



HOW TO

NAVIGATE THE ZOOM WEBINAR:

ATTENDEE EDITION

stun

Questions? Contact Claire Pittman events@stundesign.com

www.stundesign.com

Welcome Attendee!

You have registered or been invited to a Zoom Webinar. You will be able to hear and see the Webinar and its Panelists, and depending on how your Webinar has been set up, you can chat with Panelists and/or Attendees, ask Q&As and/or ask to speak with a Panelist via the Raise Hand function.

The difference between a Zoom Webinar and a Zoom Meeting is that Attendees are view-only participants who can be unmuted only if the Host chooses. Your camera nor your microphone will be ON. You can interact with the Host and the Panelists through the Q&A and Chat. More on that to come!

- 1** All Accesss Pass
Registration
- 2** Confirmation Email
Calendar & Reminders
Join By Phone
Uh Oh! I Need to Cancel!
- 3** Please Wait to Be Seated
Admission
Access to Your Seat
- 4** Welcome to the Show!
Viewing Pleasure
- 5** Chat
Raise the Hand
- 6** Questions & Answers
- 7** Polling
Final Curtain

ALL ACCESS PASS

Webinar Registration



Topic Webinar How-To

Description Helping Folks Navigate Zoom Webinars from sea to shining sea.

Time Oct 13, 2020 12:30 PM in [Central Time \(US and Canada\)](#)

* Required information

First Name *

Claire

Last Name *

Casey

Email Address *

claire@eolasllc.net

Confirm Email Address *

claire@eolasllc.net

✓ I'm not a robot



Register

Registration

In order to join a Zoom Webinar, you need to register. Once registered, you will receive the link to join your webinar. Registration also allows your Webinar Host to contact you via email, if needed.

Webinar Registration Approved

Topic Webinar How-To

Description Helping Folks Navigate Zoom Webinars from sea to shining sea.

Time Oct 13, 2020 12:30 PM in [Central Time \(US and Canada\)](#)
 [Add to calendar](#)

Webinar ID 813 3532 5475

To Join the Webinar

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

Please click this URL to join. https://us02web.zoom.us/j/81335325475?tk=CRtCkDKdcDLp-iBpV_pDvjG9Wri8xiQ4qOuWNXWAo6M.DQIAAA57_aTixY0MEZMWmNHUIJvcUM1T2R1dldYVFJRAAAAAAAAAAAAAAA&pwd=S3JLaXRSL2JXYi8rVjB0U2pMT0R1dz09&uuiid=WN_EJGtAHCfTr-8CBG82wvByw

To Cancel This Registration

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

Once you have registered and verified you are, indeed, not a robot, you will see **Webinar Registration Approved.**

ALL ACCESS PASS (CONTINUED)

From: Events Stun no-reply@zoom.us
Subject: Webinar How-To Confirmation
Date: October 13, 2020 at 12:17 PM
To: claire@eolastic.net

ES

Hi Claire Casey,

Thank you for registering for "Webinar How-To".

Please submit any questions to: events@stundesign.com

Date Time: Oct 13, 2020 12:30 PM Central Time (US and Canada)

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

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: 577318

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Description: Helping Folks Navigate Zoom Webinars from sea to shining sea.

Or iPhone one-tap :

US: +19292056099,,81335325475# or +13017158592,,81335325475#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or

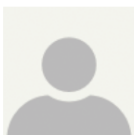
+1 346 248 7799

Webinar ID: 813 3532 5475

Passcode: 577318

International numbers available: <https://us02web.zoom.us/j/kcC0cNp1Dg>

Webinar Speakers



Jane Smith

Subject Matter Expert @Stun Design

Jane has over 25 years of experience in the realm of strategic marketing, digital marketing and advertising. She has worked with Fortune 500 companies to develop strategies to brand, market and reach people all over the world.

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

Confirmation Email

After you have completed registration, double check your email that you have received a Confirmation Email. Your Confirmation Email is your ALL ACCESS PASS to the Webinar. It also allows you to add the Webinar to your calendar or cancel your registration.

Calendar & Reminders

When you add your Zoom Webinar to your calendar via **Add to Calendar/Add to Google Calendar/Add to Yahoo Calendar** link, which we recommend, all the relevant links and information is included in the Notes section of your calendar event. For Outlook and iCal, click the first link **Add to Calendar**.

Join By Phone

If you don't have a microphone or speaker on your computer or you cannot connect via computer audio or smart phone, you can call into your Zoom Webinar via the dial-in number.

Uh Oh! I Need to Cancel!

If you need to cancel, go to your confirmation email and click the **Cancel** link.

PLEASE WAIT TO BE SEATED

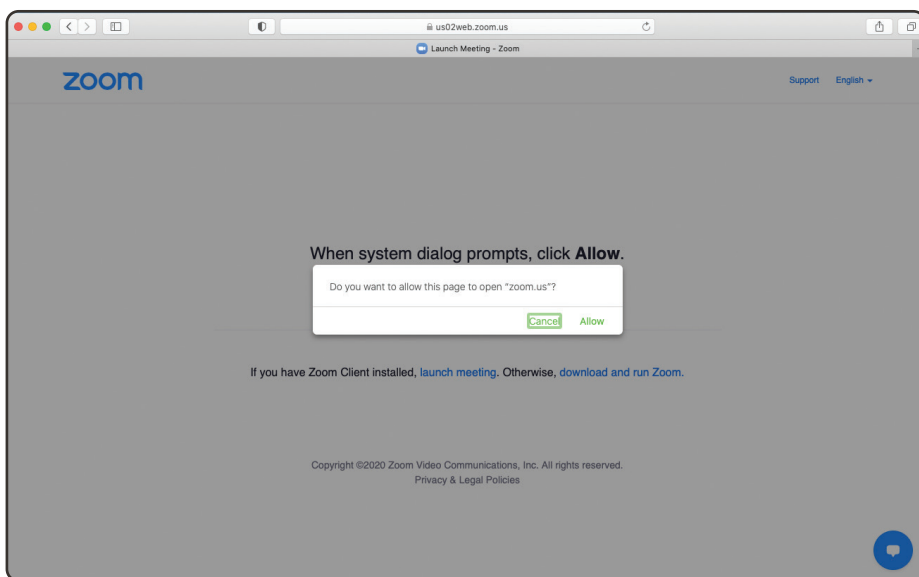
Admission

Admission to the Webinar is in your Inbox. **Click Here to Join** gives you an All Access pass to the LIVE webinar. (If you delete or misplace your Attendee access link, email your Host at events@stundesign.com.)

Make plans to join the webinar 10 minutes before the start of your event so you have time to download Zoom and get situated.

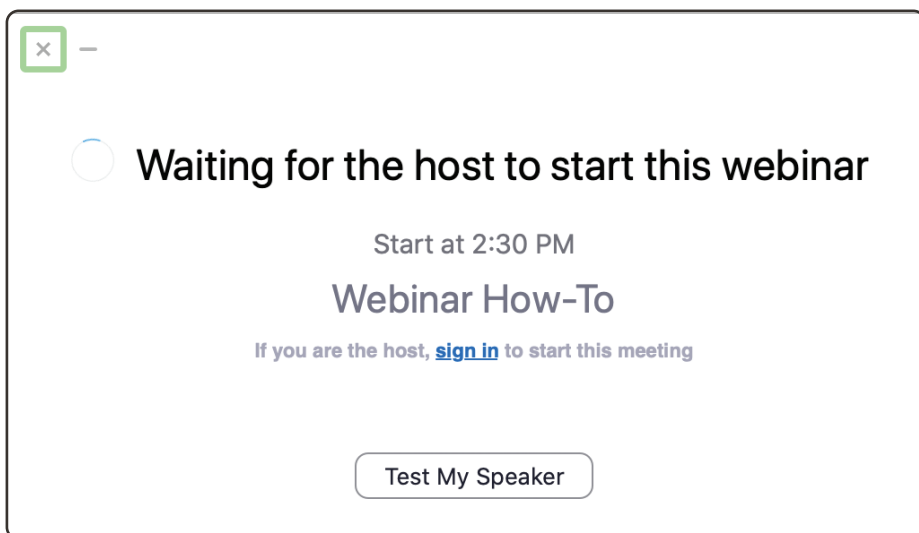
Download Zoom

Whether you are joining the Zoom Webinar from your computer, tablet or phone, you will need to download Zoom. When you **Click Here to Join** from your email, Zoom will walk you through the download. Otherwise visit <https://zoom.us/support/download> (If you have any issues, please email your Host at events@stundesign.com.)



Access to Your Seat

After you have downloaded or opened Zoom, you may have to CHECK the box in the pop-up or select **Allow** that gives Zoom permission to open. Now you are ready for the Webinar!



If your host has not opened the Webinar, you will be placed in the Waiting Room until your Host starts the Webinar.

WELCOME TO THE SHOW!



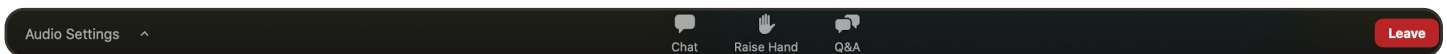
Once the Host opens the session, your Attendee Dashboard will appear.

You can adjust the Audio Settings, chat with the Host and Panelists, raise your hand to speak, and ask questions, all from the black Control Bar at the bottom of your screen. If you do not see a black Control Bar at the bottom of your Dashboard, pass your mouse cursor over the bottom edge of the screen, and it will appear.

Audio Settings: Set your microphone and speaker, test them, adjust their volume, and change other settings.

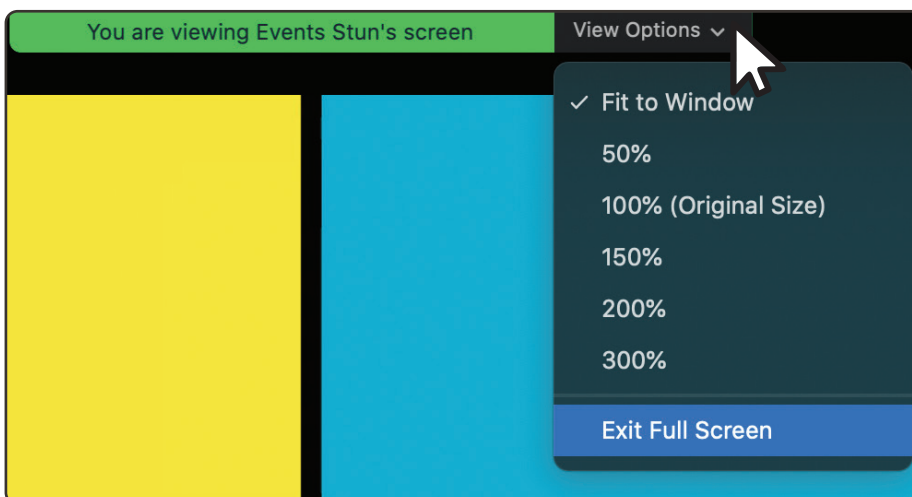
Raise Hand: If your Webinar allows Attendees to speak during the Webinar, this feature shows the Host that you have a question and would like to be unmuted to speak.

Leave: How attendees exit the webinar.



Chat: Send and receive text messages from Panelists & Host within the Zoom Webinar.

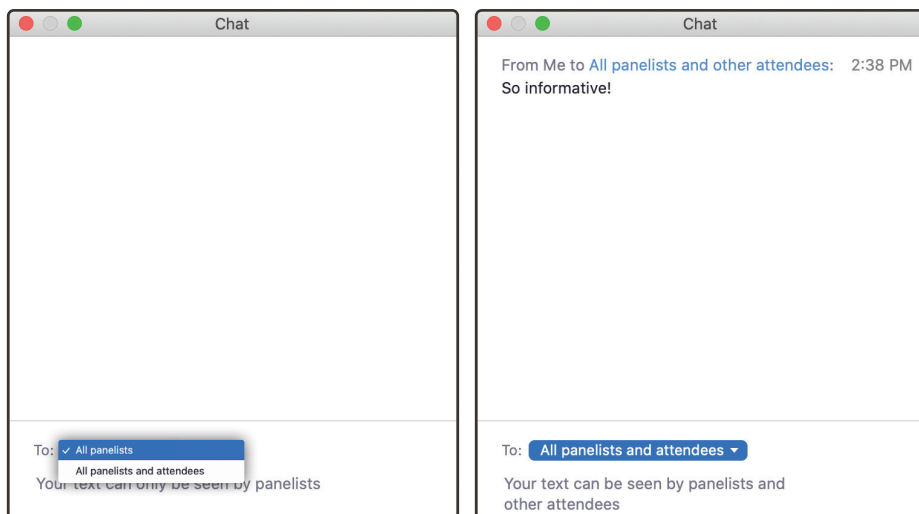
Q&A: Panel for Attendees to ask Panelists Questions and for Panelists to respond.



Viewing Pleasure

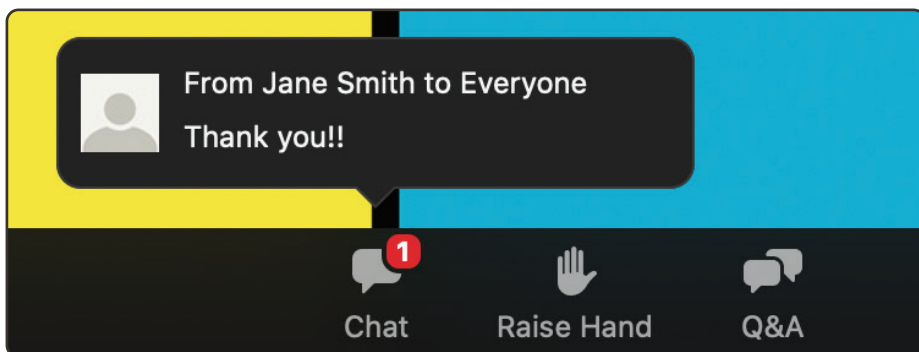
Zoom Webinars automatically appear in Full Screen Mode. If you would like to change that, pass your cursor over the top middle of your screen and a green bar with a gray **View Options** section appears. Click the arrow then select how you would like to view the Webinar.

WELCOME TO THE SHOW! (CONTINUED)

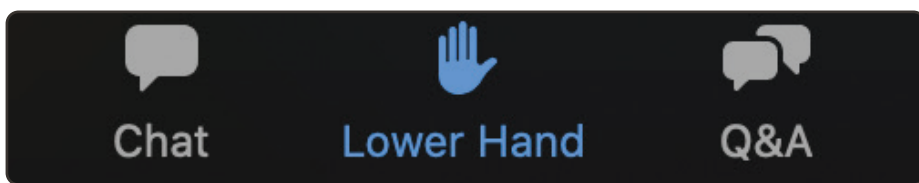


Chat

If CHAT is enabled for your Webinar, Attendees will be able to Chat during the Webinar, and Panelists can Chat with the Attendees. ***Be very AWARE of who you are chatting at when you are in the CHAT box.*** You can send a chat to ***All Panelists*** or ***All Panelists and Attendees***.



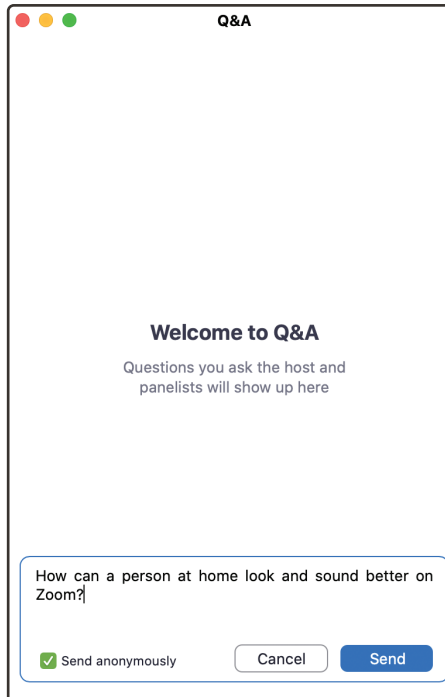
You will be notified if and when you receive a chat response.



Raise the Hand

The raise hand feature allows Attendees to raise their hand to indicate that they need something from the Host or Panelists. For example, the Host typically uses this feature to know if a Attendee has a question and would like to be unmuted to speak. If the Webinar you are attending does allow Raise Hands, the Host will let you know how they would like you to use it.

If you no longer need assistance or your question has been answered, you can ***Lower Hand***.



Q&A

Welcome to Q&A

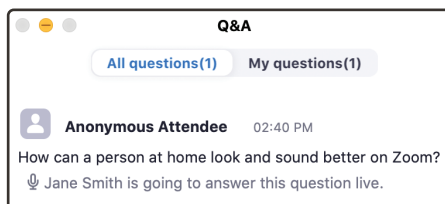
Questions you ask the host and panelists will show up here

How can a person at home look and sound better on Zoom?

☒ Send anonymously

Questions & Answers

If Questions & Answers are allowed during your Webinar, then you will be given the opportunity to ask questions via the **Q&A Panel**. You can choose to ask a question anonymously. Just CHECK the **Send anonymously** box.



Q&A

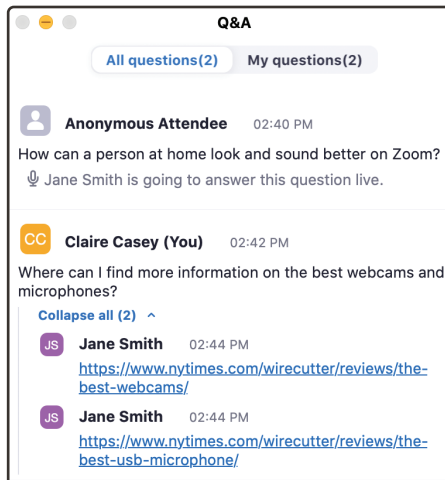
All questions(1) **My questions(1)**

Anonymous Attendee 02:40 PM

How can a person at home look and sound better on Zoom?

🗣️ Jane Smith is going to answer this question live.

A Panelist can answer your question Live which means they will answer the question via their microphone.



Q&A

All questions(2) **My questions(2)**

Anonymous Attendee 02:40 PM

How can a person at home look and sound better on Zoom?

🗣️ Jane Smith is going to answer this question live.

CC **Claire Casey (You)** 02:42 PM

Where can I find more information on the best webcams and microphones?

Collapse all (2) ^

JS **Jane Smith** 02:44 PM

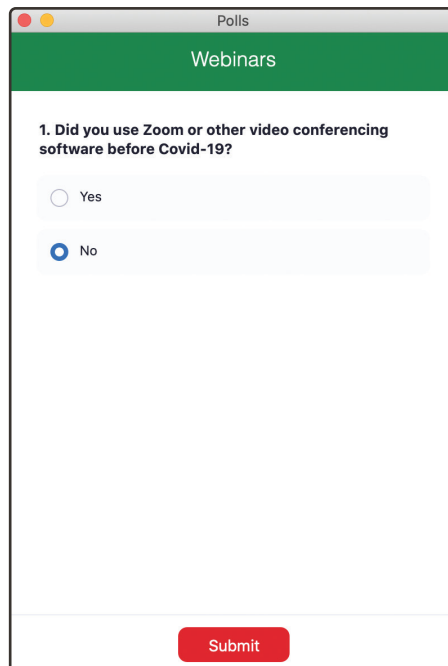
<https://www.nytimes.com/wirecutter/reviews/the-best-webcams/>

JS **Jane Smith** 02:44 PM

<https://www.nytimes.com/wirecutter/reviews/the-best-usb-microphone/>

Panelists can also respond to your question via text.

WELCOME TO THE SHOW! (CONTINUED)

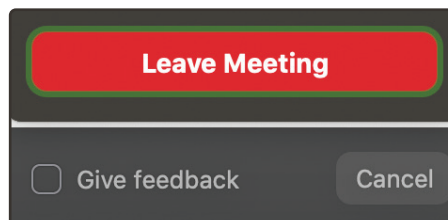


A screenshot of a poll window titled "Webinars". The window has a green header bar with the title "Webinars". Below the header, the question is "1. Did you use Zoom or other video conferencing software before Covid-19?". There are two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the window is a red "Submit" button.

Polling

During the Webinar, a Poll may pop up for you to answer. Please take a minute to participate. Polls may be used by the Host or Panelist as a point of discussion later in the Webinar.

FINAL CURTAIN



A screenshot of a "Leave Meeting" dialog box. The dialog has a dark gray background. At the top is a red button with the text "Leave Meeting". Below this is a horizontal line. At the bottom, there is a checkbox labeled "Give feedback" and a gray "Cancel" button.

When the Webinar is over or whenever you need to exit, go to the black Control Bar, click the red **Leave** button then **Leave Meeting**.