Zoom Webinar User Instruction

What you need to Join Webinar

1. An internet connected computer, laptop or device
2. 1-2 Mbps bandwidth connection
3. Working speaker, headset or ear buds so that you can hear the presentation.
4. A webcam (optional)

We recommend that before you sign in to the webinar on the appropriate date and time, please spend 30 minutes checking that you have the correct system requirements

Joining a Webinar

You will receive an email containing a link to join the webinar. When it's time to join the webinar, click on the link in the received email.

1. A pop up box will open asking you to complete your registration

2. Please enter your details in this box and ensure you use your full name so that the webinar host can identify you.

3. Once you have entered your details and clicked 'Join Webinar' you will enter the webinar

NOTE

1. **Audio Settings:**
   To manage your audio, please click on 'Audio Settings' and You can manage your speakers and microphone (if you have one connected).

2. **Asking Question**
   As a webinar **attendee,** the **teacher/panelist** cannot hear you speaking into your microphone. If you wish to speak to teacher/panelist, you will need to Raise your Hand and the **fDLuDCf host** will allow you to speak so that you can ask a question.

3. **Raise Hand:**
   The Raise Hand button will alert the host and panelists that you would like to ask a question over the audio.
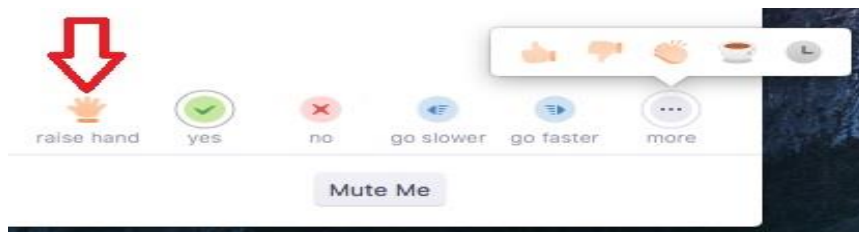
   In order to ask your question over the audio, the host must promote you to be a panelist/teacher. When they do this, you will see this pop-up for around five seconds. Once this pop-up disappears, you will be in the webinar as a panelist, meaning your audio can be heard and video seen by all webinar attendees. At this stage, you will be able to ask your question. Once you finish asking your question, you will be converted attendee status and will temporarily see the rejoining box again before getting your original screen. The host and panelists can lower your hand or you can also low your hand by clicking.
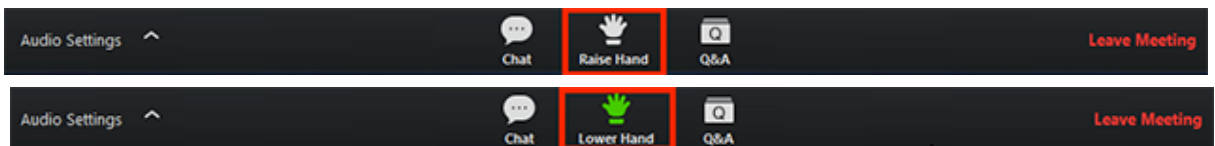
4. **Q&A Button**
   The Q&A button enables you to ask questions to the webinar speaker and host by text. When you click on the Q&A button, the following window will appear:
   - Send your question publicly or
   - You can send it anonymously/privately

   Once you have sent your question, the host/panelists have the option to either answer your question live or by text.

5. **Chat Button:**
   The chat box is a more informal way for you to ask questions to the host and should be used primarily if you are experiencing technical issues.

6. **Polling:**

During the webinar, panelists have the option to run a poll with attendees. If this happens a pop-up box similar to the following will appear on your screen. You can then select your choice and then hit submit.

All presentation play videos, Q&A and Chats will be stored in the portal for future download/view. If due to limitations of time speaker fails to answer your question asked using text he will answer it later and that will be uploaded in the portal or will be sent to you over email.