## Zoom Webinars | Basic Attendee Controls

This is a short guide to attending a Webinar.

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Joining the Webinar / Attendee Controls				
-	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. As soon as the Host decides to broadcast the webinar, you will automatically join	Please wait for the host to start this webinar.  Start: 1:00 PM My Webinar  Test My Speaker		
-	Once you enter the webinar, you will see the following controls: <ul> <li>Audio Settings (as an attendee, you will be muted unless the host allows you to talk. No video is available)</li> <li>Chat</li> <li>Raise Hand</li> <li>Q&amp;A</li> </ul>	Audio Settings ^ P & P Leave Meeting Chat Raise Hand Q&A		
-	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	The host would like you to unmute your microphone Stay muted Unmute myself		
-	The chat feature allows you to talk to everyone in the webinar (or just the Host/Panelists)	✓ Chat To: Everyone ▼ More ▼ Type message here		
-	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 To lower your hand, use the same control button	Audio Settings ^ Chat Raise Mand Q&A		

- The Q&A feature allows an		Q&A Q&A 18:03			
attendee to ask a question that		What happens when I raise my hand?			
will either:		Molly Parker answered: 18:04 I can take you off of mute.			
<ul> <li>Be answered by a panelist</li> </ul>					
typing in the answer					
<ul> <li>Be answered 'Live', i.e. by</li> </ul>					
a panelist talking about					
the question during the					
webinar.					
- Answered questions move into the		Please input your question			
'Answered' section of the Q&A					
screen		Send Anonymously Send			
For further instructions, see <a href="https://support.zoom.us/hc/en-us/articles/115004954946-Joining-a-Webinar-Attendee-">https://support.zoom.us/hc/en-us/articles/115004954946-Joining-a-Webinar-Attendee-</a>					