
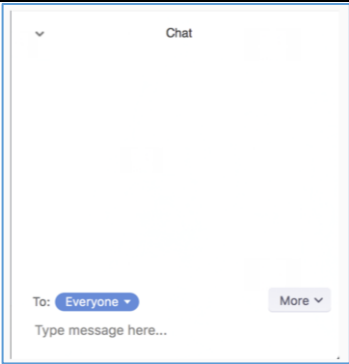
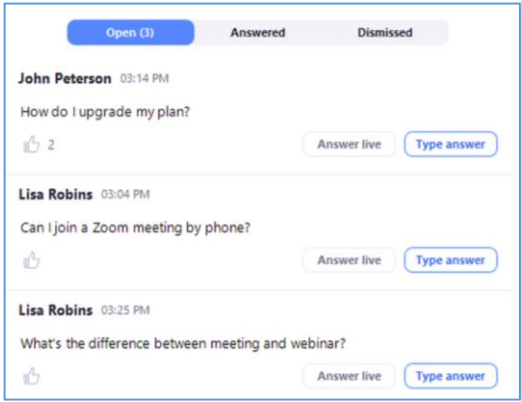





## Zoom Webinars | Panelist Controls

This is a short guide to attending a Webinar as a panelist.

Joining the Webinar / Panelist Controls	
<ul style="list-style-type: none"><li>- You will receive a unique link as a panelist, via email. Use this link to join the webinar.</li></ul>	
<ul style="list-style-type: none"><li>- Once you enter the webinar, you will see the following controls:<ul style="list-style-type: none"><li>o Mute / Unmute</li><li>o Start / Stop Video</li><li>o Participants</li><li>o Q&amp;A</li><li>o Share Screen</li><li>o Chat</li></ul></li></ul>	
Most of the Panelist functions in a webinar are the same as a participant in a standard Zoom meeting. This guide will highlight 2 main areas attendees might use to ask questions: Chat and Q&A	
<ul style="list-style-type: none"><li>- The chat feature allows you to talk to everyone in the webinar</li></ul>	
<ul style="list-style-type: none"><li>- The Q&amp;A feature allows an attendee to ask a question that will either:<ul style="list-style-type: none"><li>o Be answered by a panelist typing in the answer</li><li>o Be answered 'Live', i.e. by a panelist talking about the question during the webinar.</li></ul></li><li>- Any panelist or host can answer the question, either by selecting [Type Answer] or Answering Verbally (aka 'Answer Live')</li><li>- Answered questions move into the 'Answered' section of the Q&amp;A screen</li></ul>	

Sharing your Screen:	
<ul style="list-style-type: none"><li>- Panelists or Hosts can share their screen in Zoom Webinars</li></ul>	

<ul style="list-style-type: none"> <li>- To share your screen, select the Green 'Share Screen' button in the control panel</li> <li>- Select the window you wish to share. Your options may be different to those shown to the right. You can either share the whole screen or specific software (such as Powerpoint)</li> </ul>	
<ul style="list-style-type: none"> <li>- Panelists can also use the whiteboard feature</li> <li>- To activate this, Select 'Share Screen' from the menu bar</li> <li>- Select the Whiteboard</li> <li>- The Whiteboard has the annotations tools as well</li> </ul>	
<p><b>NOTE - Zoom Menu Bar Appearance:</b> The Zoom menu bar may minimize itself during a meeting. Move your mouse to make it reappear.</p> <p>For more information on Screen Sharing, go to <a href="https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen">https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen</a></p>	

<h3>Annotations</h3>	
<ul style="list-style-type: none"> <li>- Panelists may be invited to annotate the screen.</li> <li>- To activate annotations, select View Options &gt; Annotate. These options may be at the top of your screen.</li> <li>- Select the desired tool on the Tool Bar that pops up.</li> <li>- Close the annotations toolbar by using the red 'X'</li> </ul>	