

## Joining the Webinar:

1. Using the CVSA Events app, locate your session in the schedule. Click “Join Live Session.”
2. If you already have Zoom downloaded, you’ll see a prompt to Open Zoom Meetings.
3. If you do not have Zoom downloaded, click “Download and run Zoom.”
4. If you cannot download Zoom, you can click “Join from your Browser.”

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

5. If you already have a Zoom account, you may be prompted to sign in. Note: You are not required to have a Zoom account to join. If you do not have a Zoom account but would like to set one up, click “Sign Up Free” and create a new account.

### Sign In

Email address

Password

**Sign In**

[Forgot password?](#)  Stay signed in

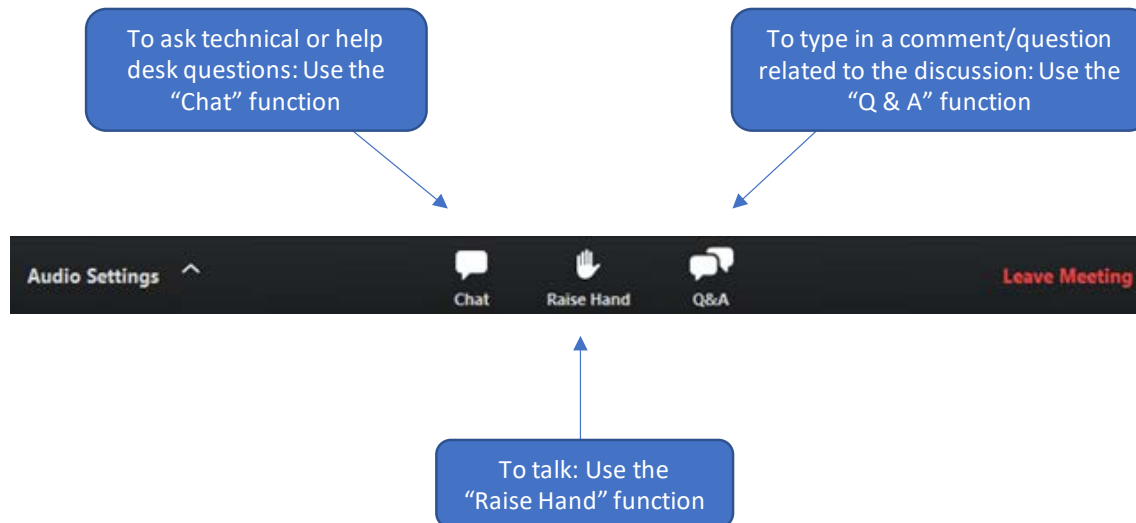
6. You will be prompted to enter your name, email address and the meeting password, if it was not included in the join link.
7. Click “Join” to be taken into the meeting.

## Other helpful resources:

- Join a test meeting to familiarize yourself with Zoom.
  - <https://zoom.us/test>
- Use these links for helpful tips on how to get started:
  - <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>
  - <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- If you cannot download the Zoom app, you can join the sessions from your web browser:
  - <https://support.zoom.us/hc/en-us/articles/214629443-Zoom-web-client>

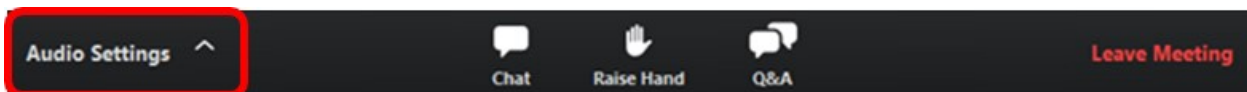
## ATTENDEES



### During the session:



### To manage audio/video:

- Only hosts and voting committee members will have video and audio enabled.
- Attendees will be muted when entering the webinar; however, as a precaution, please mute your audio, unless otherwise instructed.
- Use "Audio Settings" (only visible if the host hasn't granted you permission to talk) to change your audio settings. You can also click the upward arrow (^) to change your mic or speaker.

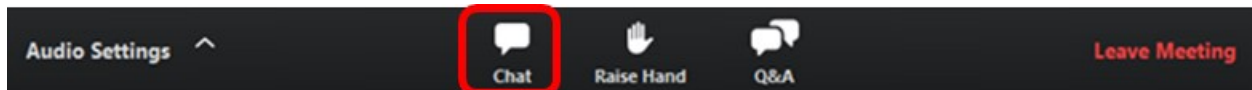


- To use phone audio, dial-in numbers can be found in the session description or in the Zoom session.
  - a. After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click "Join Audio" in the meeting controls.
  - b. Click "Phone Call." Follow the instructions for dialing in.
    - i. If you joined computer audio automatically, leave the computer audio to avoid feedback.
  - c. Click the ^ arrow next to Mute/Unmute. 
  - d. Click "Leave Computer Audio."
  - e. Click "Phone Call" and follow the prompt to dial in.
- Click here for information on joining by phone audio only: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

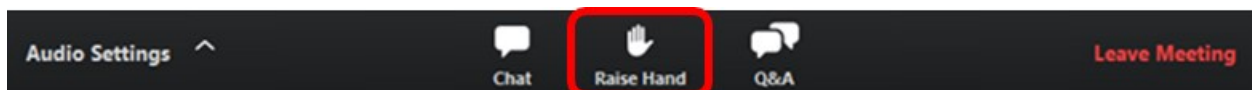
## ATTENDEES (continued)

### To talk or ask questions:

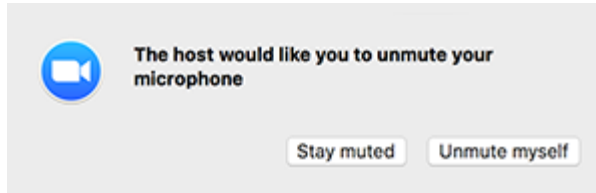
- *To ask technical or help desk questions:* Use the “Chat” function to get technical support or ask a question unrelated to the content/discussion.



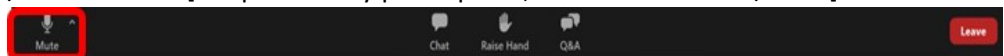
- *To talk:* Use the “Raise Hand” function [For phone only participants, dial \*9 to raise your hand]



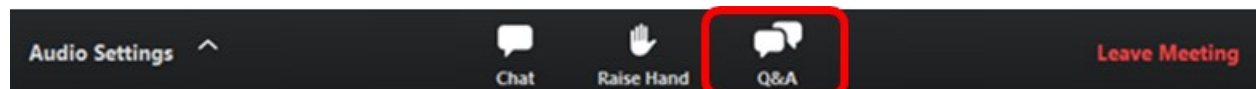
- The host will give you permission to speak by asking you to unmute your audio.



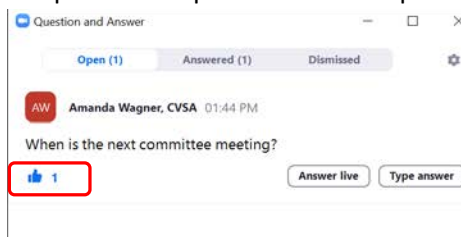
- Note: You can also access the audio settings by clicking on the ^ arrow next to the Unmute/Mute button. [For phone only participants, dial \*6 to unmute/mute]



- *To type in a comment/question related to the discussion:* Use the “Q&A” function.



- Open the “Q&A” window to ask questions to the host and panelists. They can either reply to you via text in the “Q&A” window or answer your question live.
- If you see someone else has already asked a similar question, you can hit the thumbs up sign to upvote that question to the top.



## ATTENDEES (continued)

### Other helpful resources:

For detailed Zoom functionality, visit these links:

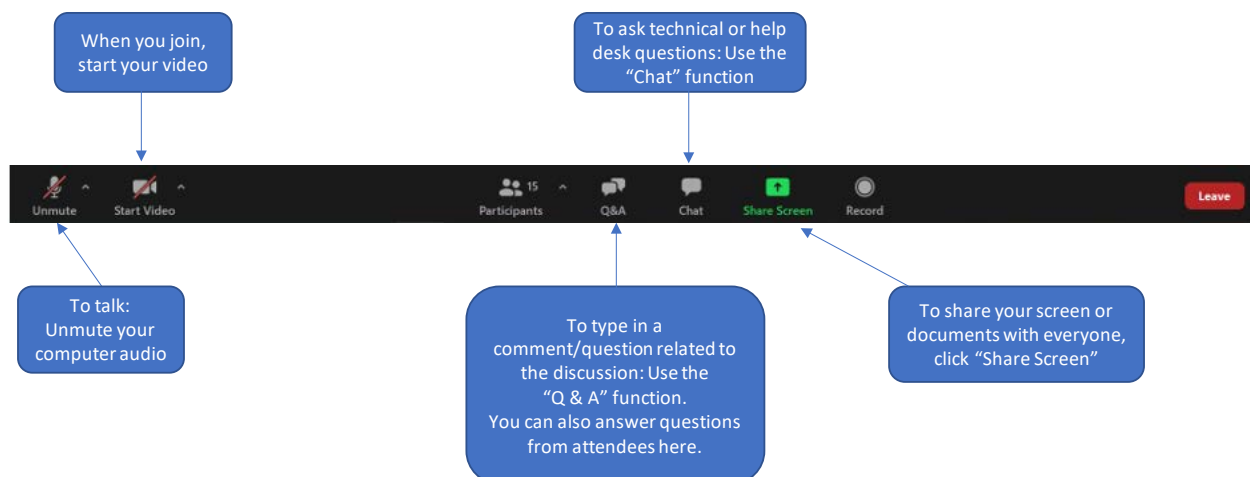
- Testing computer video and audio
  - a. <https://support.zoom.us/hc/en-us/articles/360031043292-Testing-computer-or-device-audio-for-Zoom-Phone>
- Join a test meeting to familiarize yourself with Zoom
  - a. <https://zoom.us/test>
- Zoom Meeting functionality for attendees
  - a. <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

## PANELISTS

### Before the session:

- *Pick a quiet place* where you won't be disturbed during the session and can't hear other noises that could compromise the quality of your session.
- *Please test and check your system* at least 15 minutes prior to event. This includes your network connection, device battery life, mic and speakers.
- *Check how you and your surroundings look on camera.* You want to ensure your light is neither too dark nor too light. Be sure that there is nothing inappropriate appearing in your surroundings.

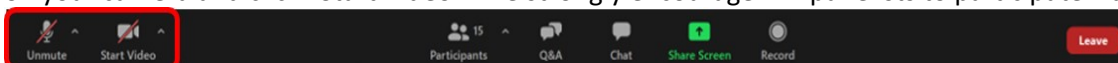
### During the session:





## PANELISTS (continued)

### To manage audio/video:

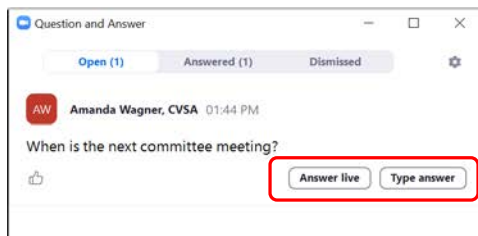
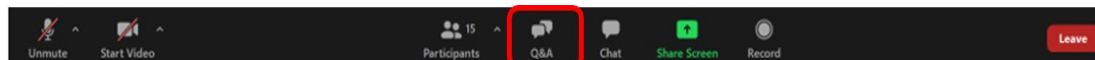
- You will join the session as an attendee. CVSA hosts/co-hosts will promote you to a panelist after you join. *Note: When you're changed to a panelist, it may look like you're being disconnected from Zoom but don't do anything, it'll pop back up.*
- Panelists will be muted when entering the webinar; however, as a precaution, please ensure your audio is on mute when you enter. When you are not talking, mute your audio. Feel free to unmute your audio to join the discussion at any time.
- Only hosts and panelists (you) will be shown on the screen. For the most engaging experience, turn on your camera and click "Start Video." We strongly encourage ALL panelists to participate via video.



- To use phone audio, dial in numbers can be found in the session description or in the Zoom session.
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  - b. Click Phone Call. Follow the instructions for dialing in.
    - i. If you joined computer audio automatically, leave the computer audio to avoid feedback.
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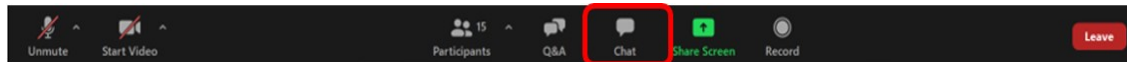
### To talk or ask/answer questions:

- *To talk:* Unmute your computer [For phone only participants, dial \*6 to unmute/mute]
- Open the "Q&A" window to answer attendee questions to the host and panelists. You can either reply via text in the "Q&A" window or answer the question live.



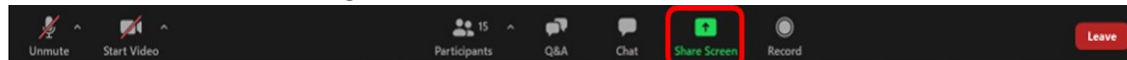
## PANELISTS (continued)

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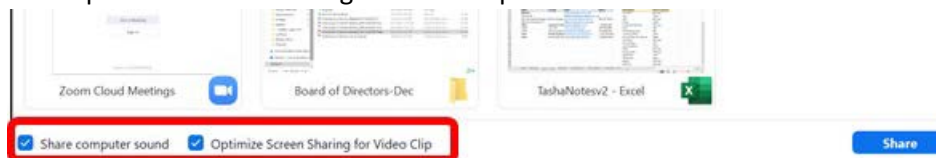


### To share your screen or documents:

- Be sure no one else is sharing their screen at the time. Then click “Share Screen.”



- You can either share your entire desktop or just share one document
- If you are sharing a video and need to share sound, click the “share computer sound” button and “optimize screen sharing for video clip”



### Other helpful resources:

*For detailed Zoom functionality, visit these links:*

- Join a test meeting to familiarize yourself with Zoom: <https://zoom.us/test>
- Testing computer video and audio: <https://support.zoom.us/hc/en-us/articles/360031043292-Testing-computer-or-device-audio-for-Zoom-Phone>