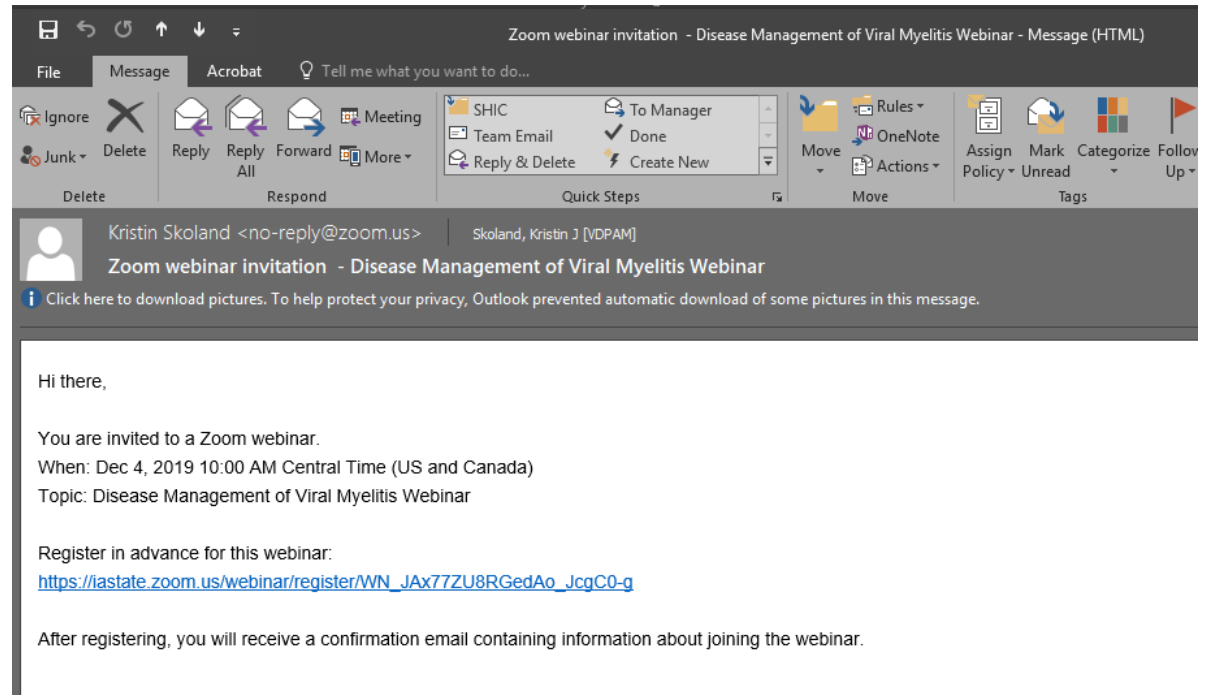


Joining a Zoom Webinar as a viewer/participant

- Webinar will be open ½ hour in advance of webinar start time to troubleshoot technological issues

Join a meeting:

- An e-mail will be sent to you prior to the meeting with the webinar information.



Additional example of invitation email

Hi there,

You are invited to a Zoom webinar.

When: Dec 4, 2019 10:00 AM Central Time (US and Canada)

Topic: Disease Management of Viral Myelitis Webinar

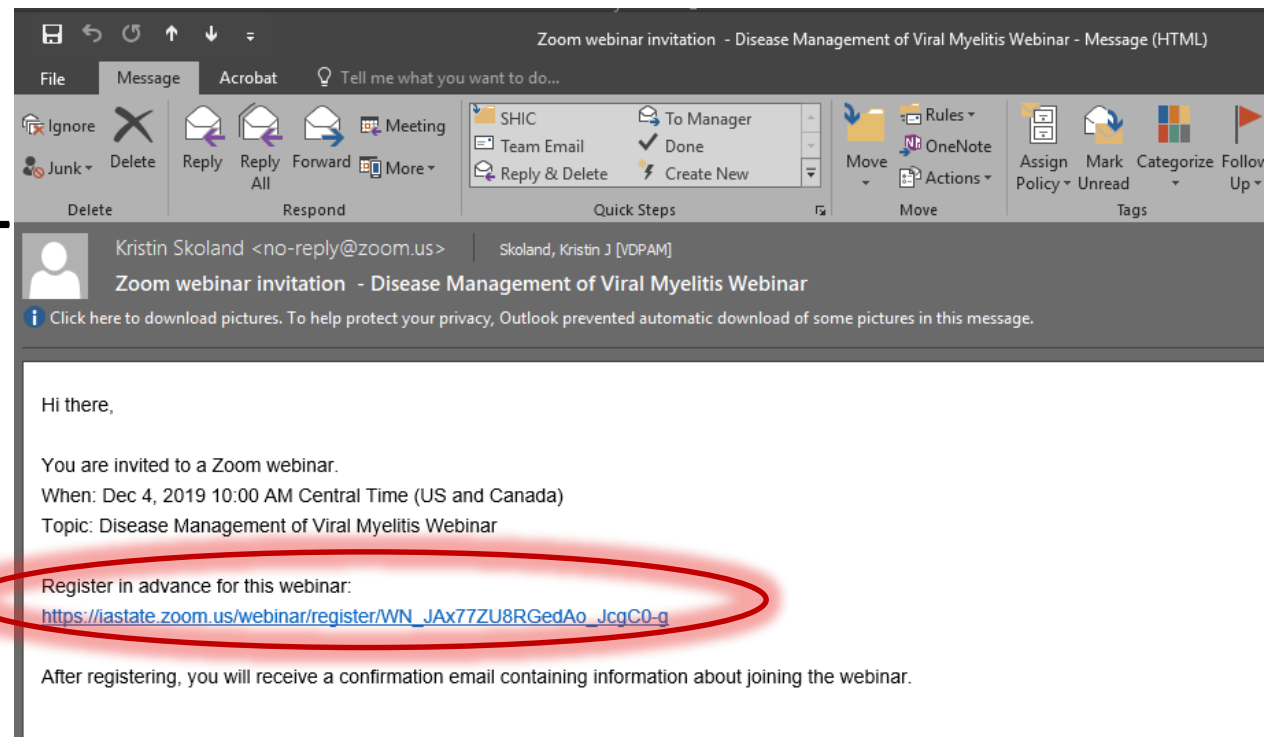
Register in advance for this webinar:

https://iastate.zoom.us/webinar/register/WN_JAx77ZU8RGedAo_JcgC0-g

After registering, you will receive a confirmation email containing information about joining the webinar.

Join a meeting: Click the URL

Click the URL
in the
invitation
email

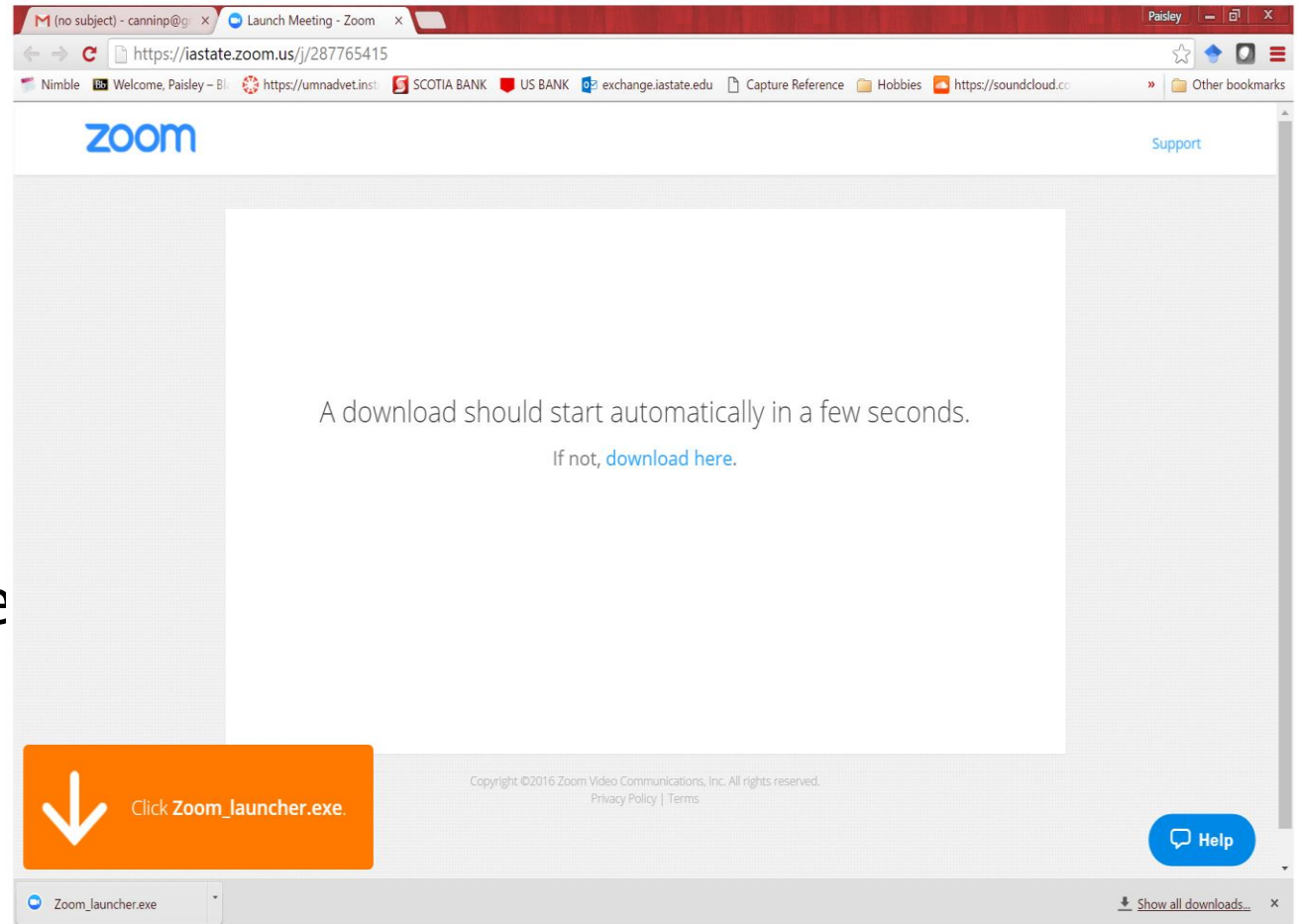


Click the URL

1. If you do not have zoom installed on your computer, follow RED slides (**slide number 6 to 13**)
 - **Webinar #1**
2. If you do have zoom installed on your computer, follow BLUE slides (**slide number 14 to 18**)
 - **Webinar #2 and #3**

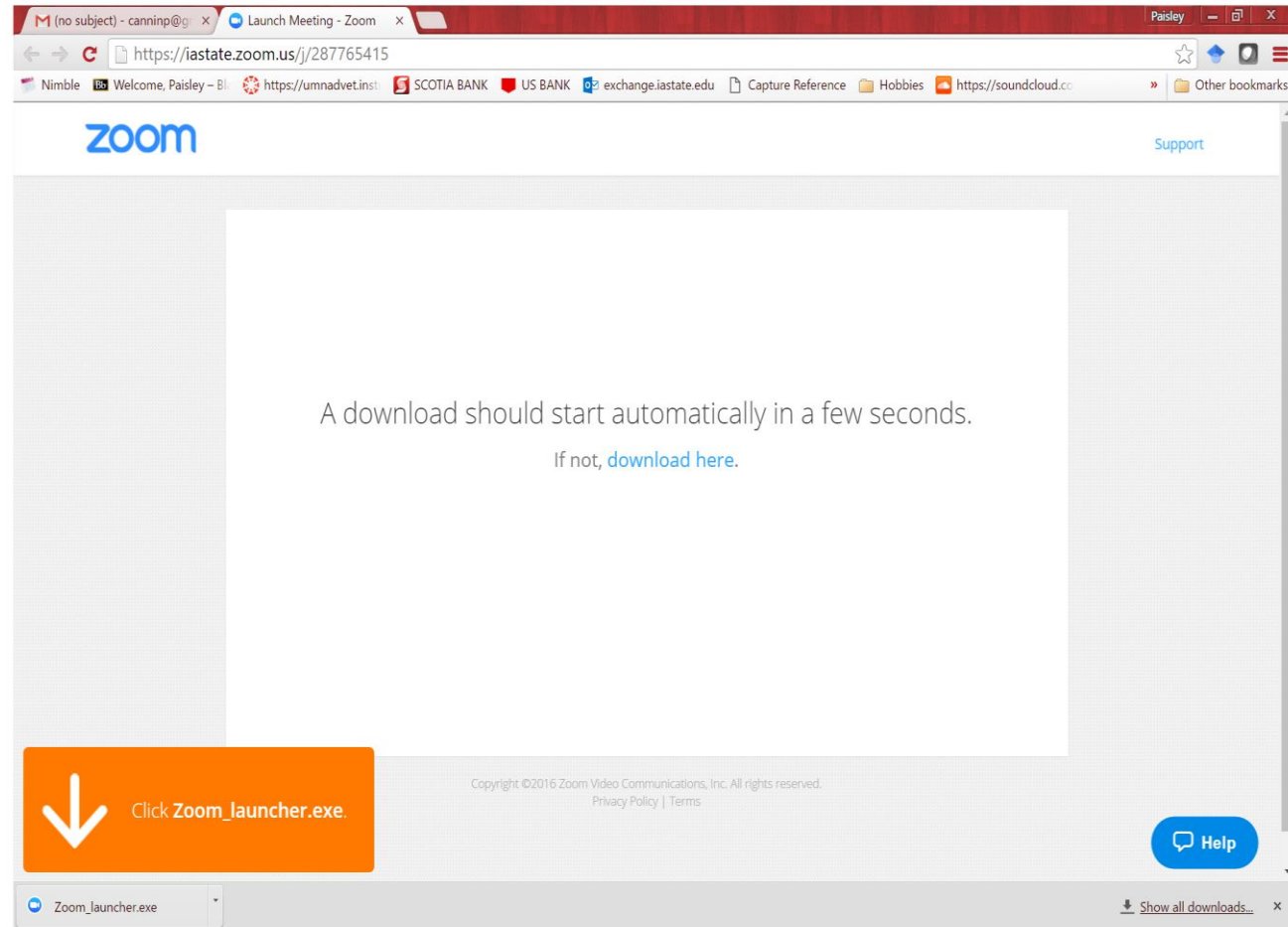
Join a meeting by the URL:

1. When you click the URL in the e-mail, a webpage will pop up prompting you to download the zoom application



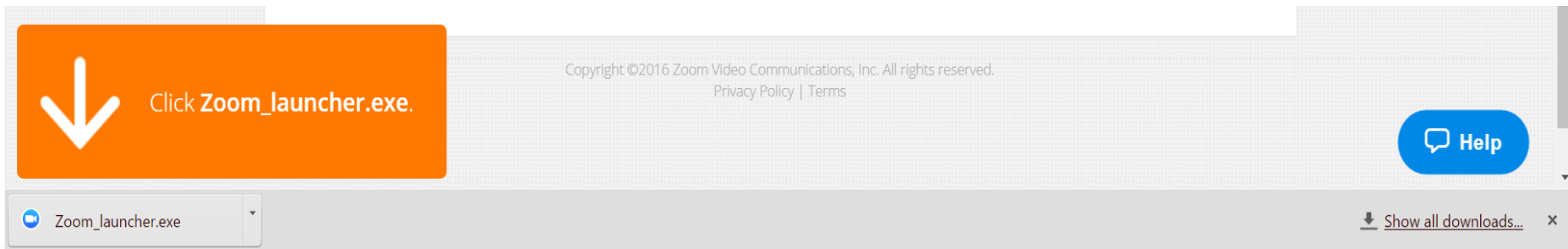
Join a meeting by the URL:

2. Open (click on) the **Zoom_launcher.exe** to install zoom. This file will be on the bottom of your internet browser screen or in downloads folder

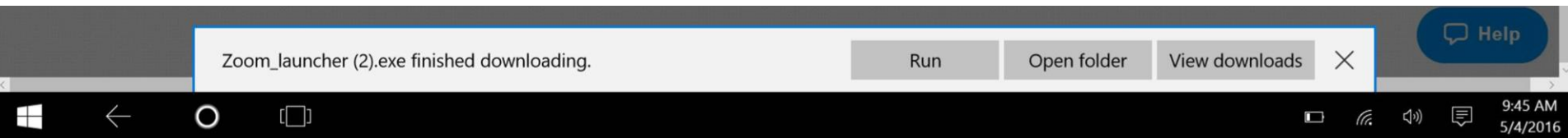


Join a meeting by the URL (alternative screen views)

2. Click on the **Zoom_launcher.exe** to install the program



OR Click on **Run** to proceed with installation



Zoom will then proceed with
installation
(about 30 sec to 1 minute)

Finish registration

- A small window will pop up and prompt you to enter your **email** and **name**
- Select **Register** and webinar screen will appear

r/register/WN_JAx77ZU8RGedAo_JcgC0-g

Webinar Registration



Topic Disease Management of Viral Myelitis Webinar
Time Dec 4, 2019 10:00 AM in Central Time (US and Canada)

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Register




Webinar Registration

- Click on URL

Webinar Registration Approved

Topic Disease Management of Viral Myelitis Webinar

Time Dec 4, 2019 10:00 AM in [Central Time \(US and Canada\)](#)

 [Add to calendar](#)▼

Webinar ID 331-850-757

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://iastate.zoom.us/j/331850757?tk=NLdjIhqjdAZcnt-cYNAb_keMa8_Nb6HDFLO2TwMvDr0.DQEAAAAAE8ekBRZ6TnZkU2w2ZFJjLURCcXJidVdJZ0JRAA&uuiid=WN_JAx77ZU8RGedAo_JcgC0-g

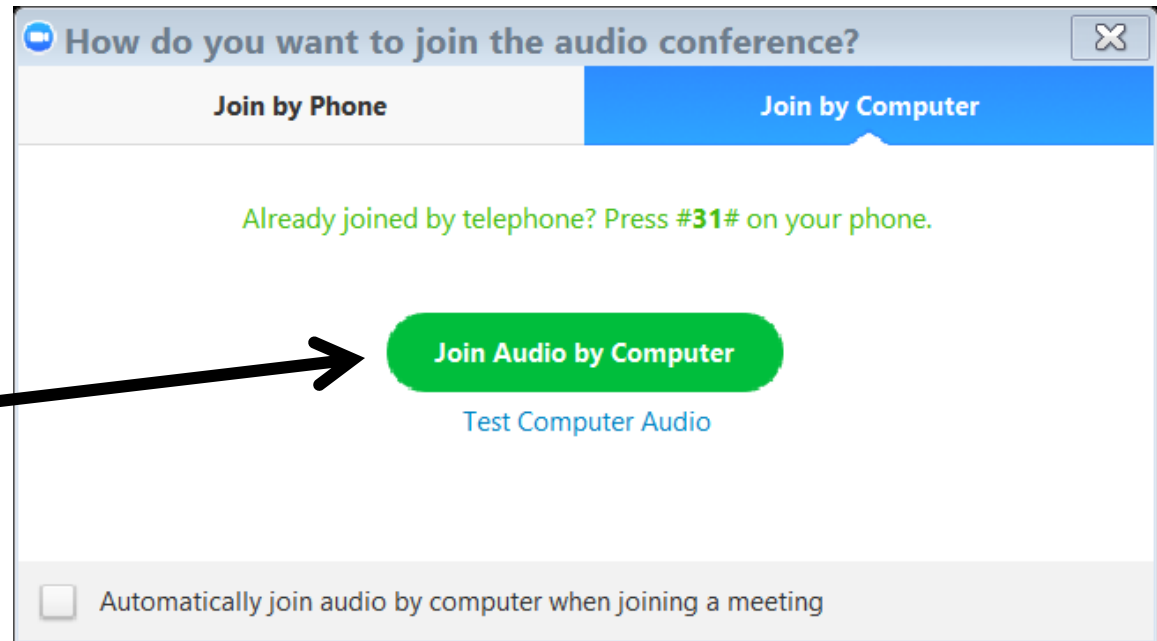


To Cancel This Registration

You can [cancel](#) your registration at any time.

Join Audio by Computer

Select **Join Audio by Computer** by clicking the green button



If your computer cannot play audio:

- If your computer is unable to play audio or does not have speakers, click **Join by Phone** and call into one of the phone numbers provided
- Follow the prompt on the conference call line to enter the meeting ID

How do you want to join the audio conference?

Join by Phone Join by Computer

Already joined by telephone? Press #31# on your phone.

Dial: +1 415 762 9988
+1 646 568 7788

Or +1 888 683 9685 (Toll Free)

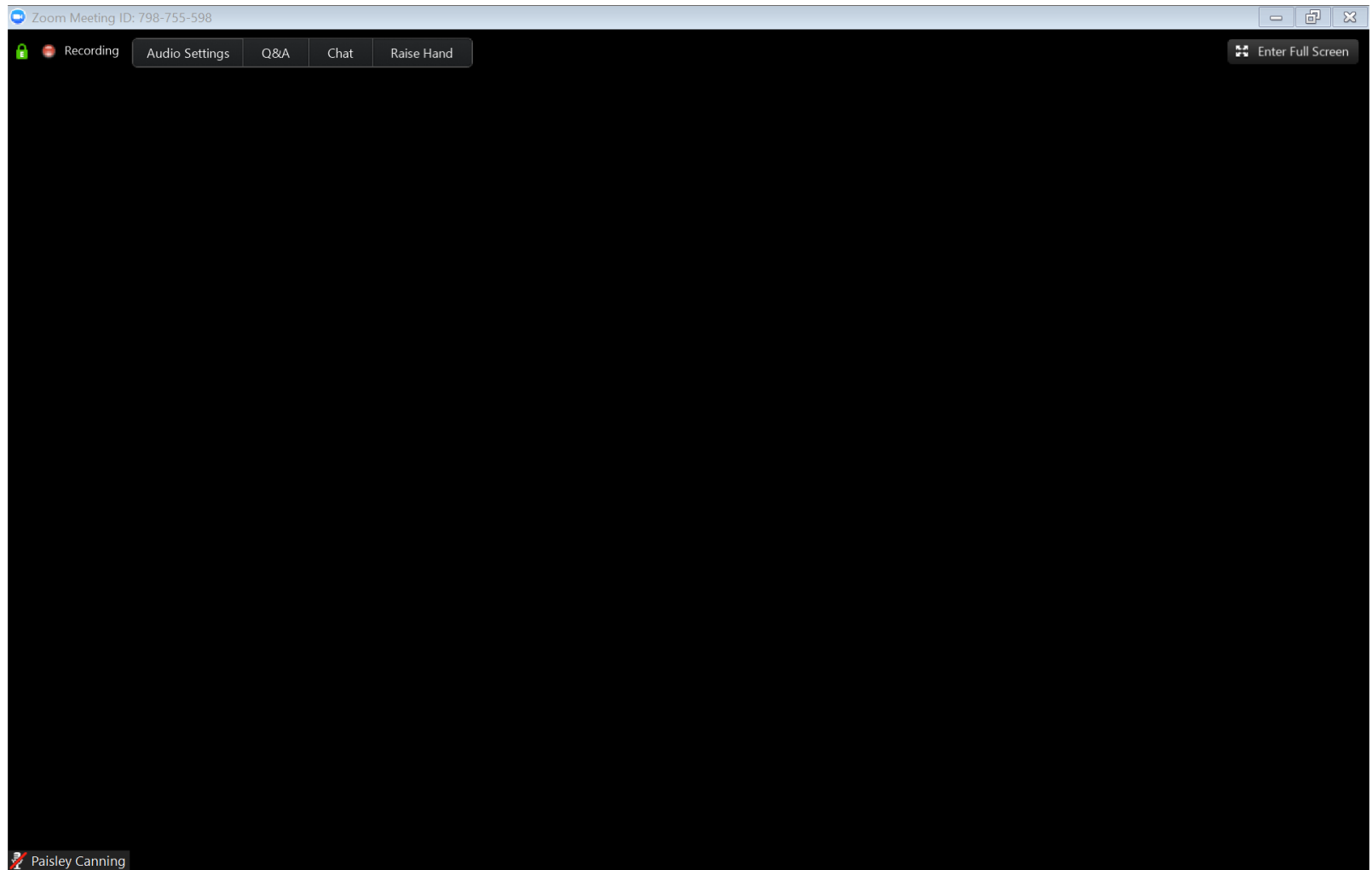
Meeting ID: 883 895 618

Participant ID: 31

Done

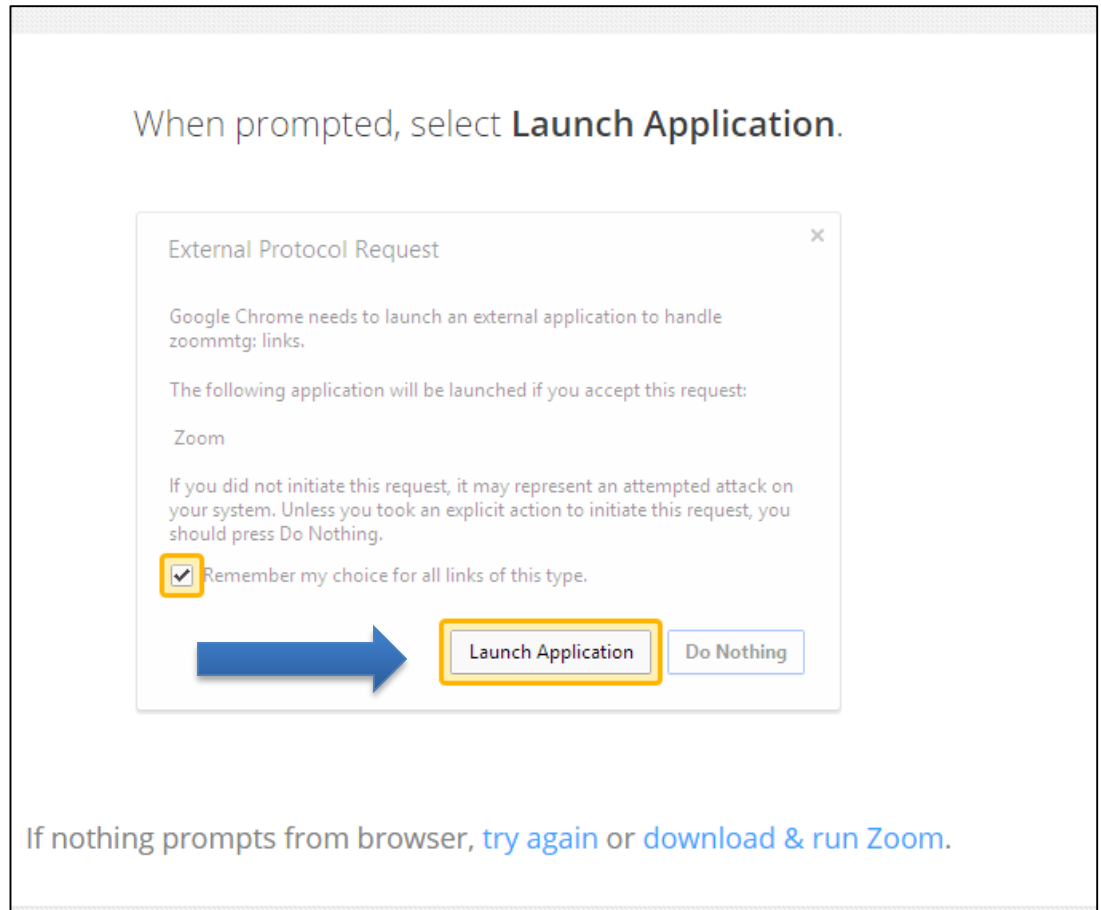
Check your invitation email for the correct webinar/meeting ID

Webinar Screen



Join a meeting by the URL:

1. When you click the URL in the e-mail, a webpage will pop up prompting you to launch the zoom application
2. Click on **Launch Application**



Finish registration

- A small window will pop up and prompt you to enter your **email** and **name**
- Select **Register** and webinar screen will appear

r/register/WN_JAx77ZU8RGedAo_JcgC0-g

Webinar Registration



Topic Disease Management of Viral Myelitis Webinar
Time Dec 4, 2019 10:00 AM in Central Time (US and Canada)

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Register



Webinar Registration

- Click on URL

Webinar Registration Approved

Topic Disease Management of Viral Myelitis Webinar

Time Dec 4, 2019 10:00 AM in [Central Time \(US and Canada\)](#)

 [Add to calendar](#)▼

Webinar ID 331-850-757

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://iastate.zoom.us/j/331850757?tk=NLdjlhqjdAZcnt-cYNAb_keMa8_Nb6HDFL02TwMvDr0.DQEAAAAAE8ekBRZ6TnZkU2w2ZFJjLURCcXJidVdJZ0JRAA&uuiid=WN_JAx77ZU8RGedAo_JcgC0-g

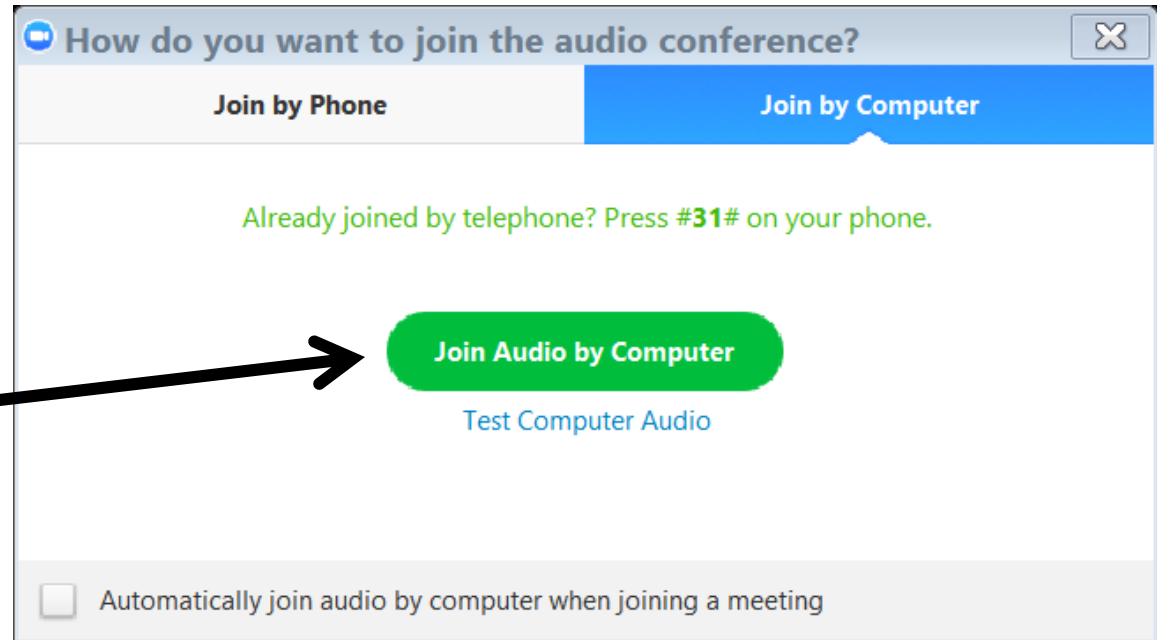


To Cancel This Registration

You can [cancel](#) your registration at any time.

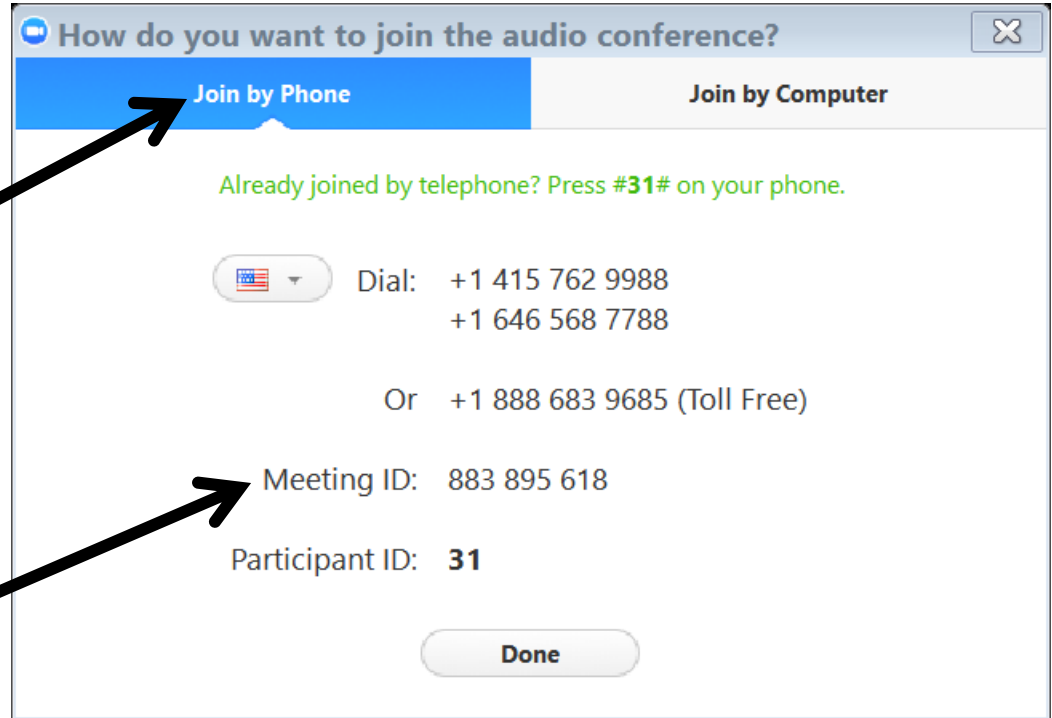
Join Audio by Computer

Select **Join Audio by Computer** by clicking the green button



If your computer cannot play audio:

- If your computer is unable to play audio or does not have speakers, click **Join by Phone** and call into one of the phone numbers provided
- Follow the prompt on the conference call line to enter the meeting ID



How do you want to join the audio conference?

Join by Phone Join by Computer

Already joined by telephone? Press #31# on your phone.

Dial: +1 415 762 9988
+1 646 568 7788

Or +1 888 683 9685 (Toll Free)

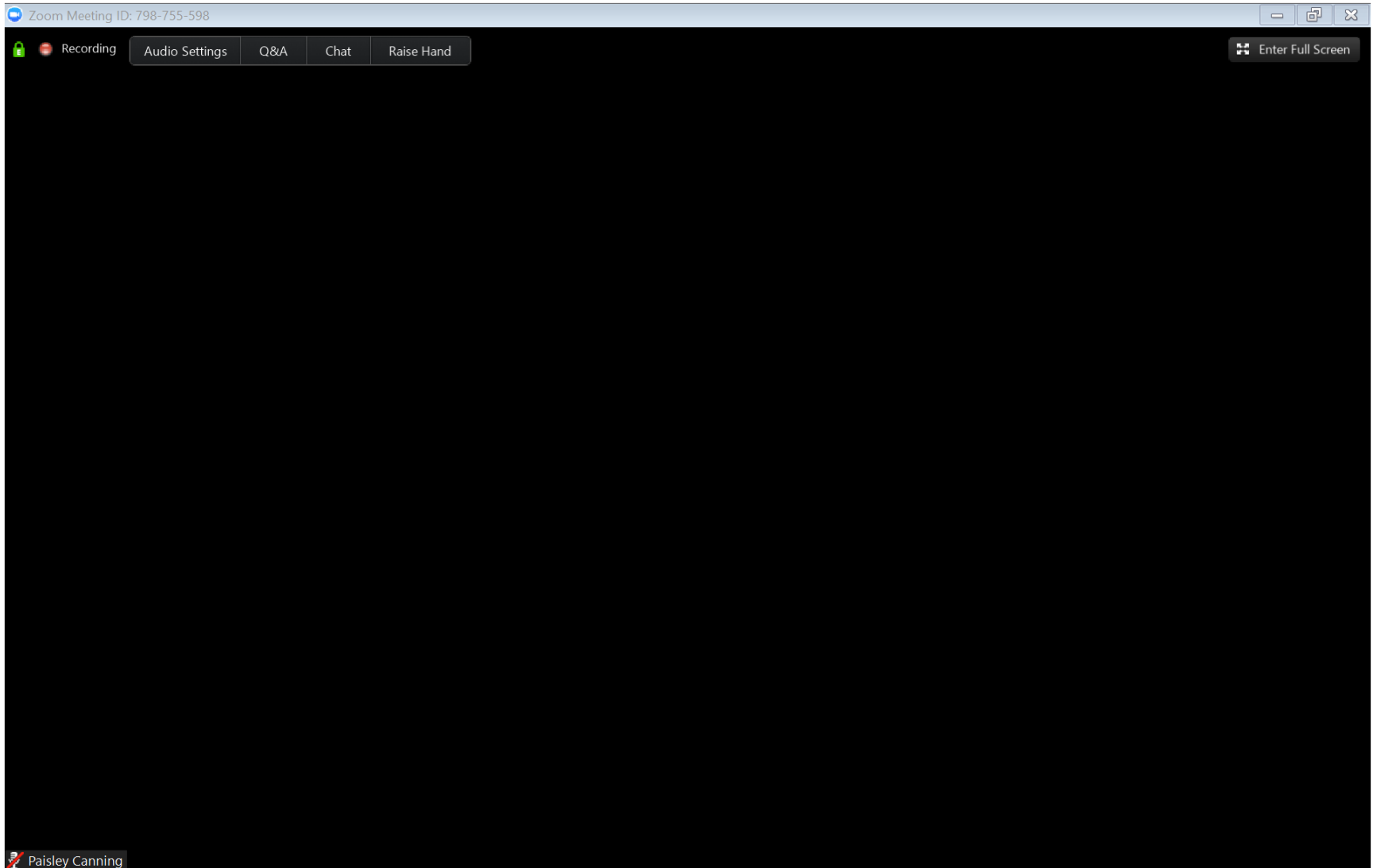
Meeting ID: 883 895 618

Participant ID: 31

Done

Check your invitation email for the correct webinar/meeting ID

Webinar Screen



Features of Webinar Screen

Zoom Meeting ID: 798-755-598

Recording Audio Settings Q&A Chat Raise Hand Enter Full Screen

Settings

Audio

Video

General

Feedback

Recording Location

Statistics

Test Computer Audio

Click Test Speaker to make sure you can hear others

Test Speaker Speakers/Headphones (Intel SST Audio Device)

Test Mic Microphone (Intel SST Audio Device (WDM))

Volume

☒ Automatically adjust microphone

☐ Automatically join audio by computer when joining a meeting

☐ Always mute microphone when joining meeting

Paisley Canning

Click on Audio Settings to adjust volume and speaker settings

Only the host and presenters will have audio abilities

Zoom Meeting ID: 798-755-598

Recording Audio Settings Q&A Chat Raise Hand Enter Full Screen

Q&A

Test Question 1

☐ Send Anonymously Send

Paisley Canning

Click the Q&A button to bring up a dialog box for questions.

Type your question in the text box.

Check “Send anonymously” if you wish

Your question will go to the Host and Panelists/Presenters

Zoom Meeting ID: 798-755-598

Recording Audio Settings Q&A Chat Raise Hand Enter Full Screen

Q&A

You asked: 08:38 AM
Test Question 1

Paisley Canning answered: 08:39 AM
Question received

Please input your question...

☐ Send Anonymously Send

Paisley Canning

Example question

Paisley Canning (the host in this example) has responded to the question. The response will show up in your Q&A dialog box.

Zoom Meeting ID: 798-755-598

Recording Audio Settings Q&A Chat Raise Hand Enter Full Screen

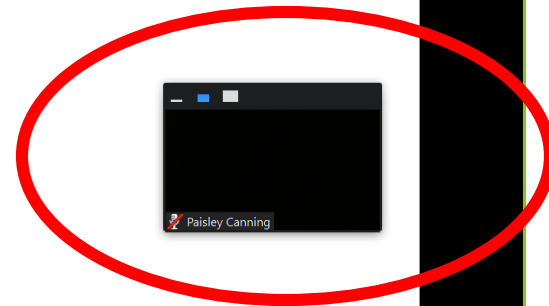
Chat is disabled for Webinar participants. If you would like to submit a question, please use the Q&A feature

Paisley Canning

Host Video

- A small video screen may appear on your screen.

Joining a Zoom Webinar as a
viewer/participant



Host Video

- Click the smallest rectangle in the upper left corner to minimize the video screen
- Click and drag anywhere in the video box to move it to a different position on the screen

