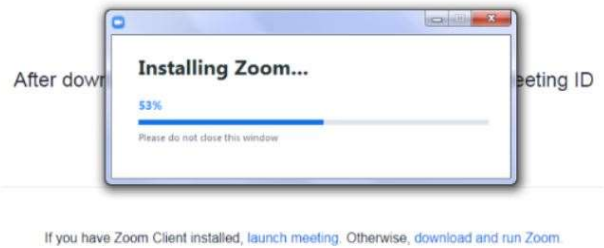




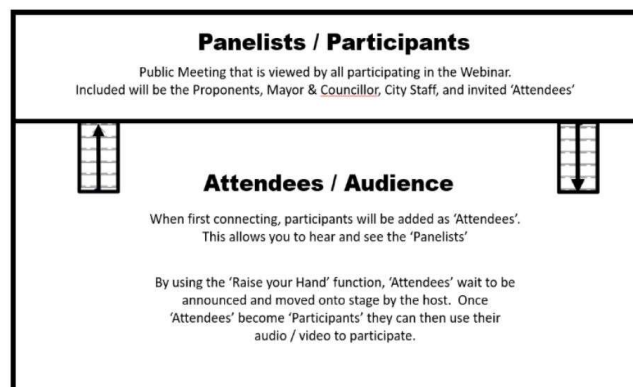
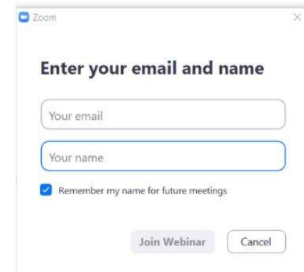
Instructions for using Zoom Webinar

1. For maximum sound quality, using earbuds or a headset is recommended. Verify the sound on your earbuds/headset by playing a sample video/audio file.
2. At least thirty (30) minutes prior to the meeting start time:

- a. **by computer** - click on the Zoom meeting link or paste it in the address bar of your browser. Download the Zoom application and run it, or
- b. **by smartphone/tablet** (download the Zoom app in advance) – open the app, select “Join a Meeting”, and enter the meeting ID. Select if you would like to join with or without video.
- c. **by telephone** – call the Zoom phone number provided to you and follow the prompts for the meeting ID. To toggle mute/unmute by telephone, press *6. To ‘Raise your Hand’ using your phone, press *9.



3. If using computer or smartphone, enter your name, email address or Webinar ID #.
4. **Zoom Panelists / Participants vs Attendees** – When you join the meeting, you will be added into the Audience as an ‘Attendee’ which restricts your audio / video capabilities. The diagram below shows the 2 categories (i.e., Panelists & Attendees) that will be used for Pre-Application Community Meetings.



5. **Raise Your Hand** - You can virtually 'Raise Your Hand' by clicking the 'Raise Hand' button at the bottom of the screen (see picture below) which would prompt the host to allow you to become a 'Participant'. Once the host moves you from an 'Attendee' to a 'Participant', you will receive a prompt window (like the picture to the right) before rejoining the meeting as a 'Participant'.



6. **Becoming an 'Participant'** - When it's your turn to participate, you will be moved from an 'Attendee' to a 'Participant'. Once you become a 'Participant', please turn on your audio/video using the buttons in the bottom left of your screen (shown in red below).



7. You can join a webinar with or without video. However, if you are a speaker in the webinar you must join with video. Please note:
- having your video on allows for better communication and interaction between you and the panelists; and
 - you can stop the video at any time.
8. **Losing connection** - If you lose connection to the meeting at any time, please reconnect using the Zoom links. Once you are let back into the meeting, you will be added as an 'Attendee'. If you were in the middle of speaking when you lost connection, the host will move on to the next participant and will try to call upon you again after the next participant. You may also try phoning in if you are experiencing connection issues.

