

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>

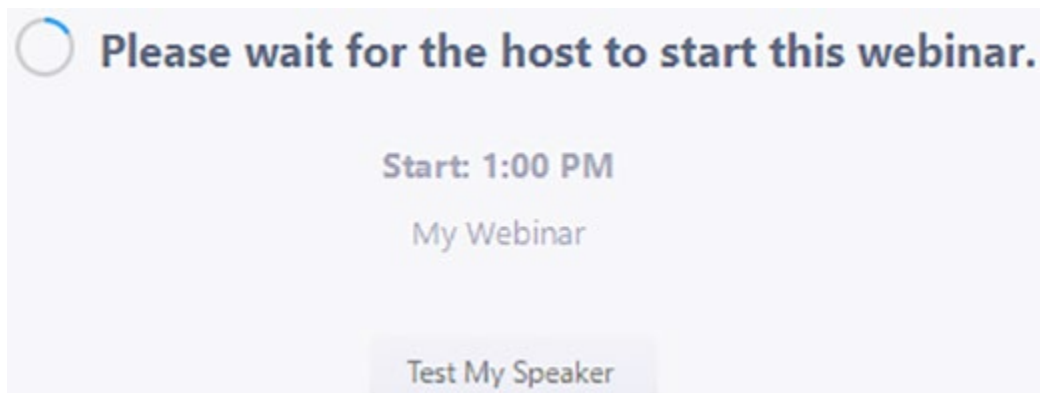
Joining a webinar by invitation link

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

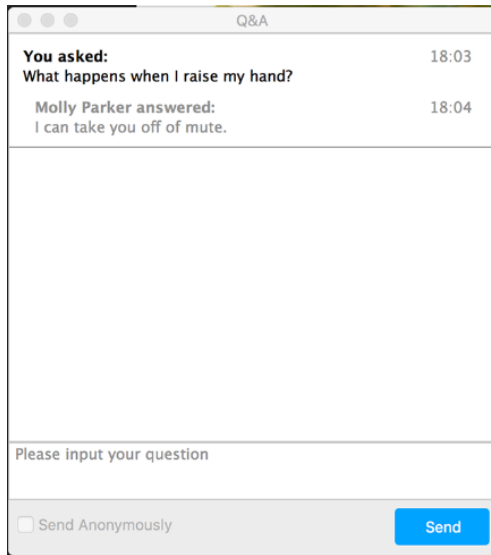


Audio Settings: Change your audio settings. You can also click the upward arrow (^) next to change your speaker.

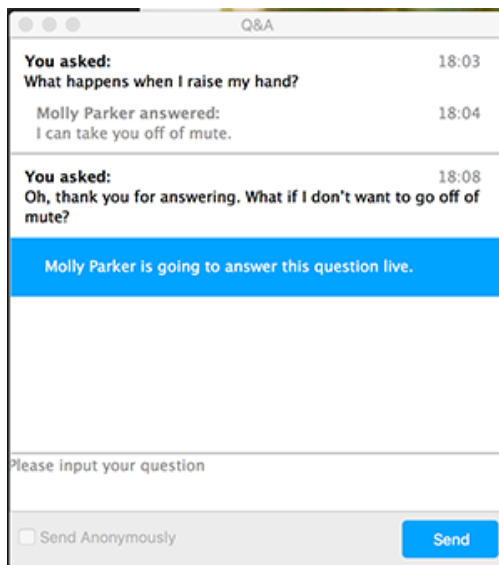
Question & Answer: Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via chat in the Q&A window or answer your question live.

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



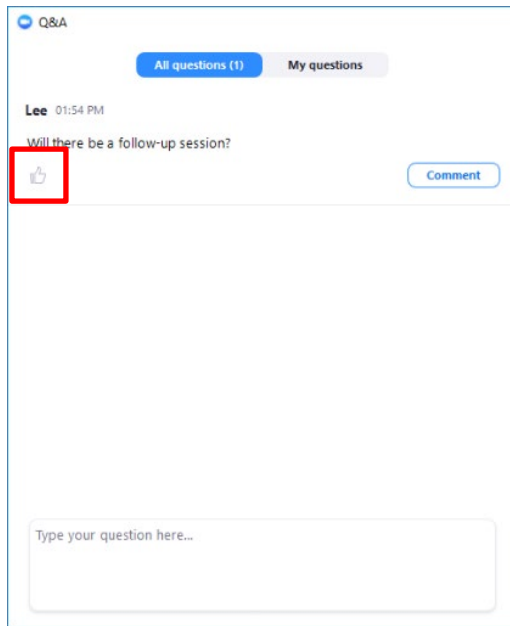
The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this



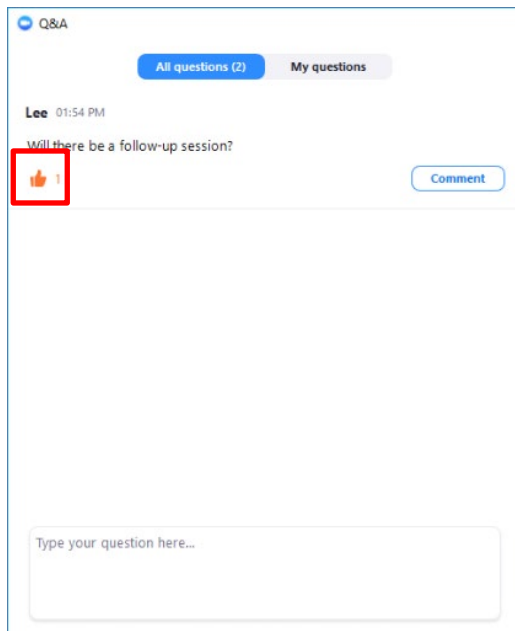
As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

1. Click the thumbs up icon to like a comment

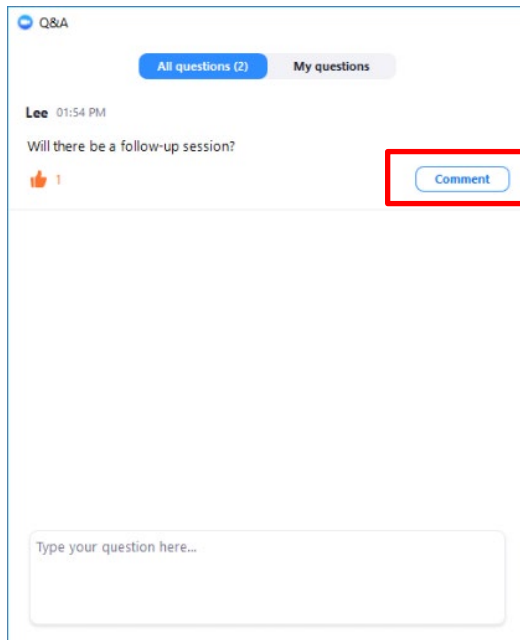
Note: The number beside the icon is the total number of likes the question has received so far.



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.