

Testing your Connection, Audio or Webcam before a webinar

You can download the latest version of Zoom from the Download Center.

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. However, if the host has restricted joining meetings using authentication profiles, or you are required to register for a webinar, then the participant will need a Zoom account for access. To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, you can Sign Up for one for free. If you have a Zoom account but cannot remember your password, click the *Forgot password?* or the *Forgot?* link.

Email			٩	Sign In with SSO
Password	Forgot?	or	G	Sign In with Google
) Keep me signed in	Sign In		f	Sign In with Facebook
Back				

Join Meeting Test

Join

Open Zoom Meetings?

Test your internet connection by joining a test meeting.

https://zoom.us wants to open this application.

If you are unable to join the meeting, visit Zoom Support Center for useful information.

Instructions for testing your connection

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. You can also test your video or audio while in a Zoom meeting.

- 1. Visit<u>http://zoom.us/test</u>.
- 2. Click the blue Join button to launch Zoom.
- 3. When prompted by your browser, click **Open Zoom Meetings**.

If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.

 The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

	Testing speaker
D	o you hear a ringtone?
	Yes No
Speaker 1:	Speakers (2- Logitech USB Headset ×

Open Zoom Meetings

Cancel





 If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.

6. Click Join with Computer Audio.

7. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.

Testing microphone				
Speak and pause, do you hear a replay?				
Yes No				
Microphone 1: Microphone (2- Logitech USB Heads >				
Input Level:				
	0			
Speaker and microphone looks good				
Speaker: Speakers (2- Logitech USB Headset H340)				
Microphone: Microphone (2- Logitech USB Headset H340)				
Join with Computer Audio				
Join Audio	\times			
Join with Computer Audio				
Test Speaker and Microphone				
Automatically join audio by computer when joining a meeting				

0

You will join the test meeting as an attendee. Learn more about Attendee Controls in a Meeting below.

Recording of Meetings and Webinars

Meetings and Webinars may be automatically recorded. Tap **Continue** to consent to being recorded. Tap **Leave Meeting** to opt-out and exit the session.



This meetin	g is being
recor	ded
By continuing to be	e in the meeting,
you are consenting	g to be recorded.
Leave Meeting	Continue





Attendee Controls in a Meeting or Webinar

When you join a Zoom Meeting or Webinar you are considered an attendee. The user who scheduled the meeting will have host controls.

Prerequisites

- Zoom desktop client for macOS, Windows, or Linux
- Zoom mobile app for iOS or Android

Joining a webinar by invitation link

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

Manually joining a webinar

Locate the 9-digit meeting ID/webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after <u>https://zoom.us/w/</u>

- 1. Sign in to the Zoom Desktop Client or Mobile App.
- 2. Click or tap Join a Meeting.
- Enter the 9-digit webinar ID, and click Join or tap Join Meeting.
- 4. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.





Waiting for the host to start

If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:

-	×
O Please wait for the host to start this webinar.	
Start: 5:00 PM	
TLB Webinar Training	
Test My Speaker	





Zoom Meeting Controls



Zoom Webinar Controls



Note: Some attendee controls won't be available if disabled by the host.

Attendee Control Settings

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.



Video/Stop Video: If the host gives you permission, you can show or stop your video during the meeting/webinar. All participants will be able to see you.

Note: You can still access the audio and video settings by clicking on the ^ arrow next to the Unmute/Mute and Video/Stop Video buttons.



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.

Chat: Allows you to send chat messages to the host, panelists, and attendees (if permitted).

Note: The host will be able to see all correspondence.

	E to be a second se		
To:	Everyone 🗸		

🗢 Q&A			
	All questions (1)	My questions	
Lee 01:54 PM			
Will there be a foll	ow-up session?		
ß			Comment
Type your question	here		

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.

