nPOD 2021 Virtual scientific Session - Zoom Participation Guide

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Overview

If you are registering or joining a webinar and haven't received an email confirmation that's for a panelist or alternative host, you are an attendee in the webinar. As an attendee, you can virtually raise your hand, submit questions in Q&A, 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.

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 /w/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnIYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVlMZ1VOMEdnAA

Manually joining a webinar

1. Locate the 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/w/

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
   /w/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwnlYSss8gtpOk.DQEAAAAAExBFjhZyTkd0ZUxYcFRfS2Q3UVlMZ1VOMEdnAA
   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/u/bZ3rpGRKy

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

4. Enter the 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

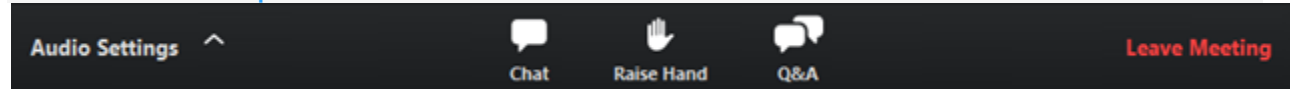If you are the host, log in to start this meeting

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.

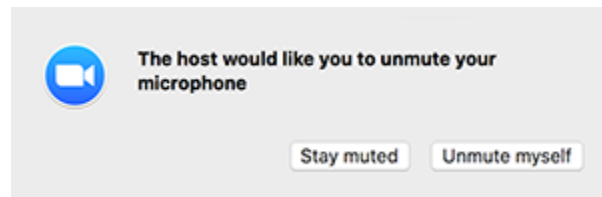## The webinar is scheduled for 9/18/2018.

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). **Chat will be disabled for all attendees.**
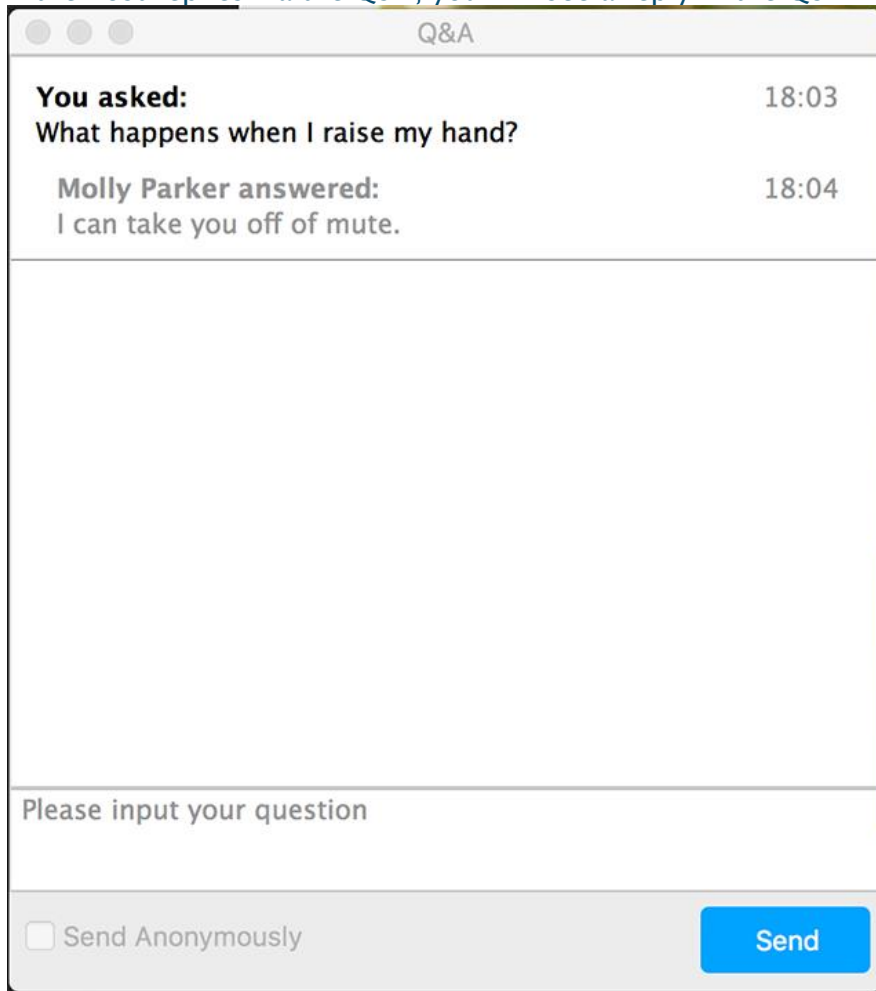
Raise Hand: Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

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.

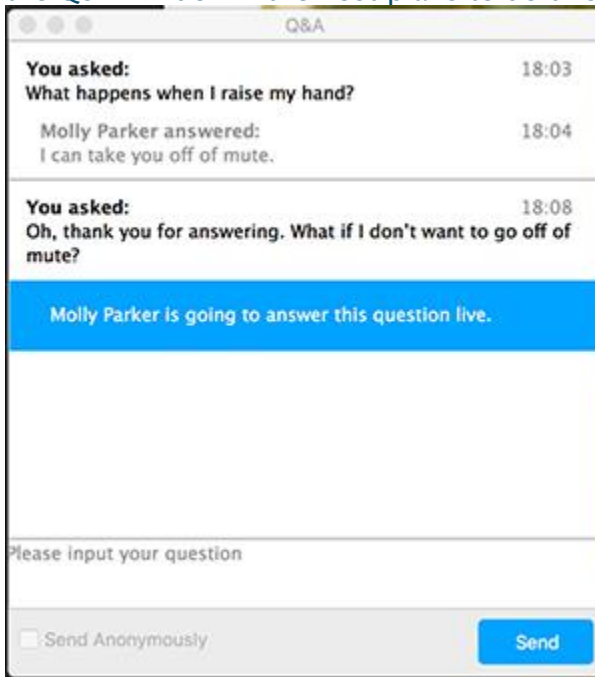2. If the host replies via the Q&A, you will see a reply in the Q&A window.

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.

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**

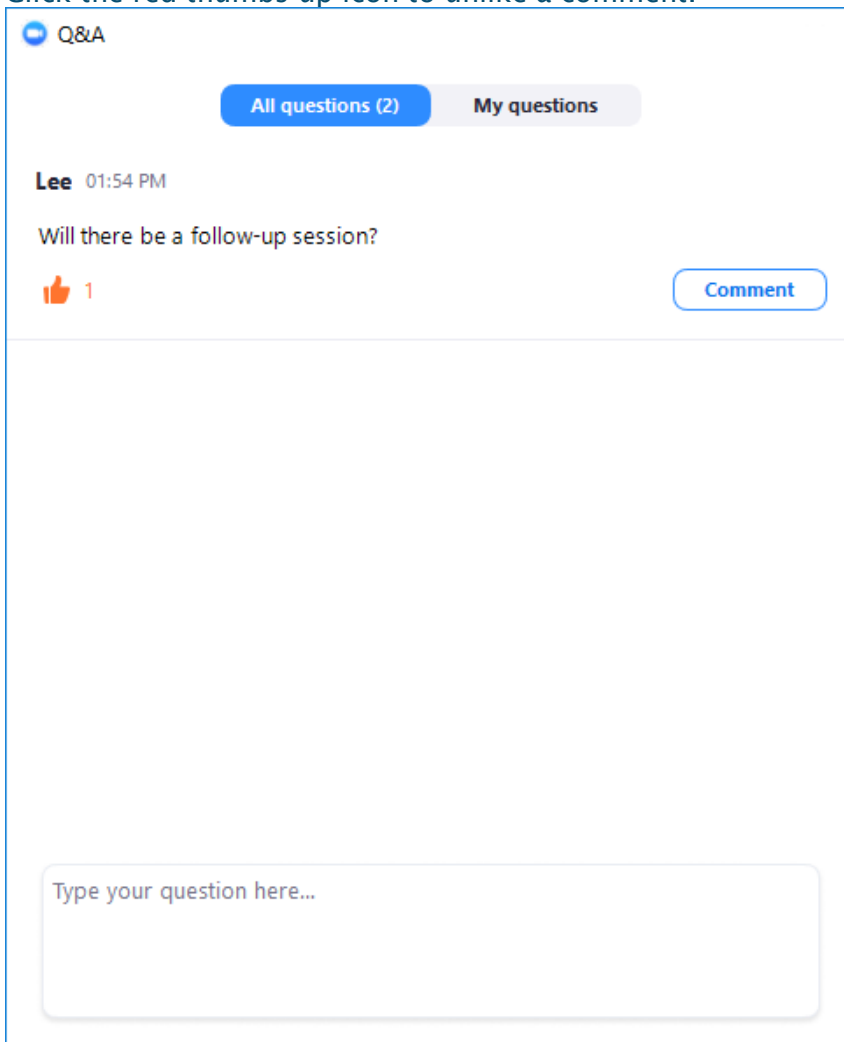**Lee** 01:54 PM

Will there be a follow-up session?

👍   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.

4. Type your comment and click **Send**.
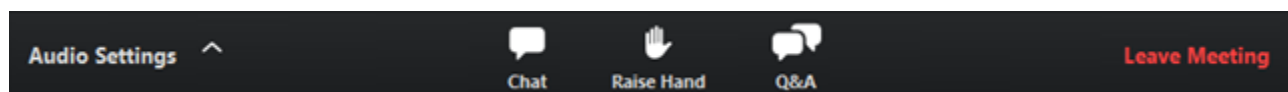   Your comment will appear beneath the question.
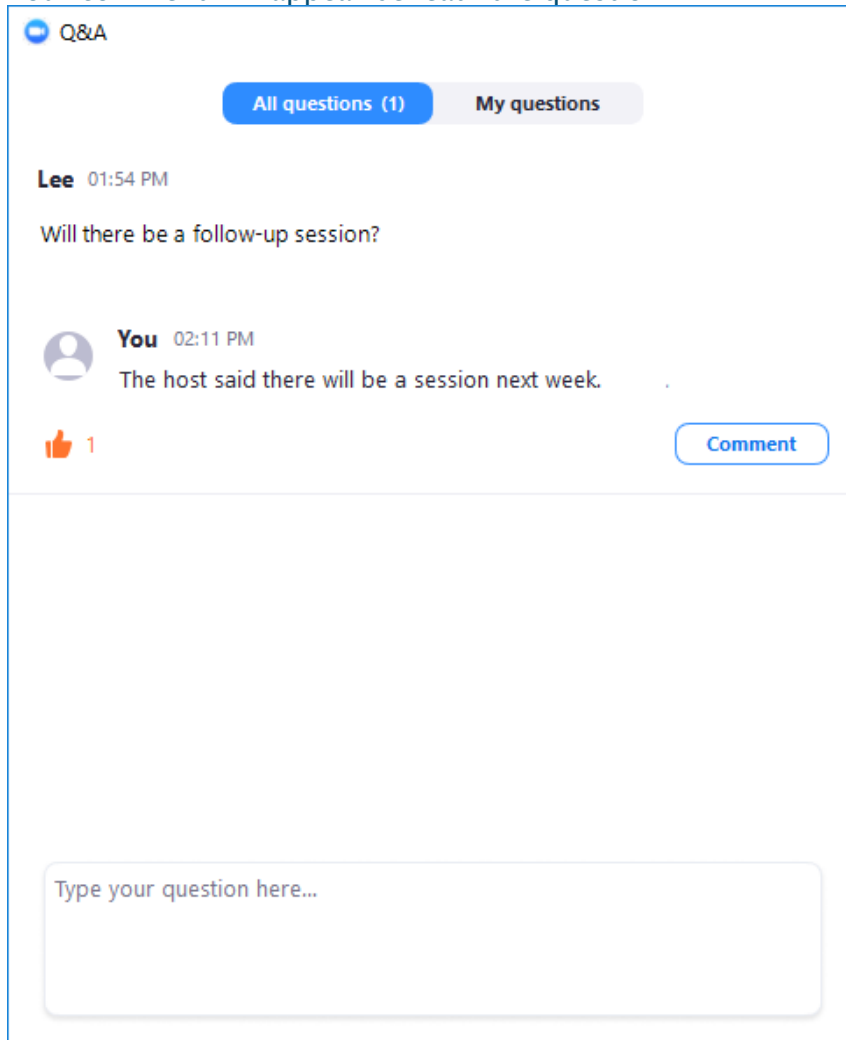
Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

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.

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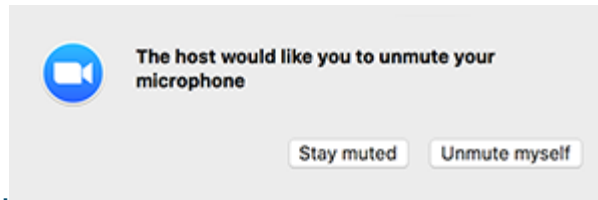
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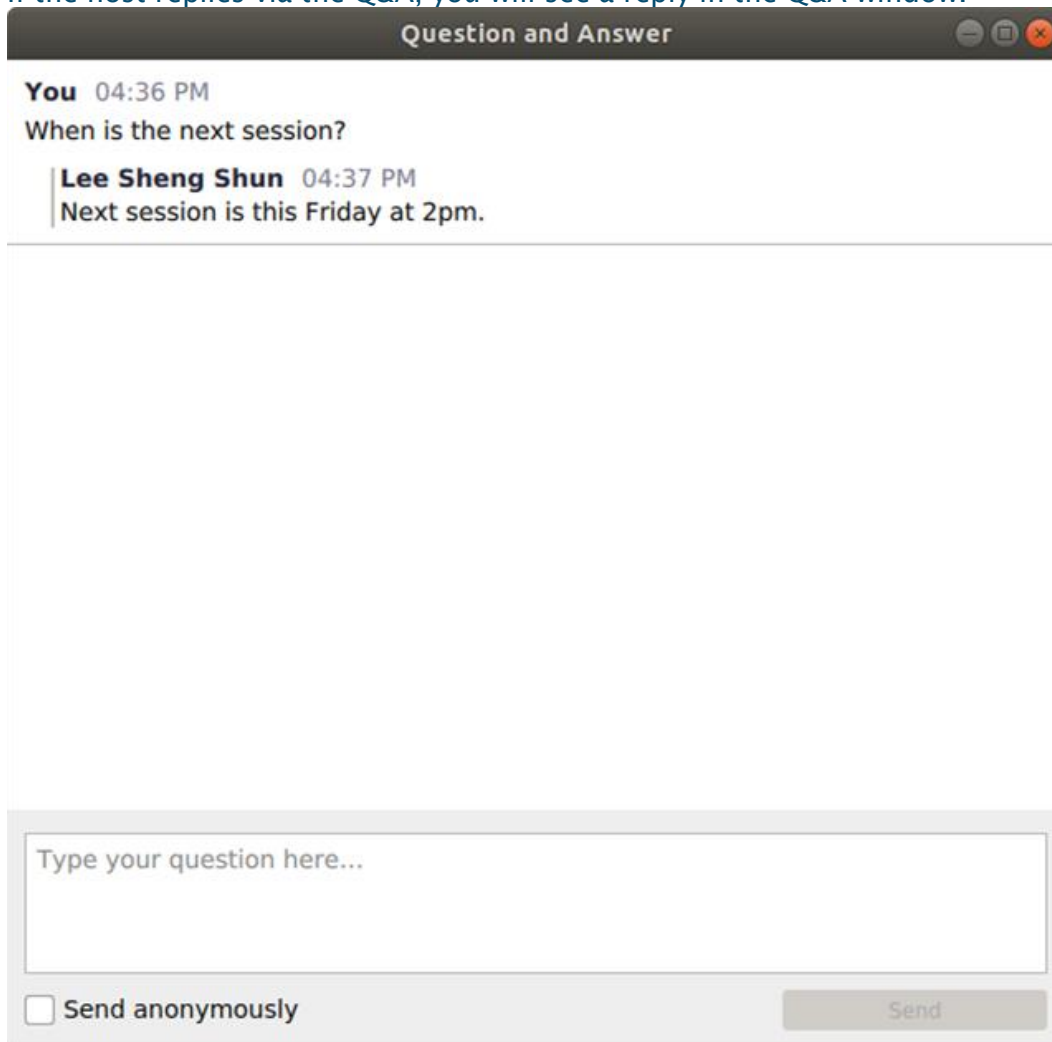
question in the Q&A.

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

Question and Answer

You 04:36 PM
When is the next session?

> **Lee Sheng Shun** 04:37 PM
> Next session is this Friday at 2pm.

Type your question here...

☐ Send anonymously   Send

3. 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.
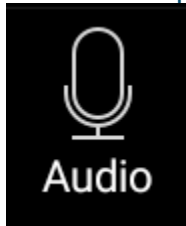

Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

Speaker icon: Tap the speaker icon at the top-left corner to turn off your device's 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. Tap **Audio** if you want to mute yourself.

Chat: Open in-meeting chat, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted). Chat will be disabled for all attendees.

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To ask a question:

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    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.

Close   Q&A   Ask question

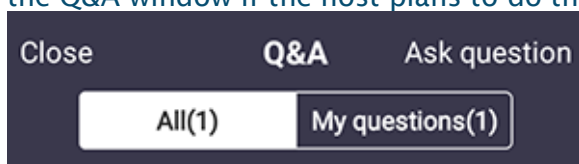All(1)   My questions(1)

When is the next session?

You   12:48 PM

Lee Sheng Shun   12:49 PM
Next session is this Friday at 2pm.

3. 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.

Close　　　　Q&A　　　Ask question

All(1)　　　My questions(1)

What about office hours?

You　3:21 PM

🎤 Lee Sheng Shun would like to answer
this question live

More: Tap for these options.

- **Disconnect Audio**: Disconnect your device's audio from the webinar. Click **Join Audio** to reconnect your audio.
- **View Full Transcript**: View a live transcript of the webinar audio.

Leave: Tap **Leave** 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.