

# Zoom Instructions: Webinars & Meetings

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## Joining a Webinar

To join a webinar by invitation link, click the link that you received in the registration confirmation email.

You can manually join a webinar by entering the 9-digit webinar ID number located in your registration email.

Thank you for registering for "My Webinar".

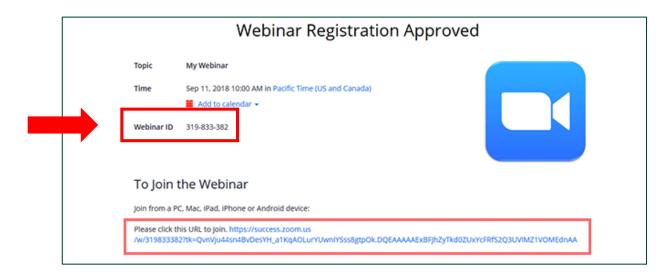
Please submit any questions to: kevin.hoang@zoom.us

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/ttk=QxnVjud4snd8vDesYH a1KQAOlurYUwnlYSss8gtpOk.DQEAAAAAEx8FJhZyTkd0ZUxYcFRfS2O3UVIMZ1VOMEdnAA
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



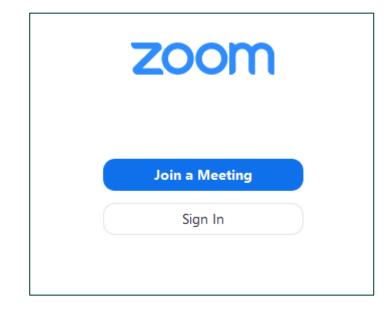
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# Joining a Meeting

To join a meeting from a desktop,

- 1. Open Zoom and click "Join a Meeting".
- 2. Enter the Meeting ID and enter your display name if you are not already signed in. If you are signed in, your default display name will appear.



To join a meeting from your email,

- 1. Click the join link in your email or calendar invitation.
- 2. You will be prompted to open Zoom.

```
Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <a href="https://www.zoom.us/j/">https://www.zoom.us/j/</a>

Or iPhone one-tap:
US: +16468769923, or +16699006833,

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
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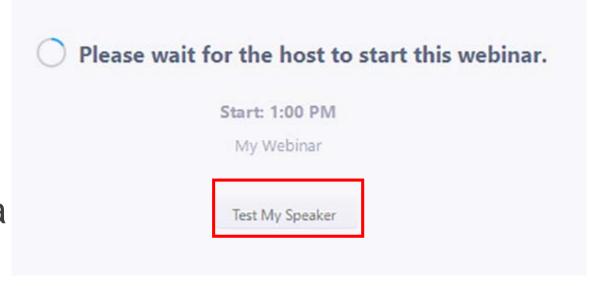
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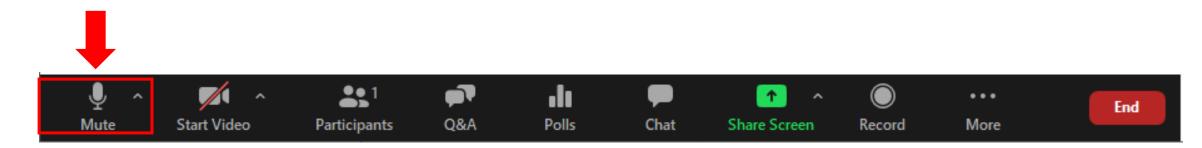
#### **Checking Audio Settings**

All attendees are muted for the duration of the webinar.

If you are waiting for the host to start the webinar, you can check your audio settings by clicking on "Test my Speaker" and it will play a test tone.



If you are in the webinar or meeting, click on the drop-down menu on the microphone icon to select the speaker you want zoom to use.



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#### Changing Your Display Name

Please use your full name, so we can verify your participation.

If you need to change your display name, please complete the following instructions:

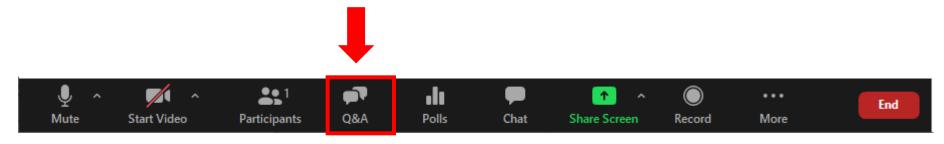
- 1. Click on the "Participants" button
- Invite Participants Share Screen
- 2. Hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename"
- 3. Enter your full name and click on "OK"

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## Asking Questions During a Webinar

If you have any questions for our speakers, please type them in the Q&A box found at the bottom of your screen. Our speakers can only see questions posed in the Q&A box.



If you are experiencing technical issues, please use the chat box to let us know. We will try to assist you.

Please do not use the chat box to ask questions for our speakers or to talk with other attendees.



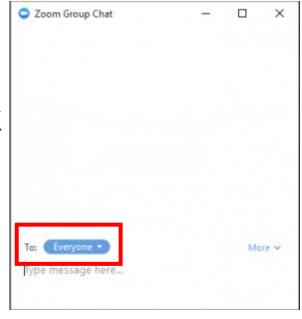
#### Asking Questions During a Meeting

If you have any questions for our speakers, please type them in the chat box found at the bottom of your



Please do not use the chat box to talk with other attendees or answer another attendee's questions. Otherwise, our speakers will not be able to keep track of your questions.

Click the dropdown menu in the chat window to change who can see your message.



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