

NOTE FOR ATTENDEES

Joining & Participating in a Zoom Webinar



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More information: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

WHAT IS AN ATTENDEE?

When you join a Zoom meeting hosted by another user, you are considered an attendee. Attendees are view-only participants who can interact with the host and the panellists through the Q&A and the chat.

As an attendee you can:

- Mute / unmute your audio
- Virtually raise your hand
- Send messages to others via the chat
- Ask questions in the Q&A

Please note: Some of the controls won't be available if disabled by the host

WHAT YOU NEED TO GET STARTED

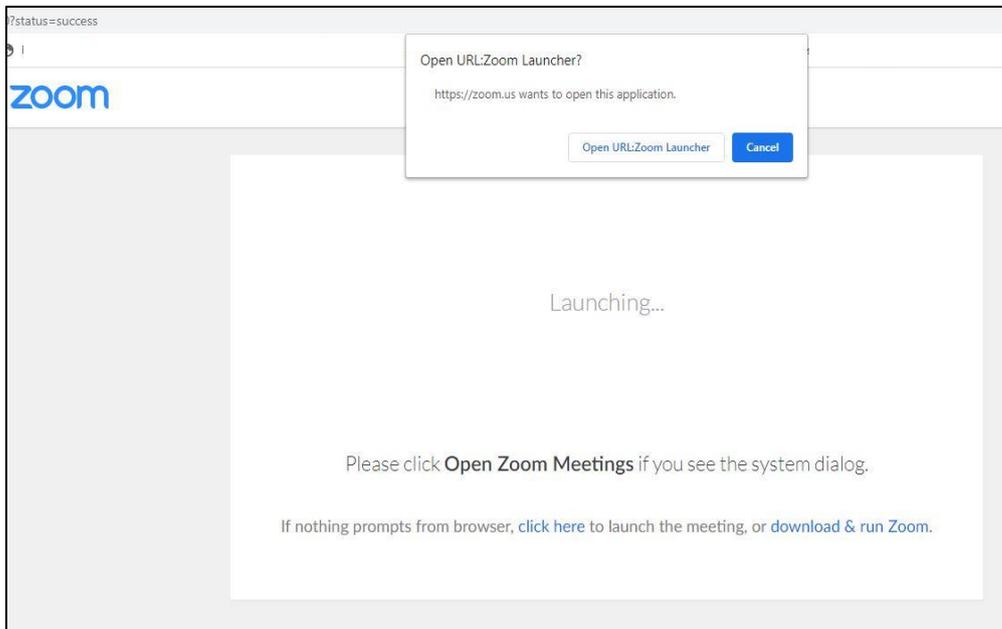
- Zoom Desktop Client or Mobile App
Visit the Zoom Download Centre: <https://zoom.us/download>
- An internet connected computer, laptop, smartphone, tablet or another device
- A headset or earphones (recommended)

STEPS TO JOIN THE WEBINAR

1. **Register** for the webinar using the registration link (we will collect some basic details e.g. name, organisation, email etc.)
2. You will receive a **confirmation email**, containing the webinar link
3. To **join** the webinar, either:
 - a. **Join by link**: Click the link the host has provided to you or that you received in the confirmation email after you registered

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://success.zoom.us/jw/3198333827tk=QvnVju44sn4RvDesYH_a1KqAOLurYUwnlYSss8gtpOkDQFAAAAAEx8FhZyTkd0ZUxYcFRFS2Q3UVIMZ1VOMEdnAA
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](#)

You will be directed to the Zoom website and from here you will need to click 'Open URL:Zoom Launcher'.



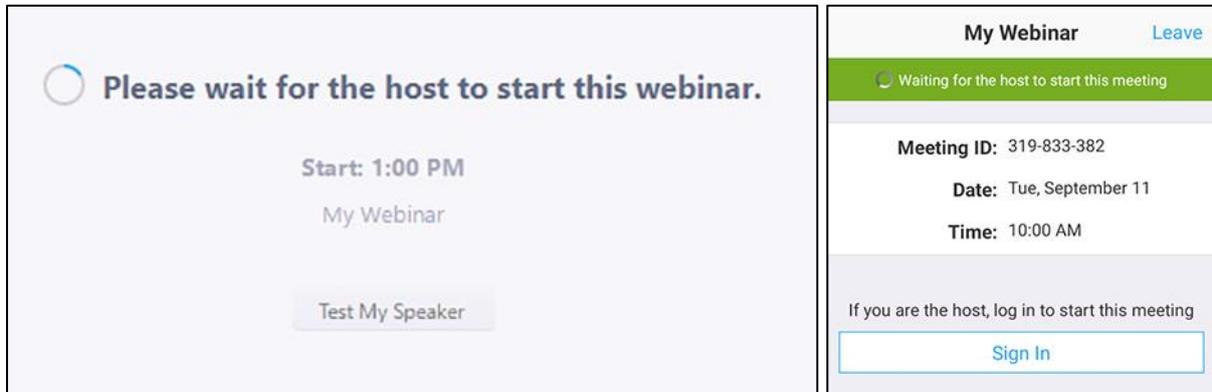
If this is your first time on Zoom, you will need to click 'download & run Zoom'. Click on the downloaded file. Zoom may then take a few minutes to install. Once downloaded, Zoom will automatically take you to the webinar.

A pop up box like below may appear. Simply click 'Open [URL:Zoom](#) Launcher'

b. Join manually:

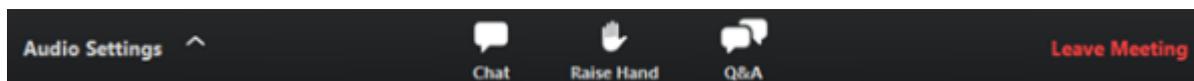
- i. Locate the 9-digit webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link just after <https://zoom.us/w/>
- ii. Sign into the Zoom Desktop Client or Mobile App
- iii. Click 'Join a Meeting'
- iv. Enter the 9-digit webinar ID and click 'Join' - If promoted, enter your name and email address, then click 'Join'

4. If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive this message "Please wait for the host to start the webinar"

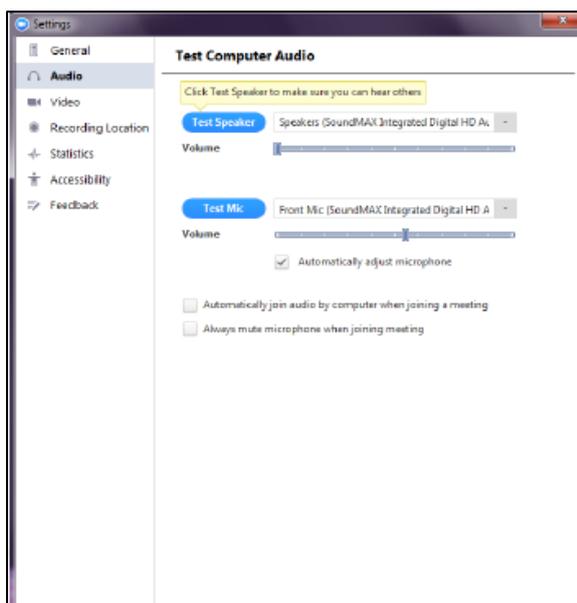


DURING THE WEBINAR

Webinar controls – When using a computer (Windows / Mac)

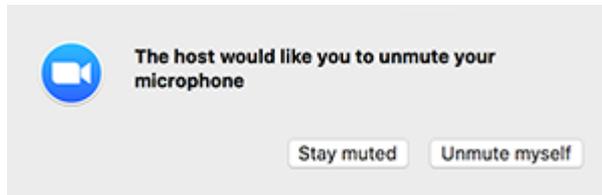


Audio settings: To manage your audio, please click on 'Audio settings' and you will see a box similar to this:



From here, you can adjust the volume on your computer, and manage your speakers / microphone.

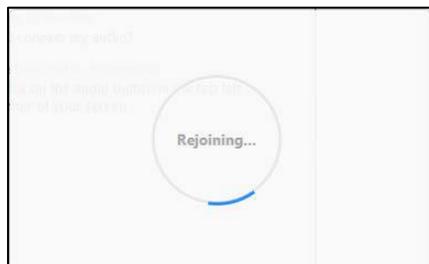
Unmute / Mute: Please note, as a webinar attendee, the host and panellists cannot hear you speaking into your microphone. If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



Chat: The chat box is a more informal way to ask questions. When you click the chat button, a pop-up box will open, where you type a message to the host, panellists and attendees (if permitted). Panellists have the option to reply either just to yourself and panellists or to all webinar 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 to use this. The host may use this feature to know if an attendee has a question and would like to speak out loud. You can click the raise hand button again if you change your mind and wish to lower your hand. The host and panellists can also lower your hand.

In order for you to ask your question over the audio, the host must promote you to be a panellist. When they do this, you will see this pop-up for around five seconds:



Once the pop-up disappears, you will be in the webinar as a panellist, meaning your audio can be heard, and you can ask your question. Once you have asked your question, you will be returned to a viewer of the webinar and temporarily see the re-joining box again before seeing your original screen.

Question & Answer: Attendees are welcome to ask questions to the host and panellists during and after the presentations. They can either reply to you via text in the Q&A window, or answer your question live.

To ask a question, please open the Q&A window. Simply type your question into the Q&A box and click 'send'. **Note** – all speakers and attendees can see all questions and answers, however, you can tick 'Send Anonymously' if you do not want your name attached to your question in the Q&A.

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 attendees' questions. Click the thumbs up icon to like a comment / click the red thumbs up to icon to unlike a comment. Click 'comment' to write a reply to an existing question, then type your comment and click send. Your comment will appear beneath the question.

Leave a meeting: Click 'Leave Meeting' to leave the webinar at any time. If you leave, you can re-join if the webinar is still in progress, as long as the host has not locked the webinar.

Webinar controls – When using a smart phone or tablet (Android / IOS)

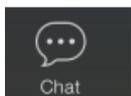
Speaker Icon: Tap the speaker icon at the top-left corner to turn on your device's speaker



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



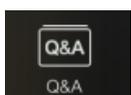
Chat: Open in-meeting chat which allows you to send a message to the host, panellists and attendees (if permitted).



Question & Answer: Attendees are welcome to ask questions to the host and panellists during and after the presentations. They can either reply to you via text in the Q&A window, or answer your question live.

To ask a question, type your question in the Q&A box and tap 'send'. Note - check 'Send Anonymously' if you do not want your name attached to your question in the Q&A.

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.



More: Tap for these options:

- **Disconnect Audio:** Disconnect your devices 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 re-join if the webinar is still in progress, as long as the host has not locked the webinar.

Leave