How to use Zoom

Participants' quick guideline

Contents

Starting with Zoom Desktop Client

While webinars can be started from the Zoom web portal, we highly recommend using the Desktop client, which allows you to use certain in-app settings, also some functionalities work properly only in the Desktop client.

You can download the latest version here https://zoom.us/support/download.

Please use your real name (no nickname or sequence of numbers) for login so that the presenters can call you by your name during the webinar.

Starting the webinar

1. Click on the webinar link.
2. A dialogue box will appear in your browser, so please choose **"Open Zoom"** (this will work if you have Zoom Desktop installed).
3. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.
4. If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:
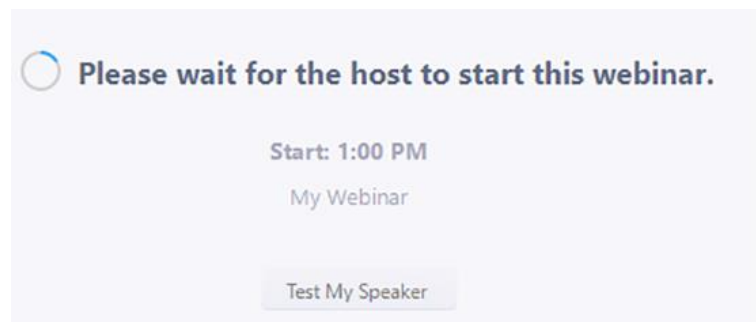
Webinar controls

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.
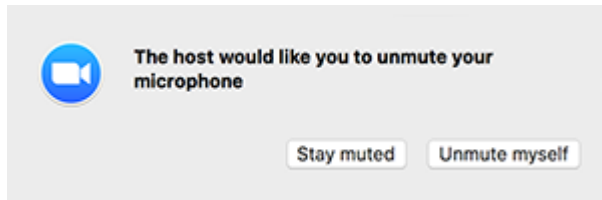
Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.
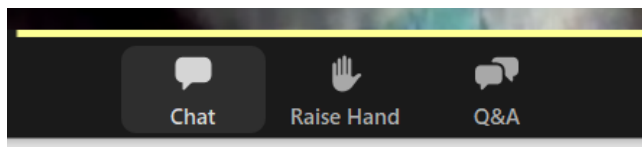
Chat: Open in-meeting chat, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

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.
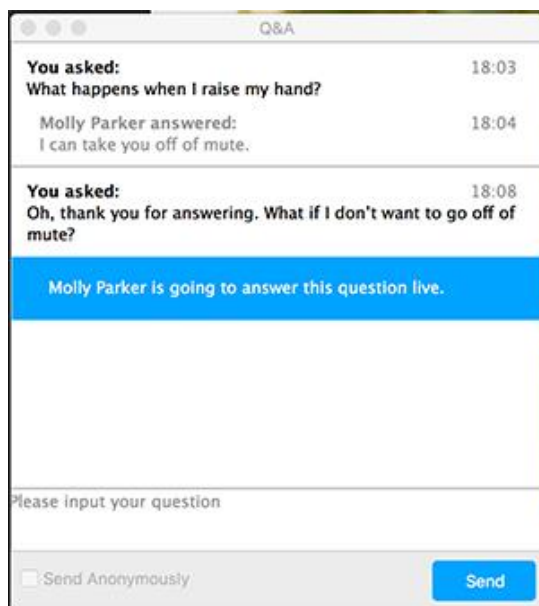
To ask a question:

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.
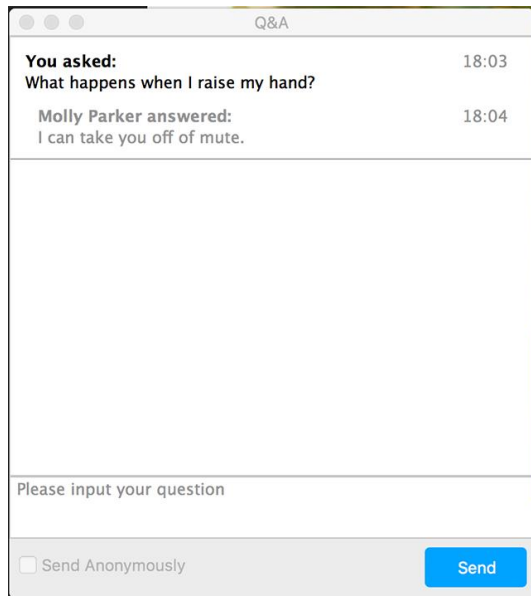
The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.
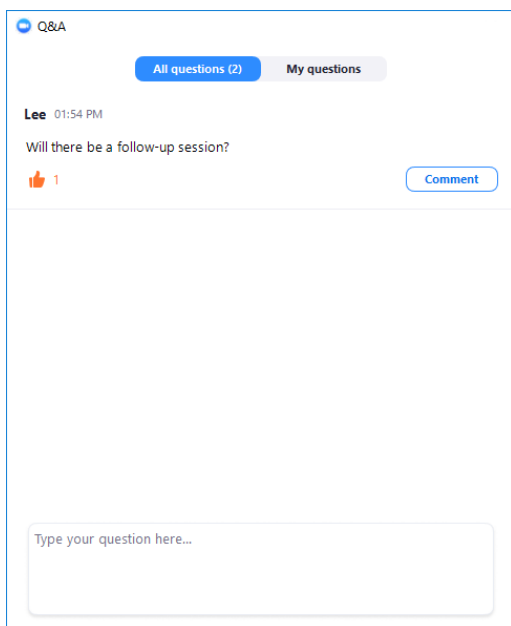
As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.
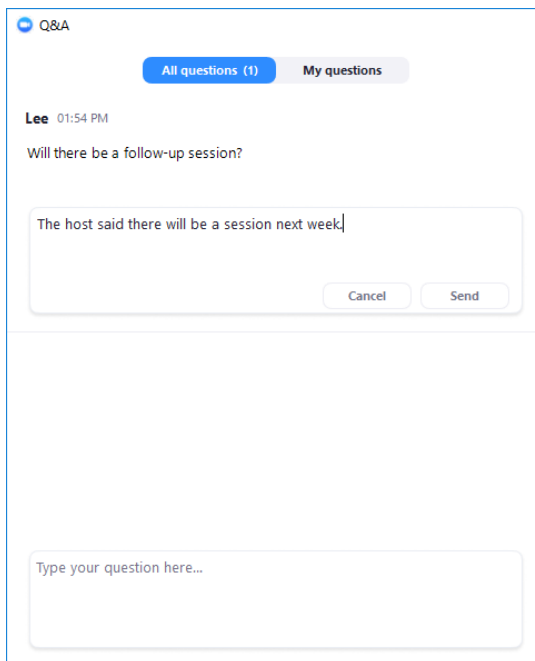
1. Click the thumbs up icon to like a comment.

    Tip: The number beside the icon is the total number of likes the question has received so far.
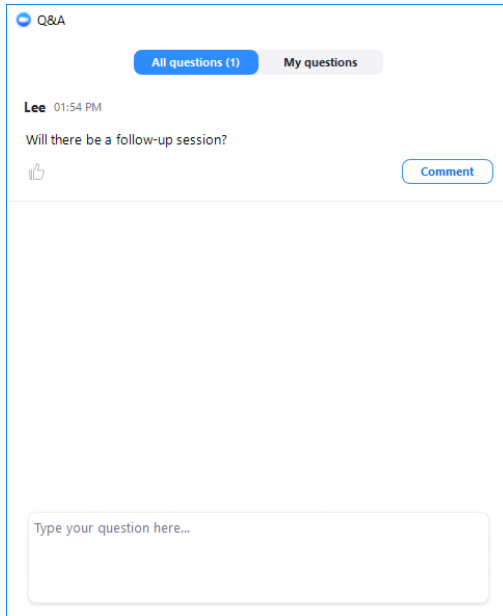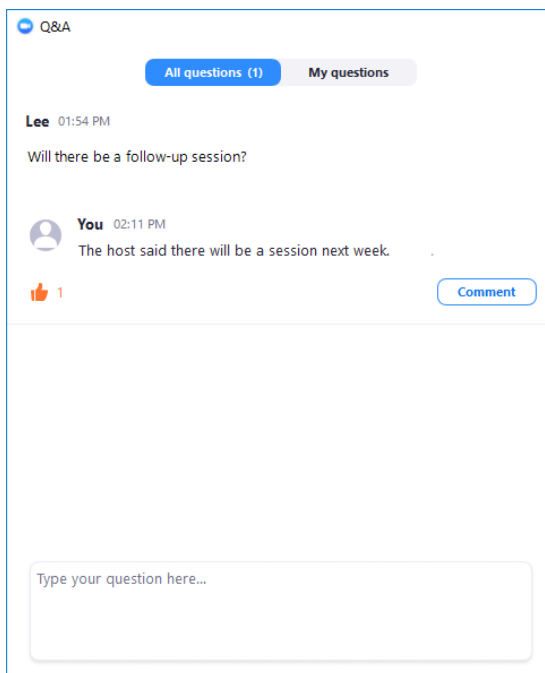

2. Click the red thumbs up icon to unlike a comment.

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.

Breaks

During breaks, the presenters might close the webinar.

When break time is up, please **click on the same link that was shared with you the first time**, follow the abovementioned steps and wait to join the conference.

Polls

Polls – for some presentations we will use **polls, that will appear automatically on your screen.** You will have to **answer all the questions before clicking Submit.** After everybody has submitted their answers, the presenter will share the results, that will appear directly on your screen. This functionality works properly only in the Desktop client.