktop Client or Mobile App

Joining a webinar by invitation link

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: kevin.hoang@zoom.us

Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/w/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

US: +16468769923,,319833382# or +16699006833,319833382#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 669 900 6833 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)

Webinar ID: 319 833 382

International numbers available: <https://zoom.us/j/319833382>

Webinar Registration Approved

Topic	My Webinar
Time	Sep 11, 2018 10:00 AM in Pacific Time (US and Canada) Add to calendar
Webinar ID	319-833-382



To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/w/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

Manually joining a webinar

1. Locate the 9-digit meeting ID/webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after <https://zoom.us/j/>

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: kevin.hoang@zoom.us

Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlY5ss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlY5ss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlY5ss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

US: +16468769923,319833382# or +16699006833,319833382#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 319 833 382

International numbers available: <https://zoom.us/j/bZ3rpGRKy>

Webinar Registration Approved

Topic	My Webinar
Time	Sep 11, 2018 10:00 AM in Pacific Time (US and Canada) Add to calendar
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To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlY5ss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)


[/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlY5ss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlY5ss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

2. Sign in to the Zoom Desktop Client or Mobile App.
3. Click or tap **Join a Meeting**.

4. Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**.
5. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.

Waiting for the host to start the webinar

If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:


 **Please wait for the host to start this webinar.**

Start: 1:00 PM

My Webinar

Test My Speaker

My Webinar [Leave](#)

 **Waiting for the host to start this meeting**

Meeting ID: 319-833-382

Date: Tue, September 11

Time: 10:00 AM

If you are the host, log in to start this meeting

[Sign In](#)

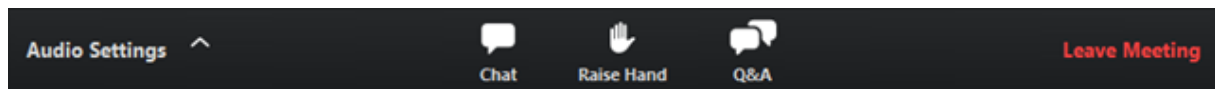
If you receive a message showing the date and time of the webinar, check the the date and start time of the webinar including the timezone. Make sure to join when the webinar starts.

The webinar is scheduled for 9/18/2018.

Start: 10:00 AM

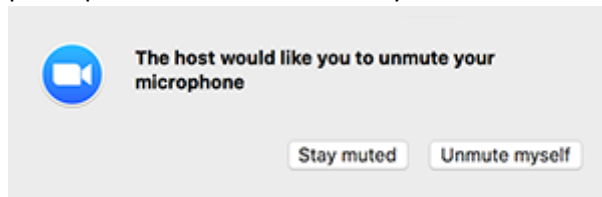
My Webinar

Webinar controls



Audio Settings (only visible if the host hasn't granted you permission to talk): 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: Open [in-meeting chat](#), allowing you to send chat messages to and send a message 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 on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

Question & Answer: Open the Q&A window, allowing 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:

1. 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.

2. If the host replies via the Q&A, you will see a reply in the Q&A window.

Q&A

You asked:

18:03

What happens when I raise my hand?

Molly Parker answered:

18:04

I can take you off of mute.

Please input your question

☐ Send Anonymously

Send

The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

Q&A

You asked:

18:03

What happens when I raise my hand?

Molly Parker answered:

18:04

I can take you off of mute.

You asked:

18:08

Oh, thank you for answering. What if I don't want to go off of mute?**Molly Parker is going to answer this question live.**

Please input your question

☐ Send Anonymously

Send

As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

1. Click the thumbs up icon to like a comment.

Tip: The number beside the icon is the total number of likes the question has received so far.

Q&A

All questions (1)

My questions

Lee 01:54 PM

Will there be a follow-up session?

1

👍

Comment

Type your question here...

2. Click the red thumbs up icon to unlike a comment.


Q&A

All questions (2)

My questions

Lee 01:54 PM

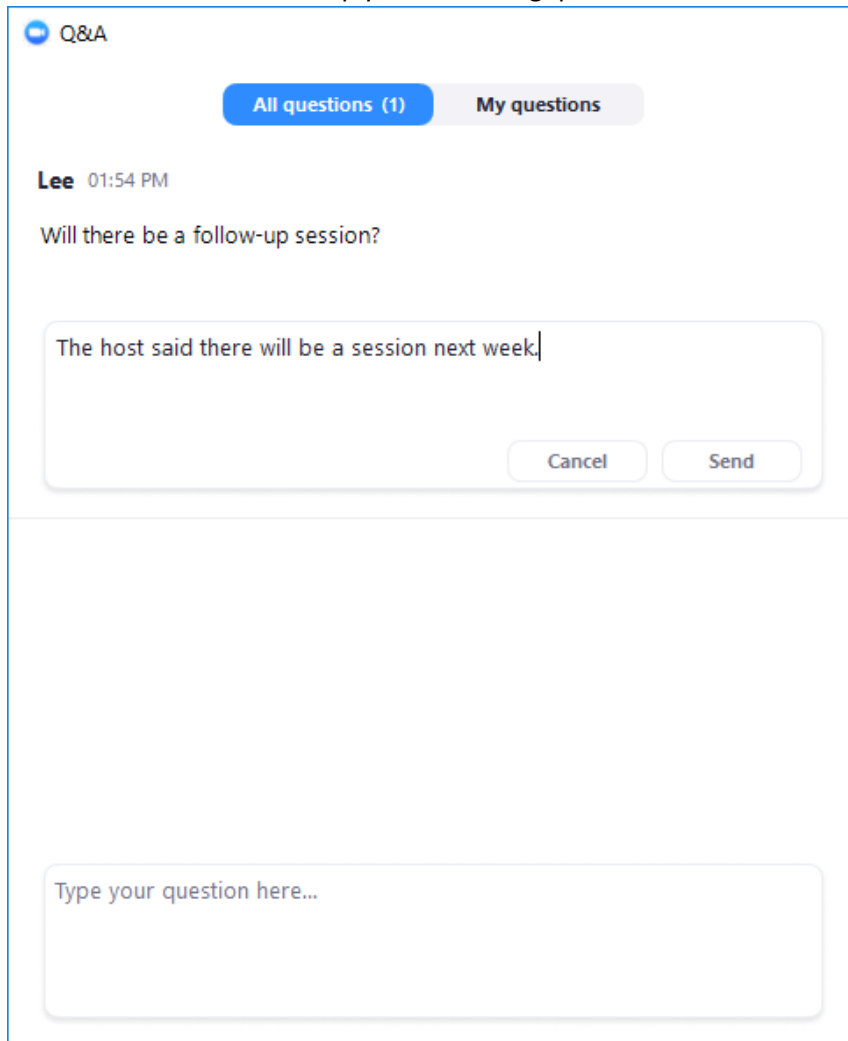
Will there be a follow-up session?

 1

Comment

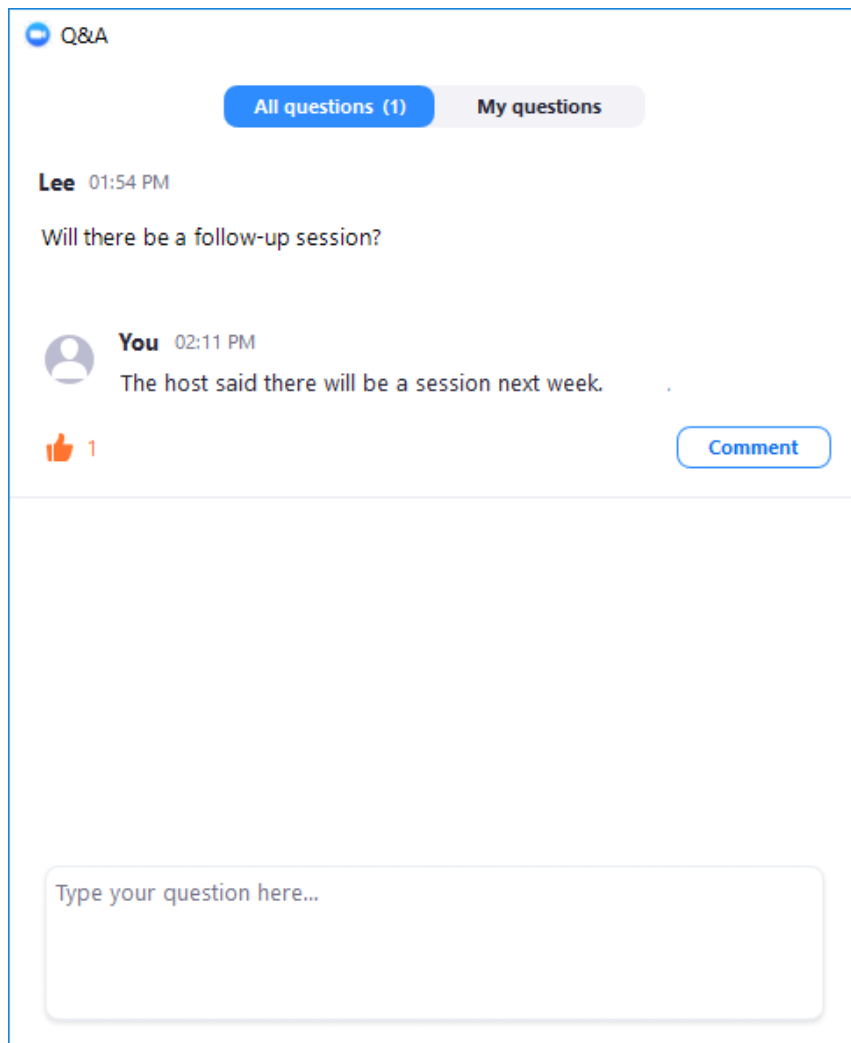
Type your question here...

3. Click **Comment** to write a reply to an existing question.



The screenshot shows a Q&A interface. At the top, there's a header with a speech bubble icon and the text "Q&A". Below this, there are two tabs: "All questions (1)" which is highlighted in blue, and "My questions". The main content area displays a question from a user named "Lee" at "01:54 PM". The question is "Will there be a follow-up session?". Below the question, there is a text input field containing the text "The host said there will be a session next week,". To the right of the input field are two buttons: "Cancel" and "Send". At the bottom of the interface, there is another text input field with the placeholder text "Type your question here...".

4. Type your comment and click **Send**.
Your comment will appear beneath the question.



Leave meeting

Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.