



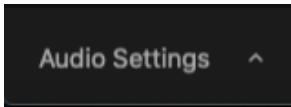
Basic Participant Information

How to Join a meeting/webinar:

- Downloading Zoom: <https://zoom.us/download>
- How to Join a Zoom meeting: https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1
- How to Join a Zoom meeting on an Android Device: <https://www.wikihow.tech/Join-a-Zoom-Meeting-on-Android>
- How to Join a Zoom meeting on an IOS Device: <https://www.wikihow.tech/Join-a-Zoom-Meeting-on-iPhone-or-iPad>

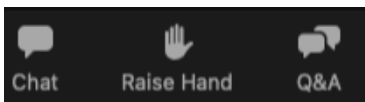
Participant Toolbar

Webinar Basic Toolbar



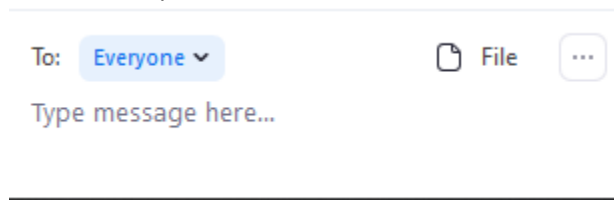
Audio Settings

- This is your audio settings. Unless the co-host prompts you to unmute you will not use this. If you are prompted to unmute it will show up in the center of your screen.



Chat

- Clicking on this will pull up the chat panel. This is where you can submit questions while the speakers are talking. The Facilitators will be monitoring the chat box for questions.
 - If you would like to submit a question anonymously, when the chat panel opens change the To: from everyone to the session facilitator. They will be able to read your question and can share it with the presenter but no one else will see the question or who it is from.



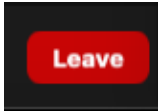
Raise Hand

- This will let the host(s) know that you are have a question. You may be prompted to unmute yourself. While unmuted, your profile picture and name are displayed to the host and panelists. Only your name is displayed to other attendees.
- By re-clicking you can lower your hand if you no longer need to speak.



Q & A

- You should not see this but if you do, please use the chat instead to enter your question. This can be disruptive to the presenter and the chat will be monitored for questions through out the session.

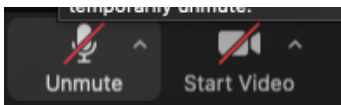


Leave

- When a session has ended the host or co-host will end the session for all. If you need to leave early, simple click this button and you will leave the meeting.

Meeting Basic Toolbar

Note: In some sessions, some of these options may not be present. That was done intentionally based on the session.



Here are the personal participant settings for muting and unmuting along with starting and stopping your camera. You will be muted and your camera will be off when you sign in to a meeting. This is indicated but the red lines across the symbols. To unmute yourself or start your video simply click the correct icon (microphone for sound and camera for video).



Participants

- Here you will see a count of participants.

Chat

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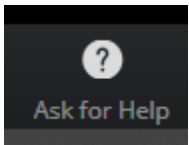


Share Screen

- This is where you can share your screen to display a presentation. As a participant you should not do this as it may interrupt the presenter.

Reactions

- These are like emojis and can be used as needed. Some presenters may ask for a thumbs up or wave to indicate people are ready to move on.



Ask for Help

- Participants inside breakout rooms can ask for help. In doing so you will invite the host to the breakout room. This toolbar item is not seen unless you are in a breakout room.
- We will be using breakout rooms for a very limited number of sessions. Below is a link to additional information to view on the topic.
 - [Participating in Breakout Rooms](#)



Leave

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Test your computer or device audio

- Testing computer or device audio information: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- Testing computer or device audio video: <https://www.youtube.com/watch?v=-s76QHshQnY>