



ZOOM Attendee Quick Guide

Joining the Webinar

Test your computer connection prior to joining the webinar by clicking this link and following the prompts. <https://zoom.us/test>

Join by Link

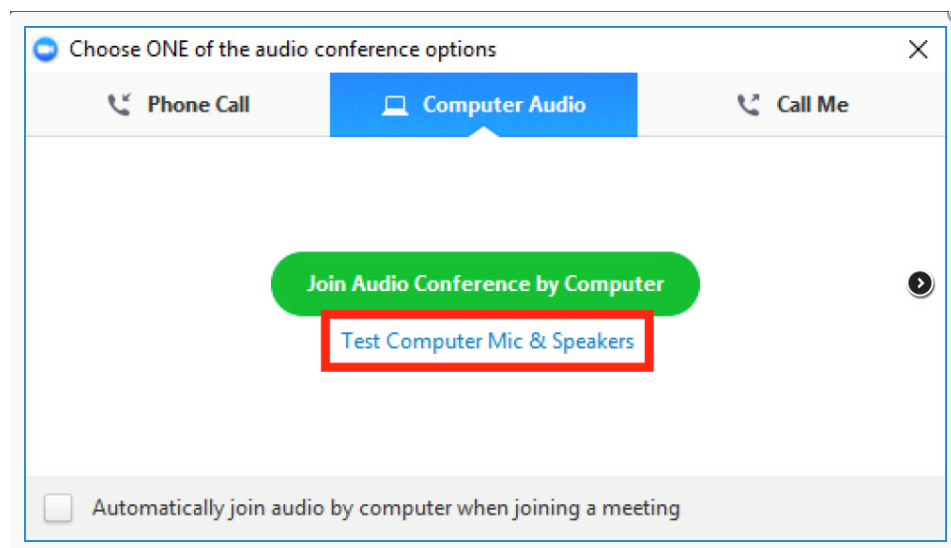
To join the webinar, click the link that you received in your confirmation email.

Clicking the link will open the webinar in a browser. You can also download Zoom Client for Meetings and follow these steps.

1. Install the application.
2. Open the Zoom Client and click **Join a Meeting**.
3. Locate the 9-digit meeting ID/webinar ID from your registration email.
4. Enter the **Meeting ID / Personal ID / Personal Link** field, enter the 9-digit webinar ID, and click **Join**.

Audio Settings

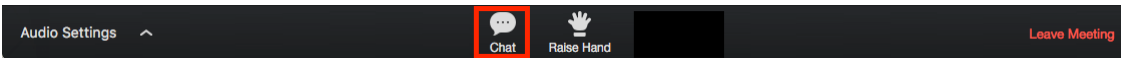
1. Select the Join by Computer audio. If you are having trouble with your computer audio you can use a phone-in option.



Chat

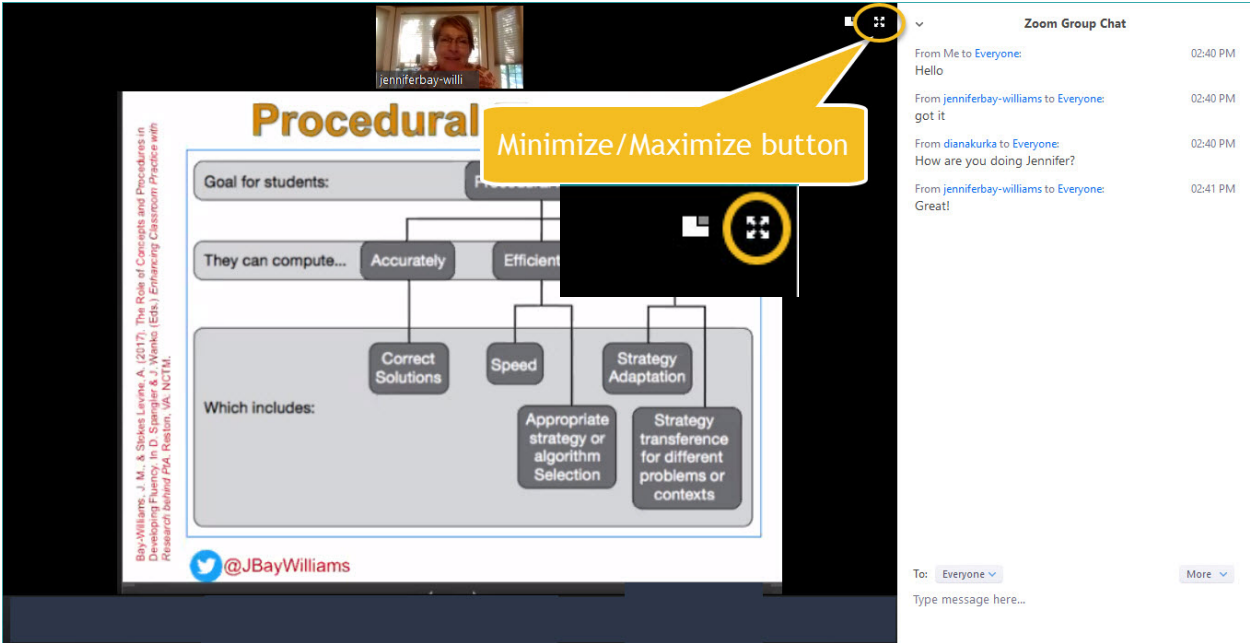
The in-meeting chat allows you to send chat messages to and send a message to the host, panelists, and attendees. Zoom allows the participants to have greater control over their chat box.

1. Click **Chat** to open the in-meeting chat.



2. The chat will appear on the right side of your Zoom window if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen as needed.

Minimized screen with docked chat box

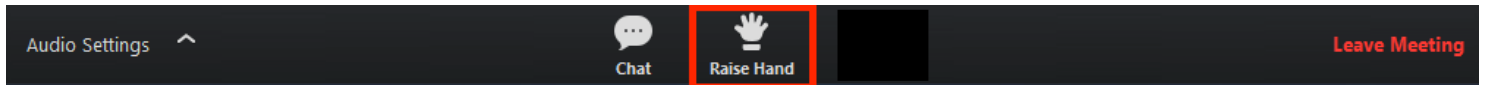




Raise Hand

You can 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.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand. Click **Lower Hand** to lower it if needed.

