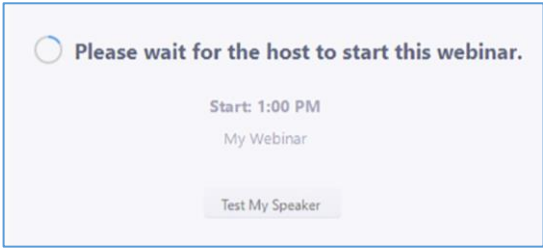
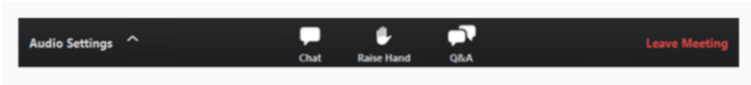
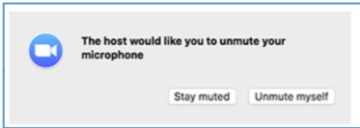
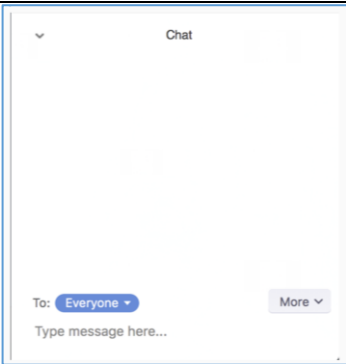

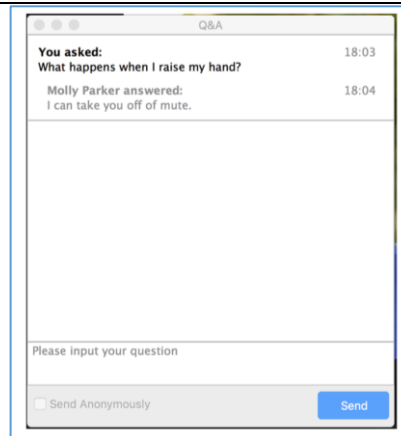


## Zoom Webinars | Basic Attendee Controls

This is a short guide to attending a Webinar.

<b>Joining the Webinar / Attendee Controls</b>	
<ul style="list-style-type: none"><li>- Before you join the webinar, you might see a screen like the one on the right, stating that the host has not started the webinar yet.</li><li>- As soon as the Host decides to broadcast the webinar, you will automatically join</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 Audio Settings (as an attendee, you will be muted unless the host allows you to talk. No video is available)</li><li>o Chat</li><li>o Raise Hand</li><li>o Q&amp;A</li></ul></li></ul>	
<ul style="list-style-type: none"><li>- For audio settings, if you ask a question and would like to talk about it the host can unmute you. In this case, you will see the message to the right, giving you the option to unmute yourself</li></ul>	
<ul style="list-style-type: none"><li>- The chat feature allows you to talk to everyone in the webinar (or just the Host/Panelists)</li></ul>	
<ul style="list-style-type: none"><li>- Raising your hand in a webinar draws the attention of the host / moderator. Any host or panelist will be able to see that you have raised your hand and wish to speak</li><li>- To lower your hand, use the same control button</li></ul>	

- The Q&A feature allows an attendee to ask a question that will either:
  - o Be answered by a panelist typing in the answer
  - o Be answered 'Live', i.e. by a panelist talking about the question during the webinar.
- Answered questions move into the 'Answered' section of the Q&A screen



For further instructions, see <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-a-Webinar-Attendee->