Joining and participating in an MTF webinar

Test Zoom on your computer
Please click the following link to test your computer with the Zoom software:

https://zoom.us/test

Joining a webinar by invitation link
To join the webinar, click the link that the host provided you.

When you join the webinar, Zoom will ask for your name. Please enter your name in the following format: Last Name, First Name

Waiting for the host to start the webinar
If the host hasn’t started broadcasting the webinar, you’ll receive the following message:

If you receive a message showing the date and time of the webinar, check the date and start time of the webinar from the invite you received.

Webinar controls

Audio Settings: Change your audio settings. You can also click the upward arrow (^) next to change your speaker.

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 chat 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

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.

**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.