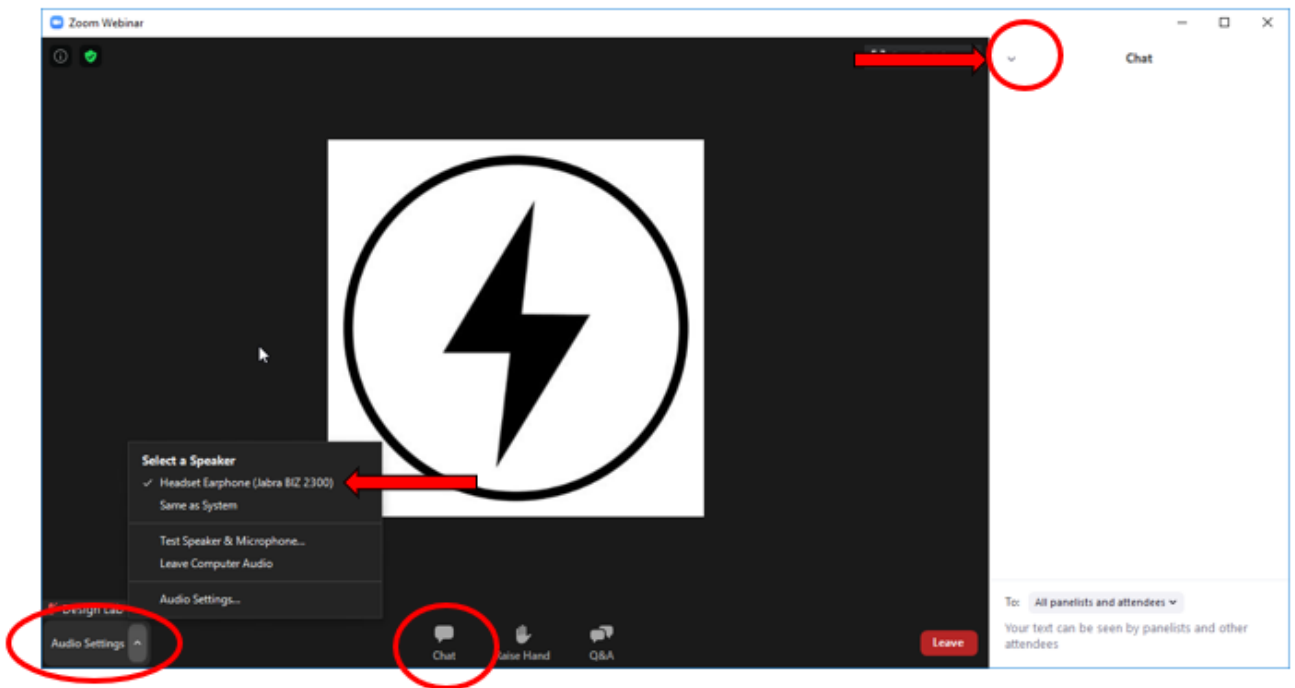


Zoom Webinar Platform – Basics for participants

If you're not familiar with Zoom Webinar **please log in 5-10 minutes early** to ensure you've got the basics working. Here's a sneak peek at what you'll see when you log in.

Audio can be a common issue with Zoom, but the solution is easier than you think. Just click on the little carrot arrow to the right of the microphone and select the audio device you are using. Mics and Video are turned off for attendees, unless given permission by the host.



Click on the **Chat** icon to open the chat box. A chat box window will be merged on the side of your screen. You can select the little carrot arrow down to pop the chat box out so you can place it wherever you'd like on the screen.

Be sure to select "All panelists and Attendees" in the drop down menu so everyone who's joined can view your comments.

*note: Click and drag the chat box anywhere on your screen. You can also close the chat box without losing any of the chat box information.

In a webinar setting, all questions will be answered in the Q&A box. When you select the Q&A icon, a new box will pop up on your screen. Be sure to type in all your questions here so the panelists can answer them live.

