



# An Overview of Supports and Tools for Facilitating an Effective Webinar

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Menu Bar

Chat

- Please say Hello in the chat and join in! Please try to use it to speak with other participants and not to ask questions, use q and a for that so we make sure your important question doesn't get missed!

Closed Captions/CART

- Captions are available in all sessions. Select the CC button .

ASL Sign Language

- The interpreter will be one of the panelist boxes.
- If you can't see them make sure you are in gallery view.
- You can adjust the size of the PowerPoint and presentation boxes by moving the line over on the right of the screen.

Q&A

- To ask a question select the Q&A box and write a question.

Unmuting

- If you want to add to the conversation by phone or microphone you can raise your hand by selecting the hand raise option. Or pressing \*9 on the phone.



Why Zoom?  
The possibilities  
are endless

Webinars  
Meetings  
and  
Fun





## The Basics

- Webinars Versus Meetings
- Planning a Webinar
- Zoom Participation including Membership Options
- Hosting a Webinar/Meeting
- Diving Deeper into lesser know options
- Back to the Basics
  - Joining a webinar/Meeting multiple platforms
  - Participating in a webinar/Meeting

Goals for Today's Presentation

# Why Me?



Zoom Can be Overwhelming

zoom Help Center SALES PLANS JOIN A MEETING CONTACT SUPPORT

zoom Help Center > Getting Started

## GETTING STARTED

- Getting Started
- Audio, Video, Sharing
- Meetings & Webinars
- Zoom Phone
- Account & Admin
- Zoom Rooms
- H.323/SIP
- Messaging
- Integration
- On-Premise
- Training

### Desktop

- Getting Started on Windows and Mac
- Advanced desktop client settings
- Quick start guide for new users
- Starting the Zoom Desktop Client
- System requirements for Windows, macOS, and Linux
- Getting Started On Chrome OS

[See all 7 articles](#)

### Mobile

- Using Android Fingerprint Authentication
- Using Siri with Zoom
- System requirements for iOS, iPadOS, and Android
- Getting Started with iOS
- Getting Started with Android

### Training

- Live training webinars
- Zoom video tutorials
- Watch Recorded Training Sessions
- Meeting and Webinar Best Practices and Resources

### Frequently Asked Questions

- Frequently asked questions
- Zoom technical support
- FAQ Meetings Waiting Room and Passcode Requirements, September 27, 2020
- Top 20 Zoom resources

# Recommendations for Event Planning



## Webinar Format

Introduce your funding source if any.

## Hosting a Webinar

Zoom Prerequisites

Broadband, good computer, camera and built-in or ancillary microphone

**Backup plan** (PC or laptop or Co-host to run meeting while you call in via phone)



# Recommendations for Event Planning

## Speaker Preparation for Interpreters

Work with presentation team to make sure they understand how to make their presentation style work better with interpretation.

Slow down the pace a bit.

Make sure to give a moment before switching to a new slide to let the interpreter finish up on the existing slide.

If using annotations or highlighting individual points on a slide, pause between pointing out different items so there is no confusion as to which one you are referencing when the interpreter is translating.

Work on reducing the use of words that might not translate well or convey the same meaning in another language.

Discuss how to use the webinar tools and what features are available to the presenters. Also make sure everyone knows whom they should turn to if they have questions or problems during the webinar — and how they can reach them.

# Recommendations for Event Planning



Assemble an effective webinar coordination team

Align a webinar theme to the expectations of the audience

Consider a webinar planning checklist

Share webinar organizational documents

Plan early and devise a calendar of regular activities

Choose a user-friendly webinar platform

Zoom, GoToMeeting, Adobe Connect

Select theme specific expert presenters (with back-up speakers on stand-by)

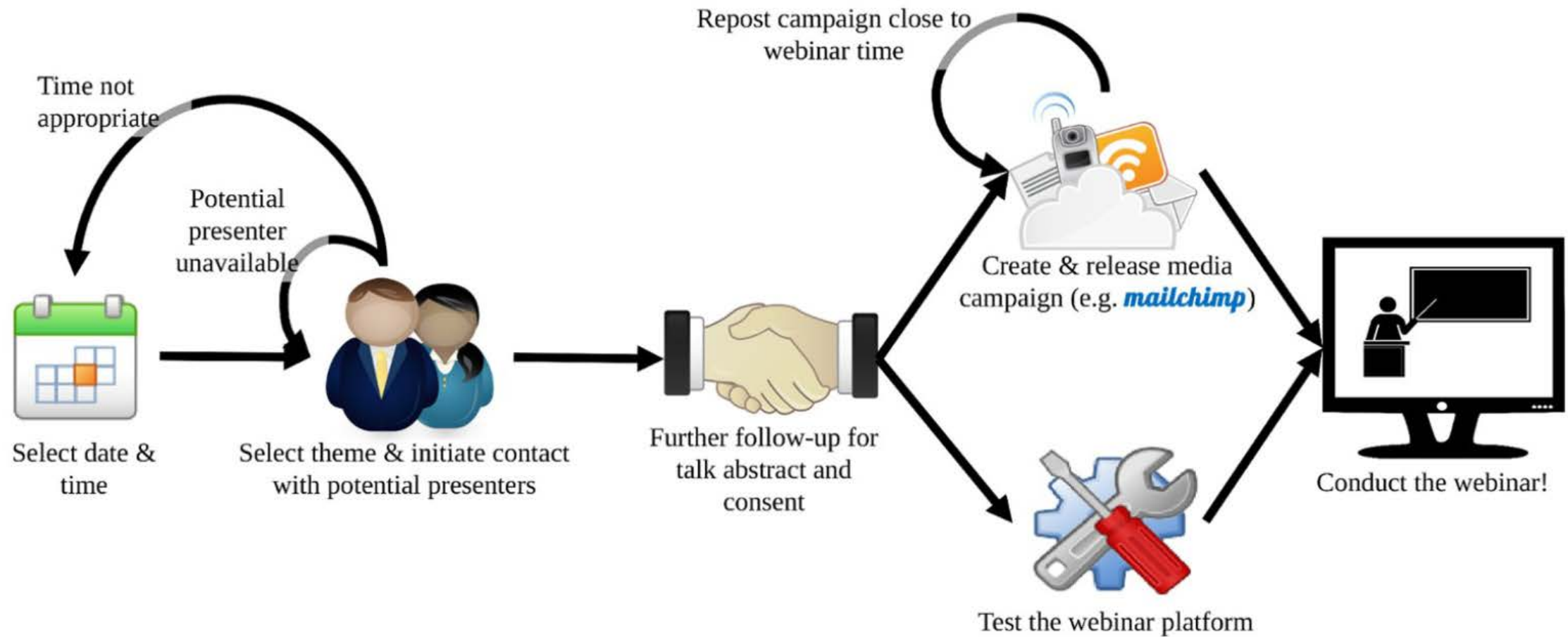
Announce webinars through all outlets (colleagues, mailing lists and social media platforms)

Allocate time for the platform orientation

Assess and evaluate what works and what doesn't (Run throughs multiple)

Consider a post webinar survey (use polling function; if possible)





**Fig 1. Planning flowchart.** A webinar series flowchart of planning and logistics activities.

<https://doi.org/10.1371/journal.pcbi.1006671.g001>

# Zoom Basics for Webinars

# Meetings versus Webinars

- The Meeting and Webinar platforms offer similar features and functionality but have some key differences.
- Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.
- Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, Chat, and answering polling questions. The host can also unmute the attendees. Attendees in webinars, can not rename themselves as well.

<https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison>

# Meetings

Zoom meetings are ideal for hosting more interactive sessions where you'll want to have lots of audience participation or break your session into smaller groups

- Small to large groups (2+ participants) for:
  - Customer-facing meetings
- Sales meetings
- Training sessions

**Free and Paid subscription options available.**

# Webinars

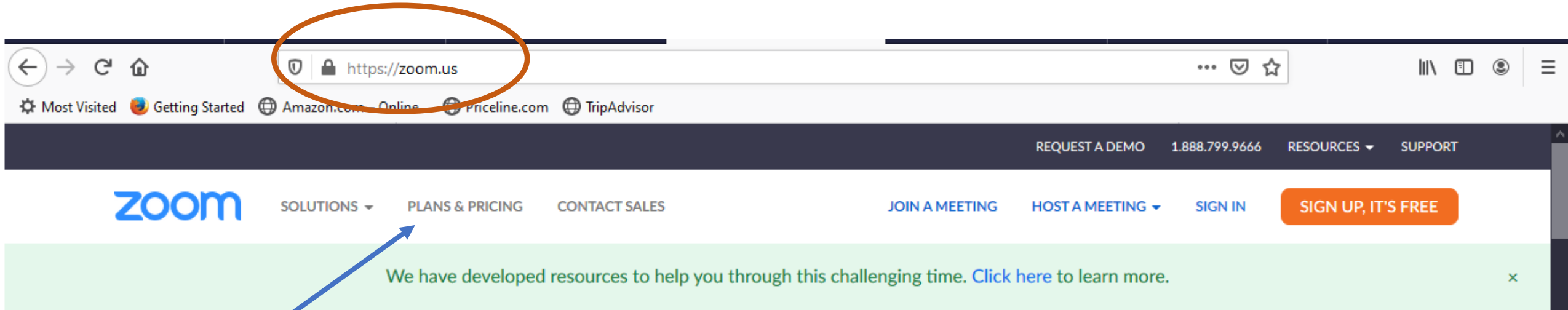
Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another.

Large events and public broadcasts (50+ attendees) such as:

- Town halls
- Quarterly updates
- Educational lectures

**Paid Add-on, available to Pro or higher subscriptions.**



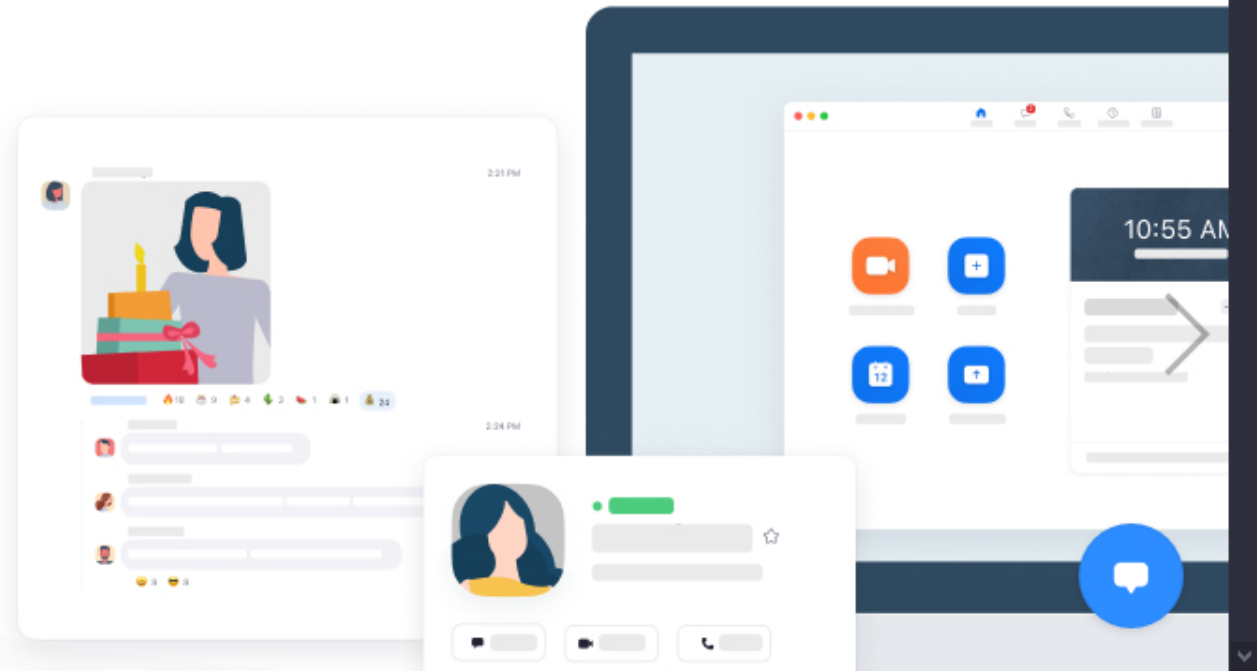


## Getting Started - Joining Zoom

### Required for hosting Webinars

Having a **Zoom** account allows you to create your own Meetings or Schedule Webinars.

Frequently asked questions – Zoom Help Center  
*support.zoom.us › en-us › articles › 206175806-Frequent.*





Special Offer: New to Zoom? Sign up for a Pro Annual plan with ZOOMCARES today and enjoy an additional 20% discount- that's a \$60 savings.

[Upgrade to Annual](#)

BASIC

Personal Meeting

**Free**

- Host up to 100 participants
- 40-minute maximum group meetings \*
- Unlimited 1:1 Meetings

\*Free, forever. No credit cards required.

Current Plan

PRO

Great for Small Teams

**\$30 SAVINGS**

**\$149.90** /year/license

- Host up to 100 participants
- Unlimited group meetings
- Social Media Streaming
- 1 GB Cloud Recording (per license)

\*Purchase up to 9 licenses per account

Upgrade To Pro

BUSINESS

Small & Med Businesses

**\$400 SAVINGS**

**\$199.90** /year/license

- Host up to 300 participants
- Single Sign-On
- Cloud Recording Transcripts
- Managed Domains
- Company Branding

\*Starting at 10 licenses for \$1,999/year

Upgrade

ENTERPRISE

Large Enterprise-Ready

**\$199.90** /year/license

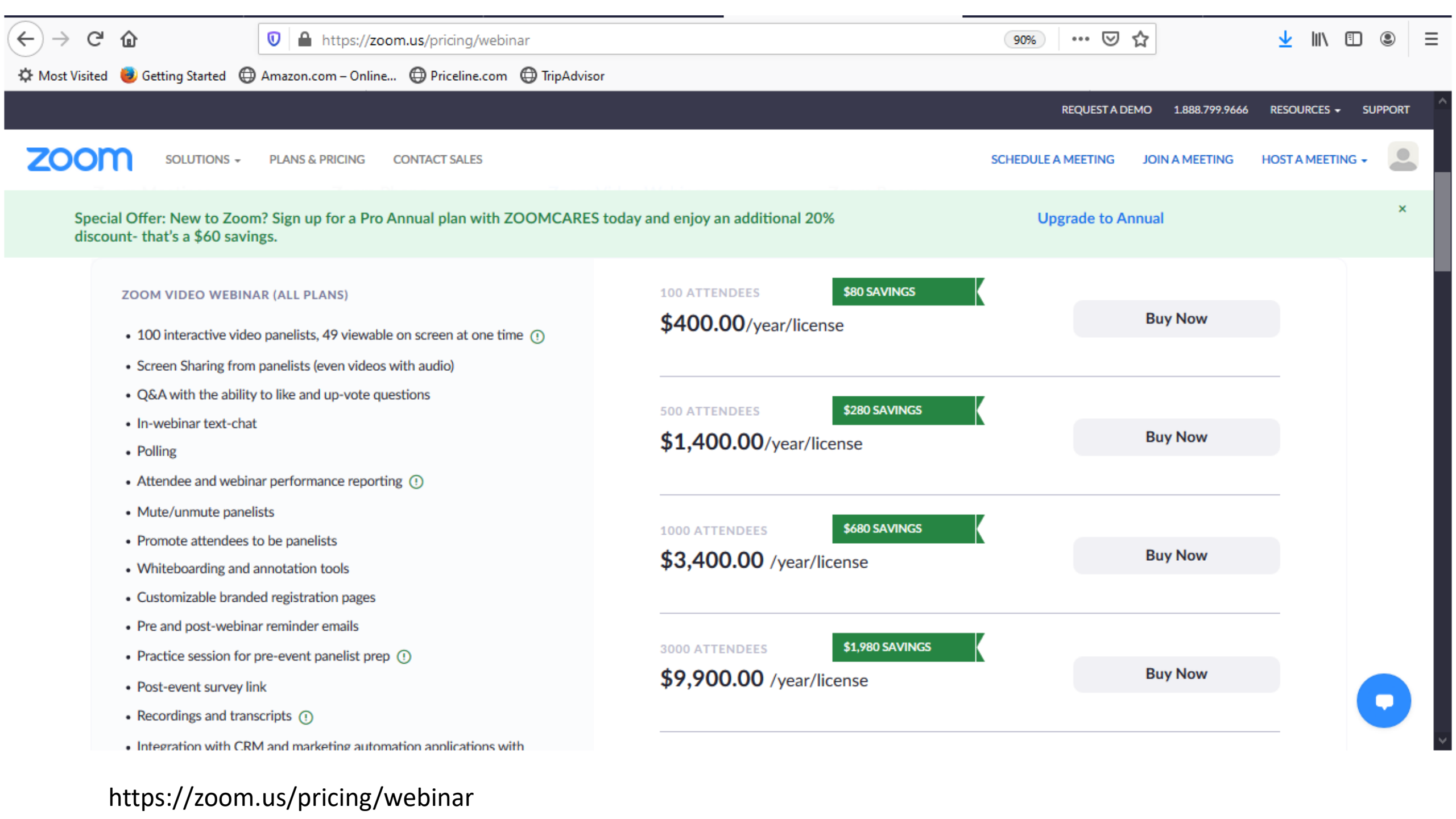
- Host up to 500 Participants
- Host up to 1,000 Participants with an Enterprise+ Plan
- Unlimited Cloud Storage
- Dedicated Customer Success Manager
- Transcription

\*Starting at 100 licenses for \$19,990/year

Contact Sales



\*<https://broadbanddeals.co.uk/how-to-get-around-the-40-minute-limit-on-zoom/>



Special Offer: New to Zoom? Sign up for a Pro Annual plan with ZOOMCARES today and enjoy an additional 20% discount- that's a \$60 savings.

Upgrade to Annual

ZOOM VIDEO WEBINAR (ALL PLANS)

- 100 interactive video panelists, 49 viewable on screen at one time
- Screen Sharing from panelists (even videos with audio)
- Q&A with the ability to like and up-vote questions
- In-webinar text-chat
- Polling
- Attendee and webinar performance reporting
- Mute/unmute panelists
- Promote attendees to be panelists
- Whiteboarding and annotation tools
- Customizable branded registration pages
- Pre and post-webinar reminder emails
- Practice session for pre-event panelist prep
- Post-event survey link
- Recordings and transcripts
- Integration with CRM and marketing automation applications with

100 ATTENDEES

\$80 SAVINGS

\$400.00/year/license

Buy Now

500 ATTENDEES

\$280 SAVINGS

\$1,400.00/year/license

Buy Now

1000 ATTENDEES

\$680 SAVINGS

\$3,400.00 /year/license

Buy Now

3000 ATTENDEES

\$1,980 SAVINGS

\$9,900.00 /year/license

Buy Now

## Creating a Zoom Account on a PC:

To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)).

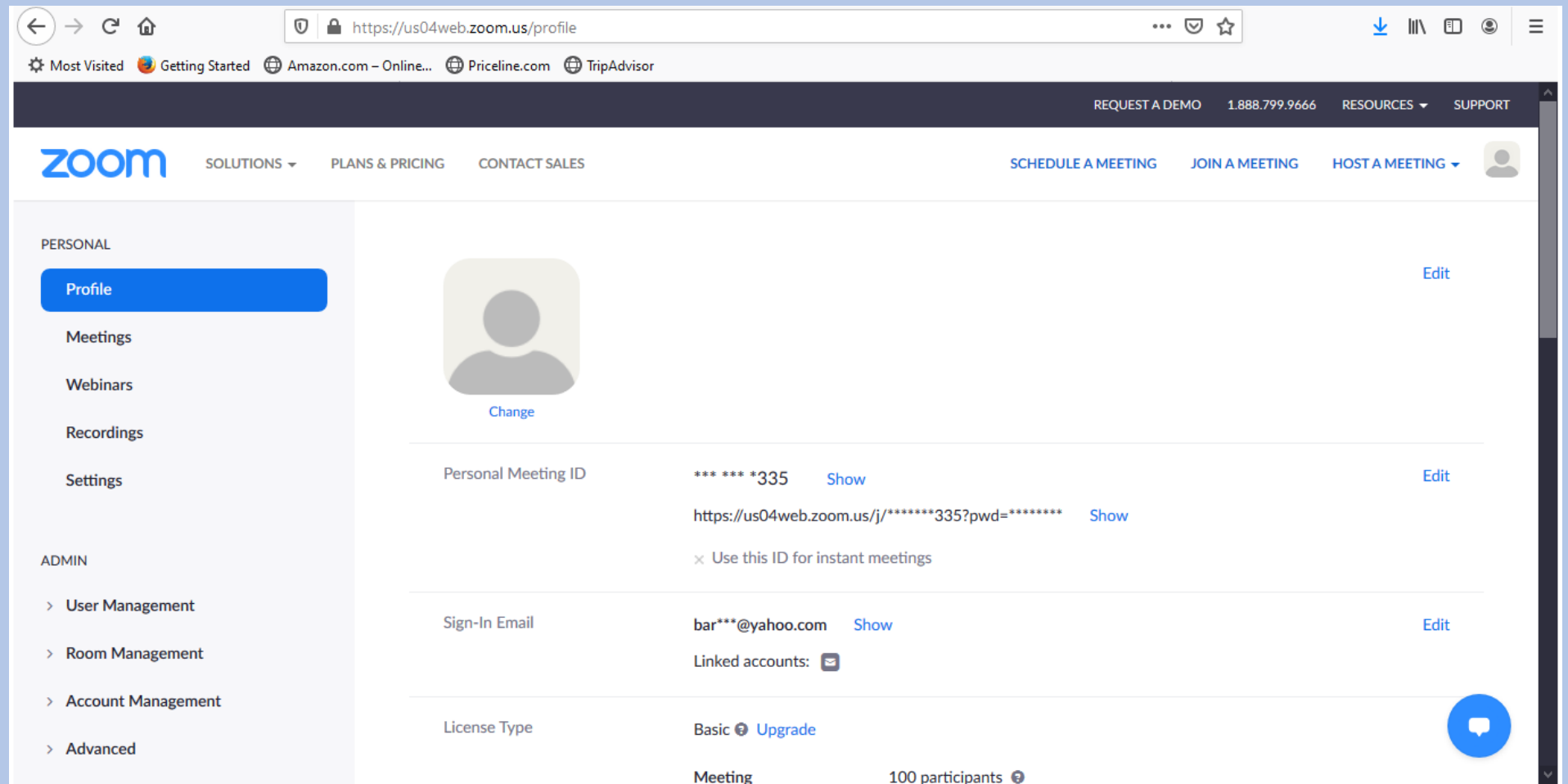
In this email, click **Activate Account**.

## Signing into your Zoom account on the web.

You can login to your Zoom account on the web at any time, at [zoom.us/signin](https://zoom.us/signin).

Once you're logged in, use the panel on the left side to navigate the Zoom web portal.

You can update your profile, schedule a meeting, webinar, edit your settings, and more.



The screenshot shows the Zoom web portal profile page. The browser address bar displays <https://us04web.zoom.us/profile>. The page features a navigation menu on the left with sections for PERSONAL and ADMIN. The main content area displays the user's profile information, including a placeholder for a profile picture, a Personal Meeting ID, a Sign-In Email, and a License Type. The Personal Meeting ID is **\*\*\* \*\* \*335** and the Sign-In Email is **bar\*\*\*@yahoo.com**. The License Type is **Basic** with an **Upgrade** option. The page also includes a chat icon in the bottom right corner.

Section	Item	Value	Action
PERSONAL	Profile		Edit
	Meetings		
	Webinars		
	Recordings		
ADMIN	Settings		
	> User Management		
	> Room Management		
	> Account Management		
> Advanced			
	Personal Meeting ID	*** ** *335	Show Edit
		<a href="https://us04web.zoom.us/j/*****335?pwd=*****">https://us04web.zoom.us/j/*****335?pwd=*****</a>	Show
		× Use this ID for instant meetings	
	Sign-In Email	bar***@yahoo.com	Show Edit
		Linked accounts:	
	License Type	Basic	Upgrade
	Meeting	100 participants	

# Getting Started with Webinar

- Zoom Video Webinar allows you to broadcast a Zoom meeting to up to 10,000 view-only attendees, depending on the size of your webinar license. Webinar licenses start at a capacity of 100 participants and scale up to 10,000 participants. As the host or a panelist, you can share your screen, video, and audio in a webinar, while attendees can use the chat or question and answer options to interact with the host and panelists.
- Webinars can require preregistration—with the option for the host to add custom registration questions—or registration can be turned off for attendees to join by simply clicking a link at the time of the webinar. Webinars can be held once, can reoccur in a series, or can be the same session held multiple times.

# Registration Approval

There are two approval methods for webinars that require registration

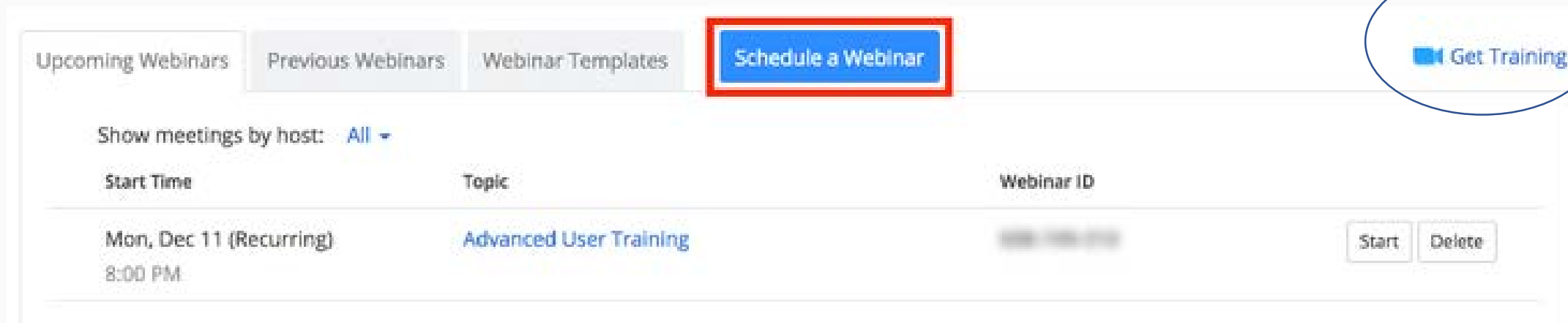
- **Automatically Approve** - All registrants to the webinar will automatically receive a confirmation email with details on how to join the webinar.
- **Manually Approve** - The host of the Webinar will manually approve or decline a registrants approval. If a registrant is approved, they will receive an email with details on how to join the webinar.
- Webinars that require registration will have [registration customization](#) with [Webinar Reports](#) including the custom fields.
- For a video with step by step guidelines go to: <https://support.zoom.us/hc/en-us/articles/204619915>



## Scheduling a webinar with registration

1. Sign in to the Zoom web portal.
2. Click [Webinars](#). You will see a list of scheduled webinars.

### 3. Select **Schedule a Webinar**.



The screenshot shows the Zoom web portal interface. At the top, there are four tabs: 'Upcoming Webinars', 'Previous Webinars', 'Webinar Templates', and 'Schedule a Webinar'. The 'Schedule a Webinar' tab is highlighted with a red rectangular box. In the top right corner, there is a blue button with a camera icon and the text 'Get Training', which is circled in blue. Below the tabs, there is a dropdown menu for 'Show meetings by host' set to 'All'. Below that is a table with the following columns: 'Start Time', 'Topic', 'Webinar ID', and two buttons: 'Start' and 'Delete'.

Start Time	Topic	Webinar ID	Start	Delete
Mon, Dec 11 (Recurring) 8:00 PM	Advanced User Training	123-456-789	Start	Delete

## Schedule a Webinar

Topic

Description (Optional)

Use a template

When

Duration  hr  min

- Topic:** Choose a topic/name for your webinar.
- Description:** Enter an optional webinar description—this will be displayed on your registration page.
- Use a template:** If you have previously created [webinar templates](#), you can choose one of them to apply to this new webinar.
- When:** Select a date and time for your webinar.
- Duration:** Choose the approximate duration of the webinar. Note that this is only for scheduling purposes. The webinar will not end after this length of time.

# Other Options

**Recurring webinar:** Check if you would like a recurring webinar i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.

**Recurrence:** Select how often you need the webinar to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option. It is not possible to schedule a registration webinar with No Fixed Time.

The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.

**List this webinar in the Public Event List:** If your account has [the Public Event List](#) enabled, check this option to include this webinar in the list.

# Registration

- **Registration:** Check this to require registration. If registration is required and the webinar is a reoccurring event, specify one of the following options:
- **Attendees register once and can attend any of the occurrences:** Registrants can attend all of the occurrences. All dates and times of the webinar will be listed and the registrant will be registered for all occurrences.
- **Attendees need to register for each occurrence to attend:** Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
- **Attendees register once and can choose one or more occurrences to attend:** Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.

# Registration - Controls

- **Webinar Passcode:** Check this if you require participants to enter a passcode to join your webinar and edit the required passcode here. If joining manually, participants will be required to input this passcode before joining your webinar. It will be included in the registration confirmation email and if they join by clicking the link in this email, they will not need to enter the passcode.
- **Video:** Select whether video can be enabled or not during the webinar.
- **Host:** Choose if you would like the host's video on or off when joining the webinar. Even if you choose off, the host will have the option to start their video.
- **Panelists:** Choose if you would like the participants' videos on or off when joining the webinar. If you choose off, panelists will not be able to turn their video on unless you change this setting in the webinar.
- **Audio:** Choose whether to allow participants to call in via Telephone only, Computer Audio only, Telephone and Computer Audio (both), or [3rd Party Audio](#) (if enabled for your account).

# Webinar Options

Additional options that give you greater control of the webinar.

- **Q&A:** Check this if you would like to use a [question and answer panel](#) in your webinar.
- **Enable Practice Session:** Check this to [start the webinar in a practice session](#) instead of a live broadcast.
- **Only authenticated users can join:** Check this option if you require users to be signed-in to a Zoom account before joining your webinar.
- **Make the webinar on-demand:** This will [automatically record the webinar in the cloud and share a link with all registrants](#).
- **Record the webinar automatically:** Check this option to automatically record the webinar. Choose if you want to record the webinar locally (requires the host to join via a desktop computer) or the Zoom cloud.

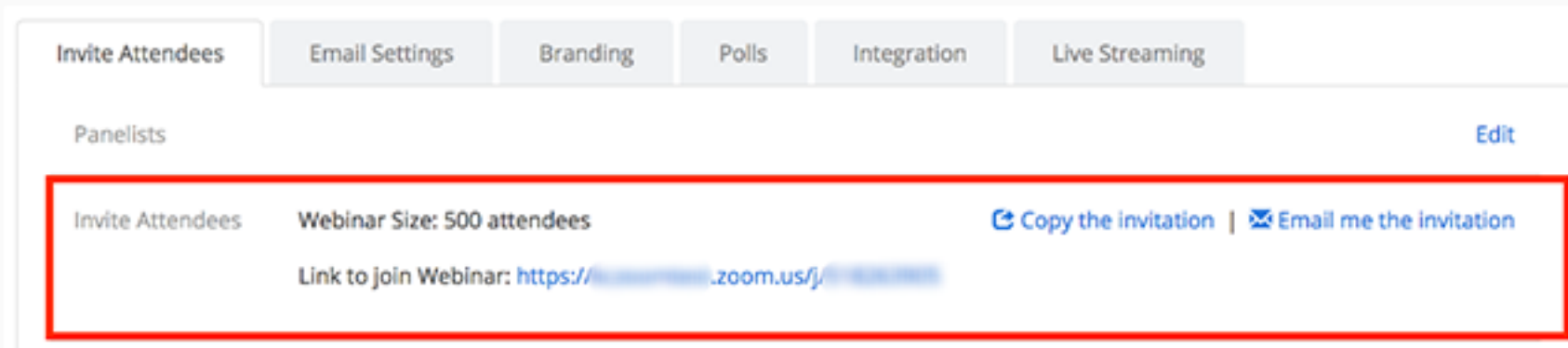


# Webinar Options

- **Schedule For:** If you have [scheduling privilege](#) for another user, you will be able to choose who you want to schedule for from the drop down. They will also need to be a Licensed user and have a webinar license.
- **Alternative Hosts:** Enter the email address of another Zoom user who is Licensed, on your account to [allow them to start the meeting in your absence](#).
- **Interpretation:** Enables the inclusion of interpreters.
- **Enable language interpretation:** Check to [allow the host to designate participants as interpreters](#) on the web portal or during a Zoom session.

# Webinar Options

- Click **Schedule**.
- Your webinar is now scheduled. Under **Invite Attendees**, you can copy the join link or the invitation to share with your attendees.



# How to add a panelist to a webinar

1. Sign into the Zoom web portal.
2. Click [Webinars](#).
3. Click the topic of the webinar you want to add panelists to.

Start Time	Topic	Webinar ID	
Today 10:00 AM	Mission Brief	644-159-140	<a href="#">Start</a> <a href="#">Delete</a>

4. In the **Invitations** tab, select the **Edit** button in the **Invite panelists** section.

**Invitations** | Email Settings | Branding | Polls | Q&A | Integration | Live Streaming

---

Invite panelists [Edit](#)

---

Invite Attendees | Webinar Size: 500 attendees | [Copy the invitation](#) | [Email me the invitation](#)

Link to join Webinar:

---

Approval | No Registration Required [Edit](#)

## Adding a panelist to a webinar

5. Enter a name and email address to invite them. If you're inviting a Zoom Room, enter the room name.

The room's location will display in the **Email/Zoom Rooms** column.

Panelists ×

Invite a person or a Zoom room as a webinar panelist

Name	Email/Zoom Rooms	
<input type="text" value="Jack Barker"/>	<input type="text" value="action.jack.barker1@gmail.com"/>	<input type="button" value="Delete"/>
<input type="text" value="Helios Room 3468"/>	<input type="text" value="Zoom Rooms @Building1, Campus1, City1, Lor"/>	<input type="button" value="Delete"/>

[Add Another Panelist](#)

Send invitation to all newly added panelists immediately

- Select **Add Another Panelist** to add more panelists. Press **Save** to send invites to the new panelists entered. You can add up to 300 panelists, depending on meeting capacity
- You can delete and add panelists any time prior to the Webinar
- If you checked **Send Invitation Email to Panelists Immediately**, they will be sent an email invitation after you click **Save**.


<https://support.zoom.us/hc/en-us/articles/115005657826-Inviting-panelists-to-a-webinar>

## Adding a panelist to a webinar

If you checked **Send Invitation Email to Panelists Immediately**, they will be sent an email invitation after you click **Save**.

Panelist for Advanced User Training Inbox x

---

 **Molly Parker** <no-reply@zoom.us>  
to me ▾

Hi Molly Parker,

You are invited to a Zoom webinar.

Date Time: Oct 11, 2017 8:00 PM Central Standard Time (US and Canada)  
Every month on the 11 of the month, 3 occurrence(s)  
Oct 11, 2017 8:00 PM  
Nov 11, 2017 8:00 PM  
Dec 11, 2017 8:00 PM  
Please download and import the following iCalendar (.ics) files to your calendar system.  
Monthly: <https://zoom.us/webinar>

Topic: Advanced User Training

Join from a PC, Mac, iPad, iPhone or Android device:  
Please click this URL to join <https://zoom.us/join>

<https://support.zoom.us/hc/en-us/articles/115005657826-Inviting-panelists-to-a-webinar>

# Roles in a webinar

## Overview

There are multiple roles available for a webinar: host, cohost, panelist, and attendees. The role that you have in the webinar will be designated by the host.

The **host** of the webinar is the user who the webinar is scheduled under. They have full permissions to manage the webinar, panelists, and attendees. There can only be one host of a webinar. The host can do things like stop and start the webinar, mute panelists, stop panelists' video, remove attendees from the webinar, and more.

[Co-hosts](#) share many of the controls that hosts have, allowing the co-host to manage the administrative side of the webinar, such as managing attendees or starting/stopping the recording. The host must [assign a co-host](#). Co-hosts cannot start a webinar. If a host needs someone else to be able to start the webinar, they can assign an [alternative host](#).

**Panelists** are full participants in a webinar. They can view and send video, screen share, annotate, etc. You must be assigned panelist permissions by the webinar host. The host can also disable some features for panelists, including starting video, sharing your screen, and recording. Learn how to [add and invite panelists as a webinar host](#).

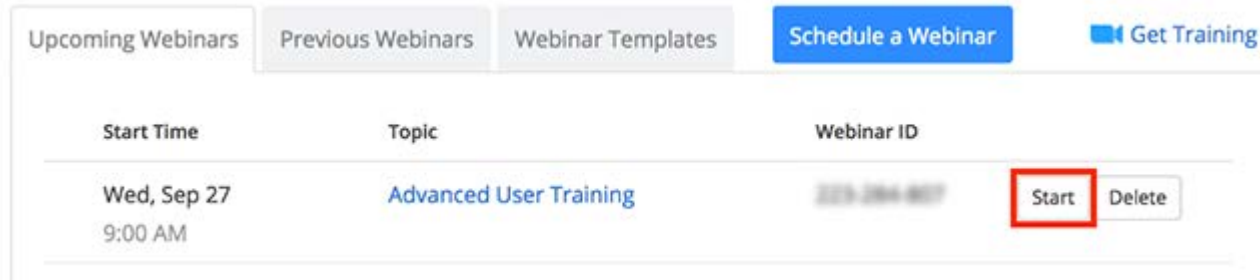
**Attendees** are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat. [Learn about joining a webinar as an attendee](#).



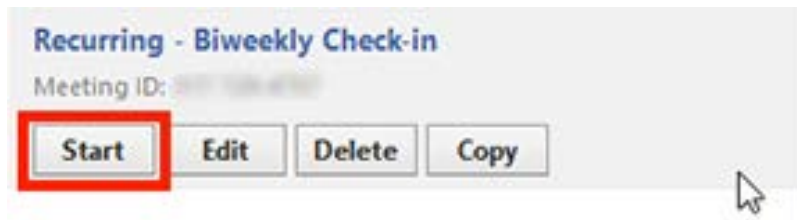
# Starting a webinar

There are a few ways that you can start your webinar.

Sign in to the Zoom web portal and click [Webinars](#). Find the webinar, and click **Start**.



In the Zoom client, click on the **Meetings** tab. Find the webinar, and click **Start**.



If you have added this to your calendar, click on the link displayed on your calendar reminder.

Make sure that you are logged into your Zoom account before clicking the link.

<https://support.zoom.us/hc/en-us/articles/200917029-Getting-started-with-webinar>

# Joining a webinar by invitation link

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: [kevin.hoang@zoom.us](mailto:kevin.hoang@zoom.us)

Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

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

Please click this URL to join: <https://success.zoom.us>

[/w/319833382?tk=QvmVju44sn4BvDesYH\\_a1KqAOLurYUwnlYSSs8gtpOk.DQEAAAAAEx8FJhZyTkd0ZUxYcFRIS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvmVju44sn4BvDesYH_a1KqAOLurYUwnlYSSs8gtpOk.DQEAAAAAEx8FJhZyTkd0ZUxYcFRIS2Q3UVIMZ1VOMEdnAA)

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

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

Or iPhone one-tap :

US: +16468769923,,319833382# or +16699006833,,319833382#

Or Telephone:

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

US: +1 646 876 9923 or +1 669 900 6833 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)

Webinar ID: 319 833 382

International numbers available: <https://zoom.us/j/319833382>

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

## Manually Joining a Webinar

Locate the 9-digit meeting ID/webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after

<https://zoom.us/w/>

Sign in to the Zoom Desktop Client or Mobile App.


Click or tap **Join a Meeting**.

Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**.

If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**

## Waiting for the host to start the webinar

If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:

 **Please wait for the host to start this webinar.**

Start: 1:00 PM

My Webinar

Test My Speaker



# Webinar Options and Tools

## Overview

As an attendee, you can virtually raise your hand, submit questions in Q&A, and send messages to others.

**Note:** Some attendee controls won't be available if disabled by the host. If you have additional controls not shown here, you may be a co-host or panelist in a webinar or an [attendee in a meeting](#).

Audio Settings ^



Chat



Raise Hand



Q&A

Leave Meeting



**Question & Answer:** Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

## Host Options:

### Allow anonymous

**questions:** Check this option to allow participants to send questions without providing their name to the host, co-host, and panelists.

### Allow attendees to view:

Check either if you want attendees to be able to view **answered questions only** or view **all questions**

#### Answering questions

1. As the host, co-host, or panelist, click **Q&A** in the webinar controls.



2. Find the question you would like to answer.

The screenshot shows the Zoom Q&A interface. At the top, there are three tabs: "Open (2)" (highlighted in blue), "Answered (1)", and "Dismissed". Below the tabs, there are two questions:

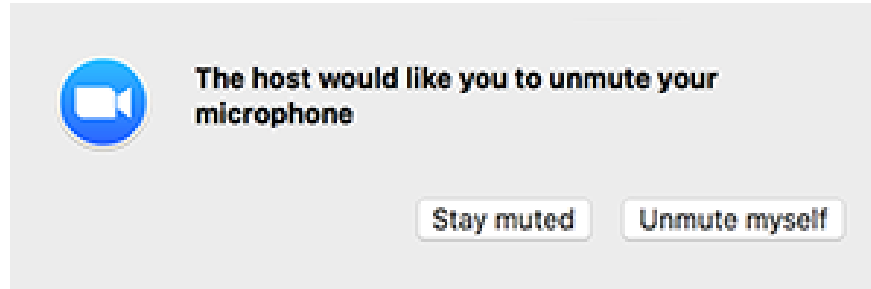
- Anonymous Attendee** 11:26 AM  
How can I schedule a meeting?  
Buttons: Answer live, Type answer
- Lisa Robins** 11:29 AM  
Where can I download Zoom?  
Buttons: Answer live, Type answer (highlighted with a red box)

At the bottom, there are two bullet points:

- Click **Answer Live** to answer the question out loud during the webinar.
- Click **Type Answer** to type out your answer for the attendee.

**Audio Settings** (only visible if the host hasn't granted you permission to talk): Change your [audio settings](#). You can also click the upward arrow (^) next to change your speaker.

**Unmute/Mute:** If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



**Note:** You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

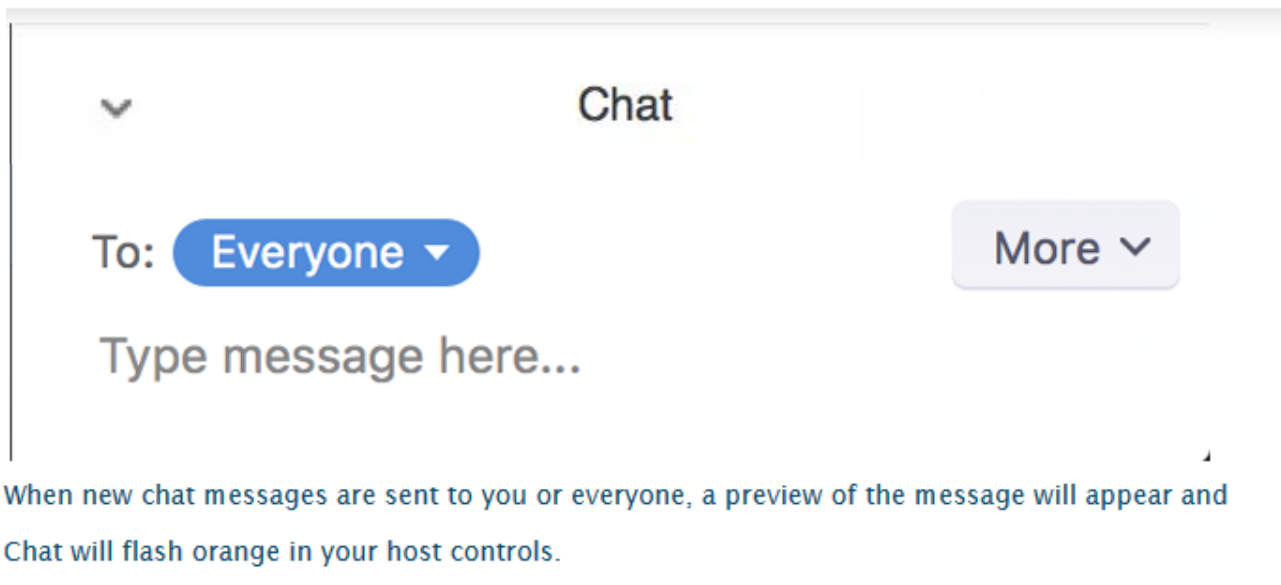
Chat: Open [in-meeting chat](#), allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

## Accessing in-meeting chat

Video only or while viewing a screen share

While in a meeting, click Chat in the meeting controls.

This will open the chat window. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.



**Raise Hand:** [Raise your hand](#) in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.

3. Click **Lower Hand** to lower it if needed. This will not mute yourself if you are unmuted.



**Note:**

- **Windows:** You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- **Mac:** You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.

Audio Settings ^



Chat



Raise Hand



Q&A

Leave Meeting

**Closed caption** in a webinar, can be typed by the host, co-host, or a panelist assigned by the host. You can type the closed captions directly via Zoom or you can integrate a third party service. Learn how to view closed captions on the [desktop client / mobile app](#) and in [Zoom Rooms](#).

You can also [integrate a third-party closed captioning service](#) using a REST API.

## Enabling closed caption

### Account

1. Sign into the Zoom web portal
2. In the navigation panel, click **Account Management** then [Account Settings](#).
3. Click the **Meeting** tab.
4. Verify that **Closed Caption** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
6. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.





Polling



# Polling

The polling feature for webinar allows you to create single-choice or multiple-choice polling questions for your webinars. You will be able to launch the poll during your webinar and gather the responses from your attendees. You also have the ability to download a report of polling after the webinar. Polls can also be conducted anonymously, if you do not wish to collect attendee information with the poll results.

Hosts and co-hosts can launch polls, but only the host is able to create new polls. Hosts and co-hosts are also not able to vote in polls themselves. When launching the poll, they can choose whether or not panelists are able to participate.

You can have 25 polls added per scheduled webinar.

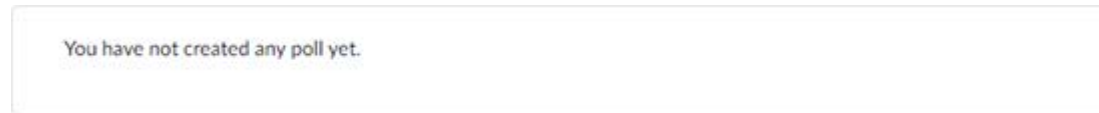


# Adding polls before your webinar

1. Go to the **Webinars** page and click on your scheduled webinar. If you do not have a scheduled webinar, [schedule a webinar](#) now.
2. From the webinar management page, scroll to the bottom and click **Polls**.

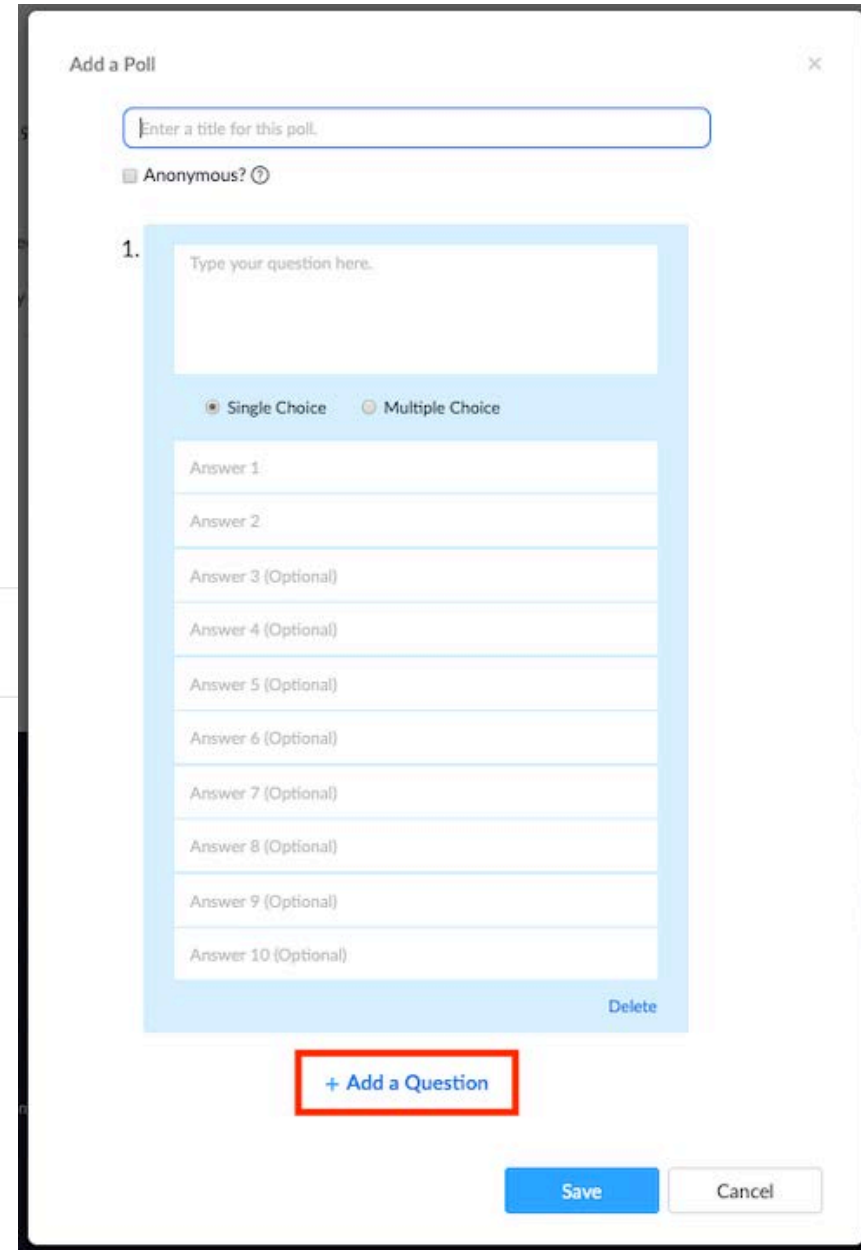


3. Click **Add** to begin creating the poll.



4. Enter a title and your first question.  
(Optional) Check the **Anonymous** box to make keep the participant's polling information anonymous in the meeting and in the reports. Select whether you want the question to be a single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).

5. Type in the answers to your question and click **Save** at the bottom.



Add a Poll

Enter a title for this poll.

Anonymous? ⓘ

1. Type your question here.

Single Choice  Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete


**+ Add a Question**

Save Cancel



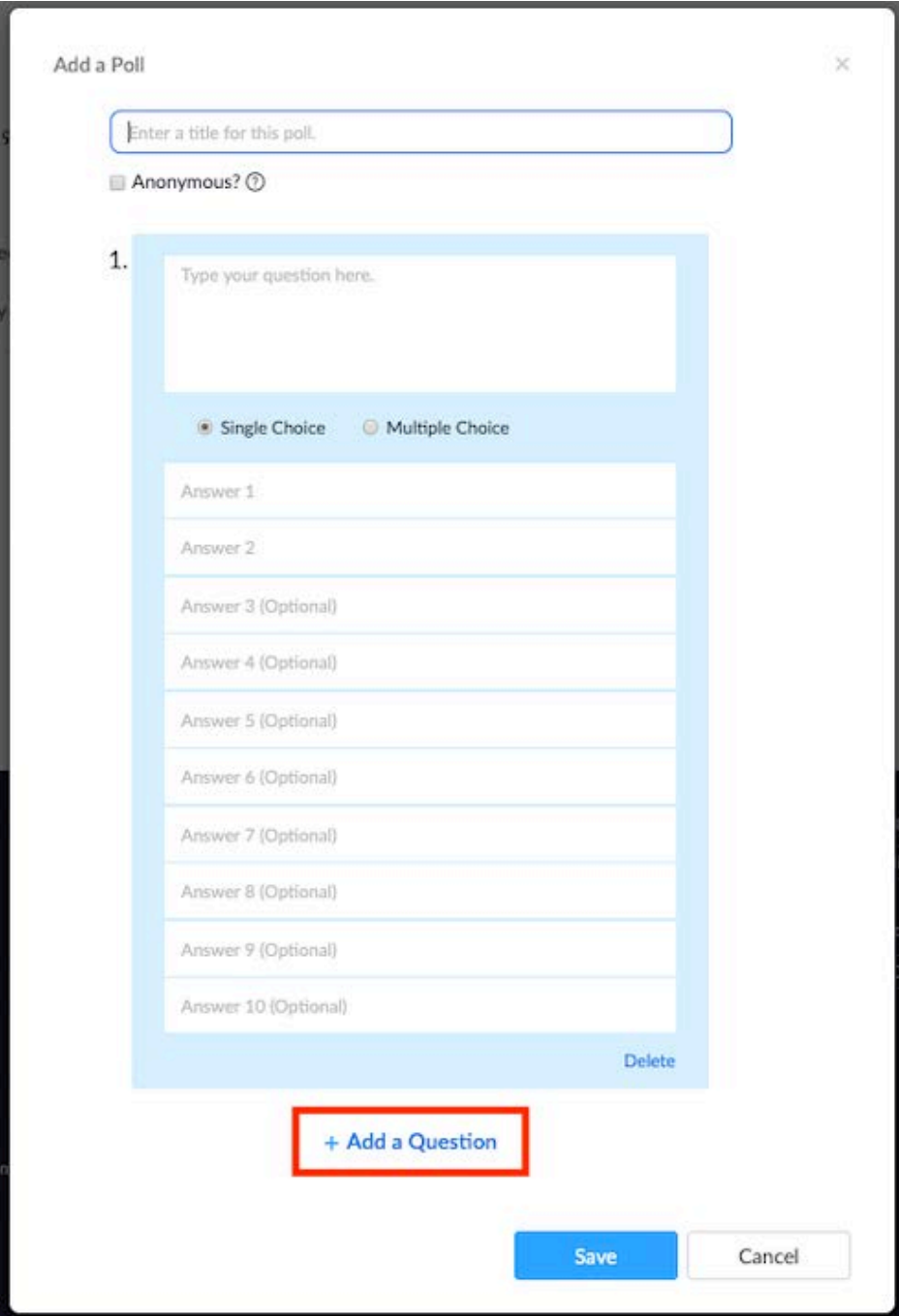
6. If you would like to add a new question, click **+ Add a Question** to create a new question for that particular poll. You can have a maximum of 10 questions per poll.
7. You can add more polls by repeating **Step 2**. You can have up to 25 polls per webinar. During the Webinar, all questions under a single poll will be asked at once. You can create additional polls to ask questions at a different time during the webinar.

## Launching polls during your webinar

1. When you are ready to launch your poll during the webinar, click **Polling**  in the host controls.
2. Click **Launch Poll**. You can also:  
Click the arrow next to the poll name to select a different poll. Click **Edit** to edit the poll questions. This will open a page in your web browser where you can edit the questions. Click **Allow panelists to vote** if you would like to include your panelists in the poll.
3. When you are finished polling, click **End Poll**.

By clicking **Polling**, you can also relaunch the polls or share the polling results with the attendees.

Polling results can also be found under [Webinar Reporting](#).



The screenshot shows the 'Add a Poll' interface. At the top, there is a title input field with the placeholder text 'Enter a title for this poll.' Below the title field is a checkbox labeled 'Anonymous?' with a help icon. The main area is a light blue box containing a question input field with the placeholder text 'Type your question here.' Below the question field are two radio buttons: 'Single Choice' (selected) and 'Multiple Choice'. Below the radio buttons are ten answer input fields, labeled 'Answer 1' through 'Answer 10 (Optional)'. At the bottom right of the light blue box is a 'Delete' button. Below the light blue box is a red-bordered button labeled '+ Add a Question'. At the bottom right of the entire interface are two buttons: 'Save' and 'Cancel'.

# Interpreters

To enable **Language Interpretation**, choose the option **Generate Automatically** for the Meeting ID. **Language interpretation cannot be used with Personal Meeting ID (PMI).**

### **ASL Interpreters For Zoom Webinars:**

The webinar host must assign the interpreter/s as “panelists.” This allows the interpreter/s to “start video” and be visible on screen while the webinar host is sharing their screen or PowerPoint. When it’s time for the interpreter to switch with their team, the “off” interpreter simply starts their video, appears on screen, and the “on” interpreter can finish their interpretation then stop video.

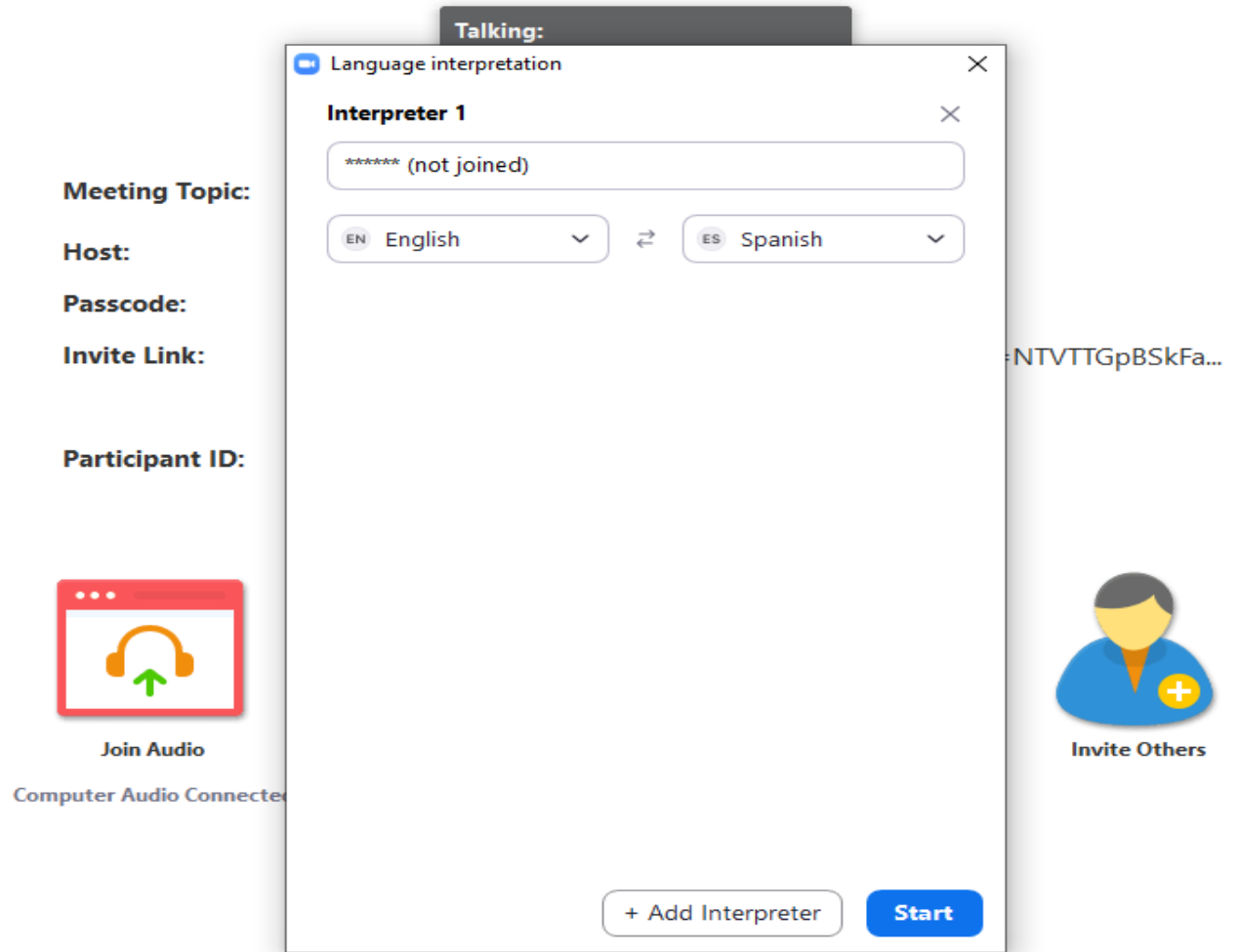
The screenshot shows the Zoom meeting scheduling page at <https://utrgv.zoom.us/meeting/schedule>. The page includes navigation links for 'PLANS & PRICING', 'CONTACT SALES', and 'SCHEDULE A MEETING'. The 'Interpretation' section is active, showing the 'Enable language interpretation' checkbox checked. Two interpreters are listed, each with an email address, a source language dropdown (English), a target language dropdown (Spanish), and a delete icon. A '+ Add Interpreter' link is visible below the list. At the bottom, there are 'Save' and 'Cancel' buttons.

<https://support.zoom.us/hc/en-us/articles/360034919791-Language-interpretation-in-meetings-and-webinars>

## Attendees:

When the meeting or webinar starts, the host can start the interpretation feature, which will allow the interpreters to provide their own audio channels for the language they are translating to. Attendees can then select the audio channel to hear the translated audio in their language of choice; they can also choose if they want to hear the original audio at a lower volume.

Cloud recordings of interpretation sessions will only record the original audio of the meeting or webinar, *not* the translations. Local recordings of interpretation sessions will record any audio the person recording can hear, but not multiple audio channels.



<https://support.zoom.us/hc/en-us/articles/360034919791-Language-interpretation-in-meetings-and-webinars>



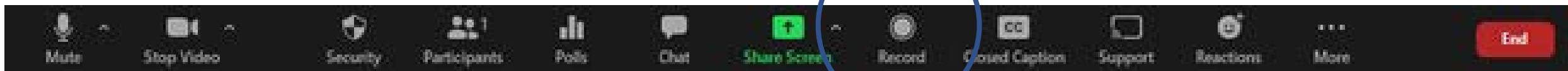
# Recording

**Local recording** is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to a computer. The recorded files can be [uploaded](#) to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo.

## Limitations

Local recordings don't support the following features:

- Display timestamp in the recording
- Display participants' names in the recording
- Record Active Speaker, Gallery View and shared screen separately
- [Audio transcription](#)
- Shared screen [recording layout](#) with active speaker thumbnail or without any thumbnails (local recordings will always show a thumbnail gallery view with the shared screen)
- Record using the iOS or Android app
- If you require these features, use [cloud recording](#).



## Starting a local recording

The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**.
3. If there is a menu, select **Record on this Computer**.

Hosts will see the following recording indicator in the top-left corner while recording is active. 

Participants will see the following indicator in the top-left corner while the recording is active. 



## Recording (continued)

Click **Participants** to see which participants are currently recording.

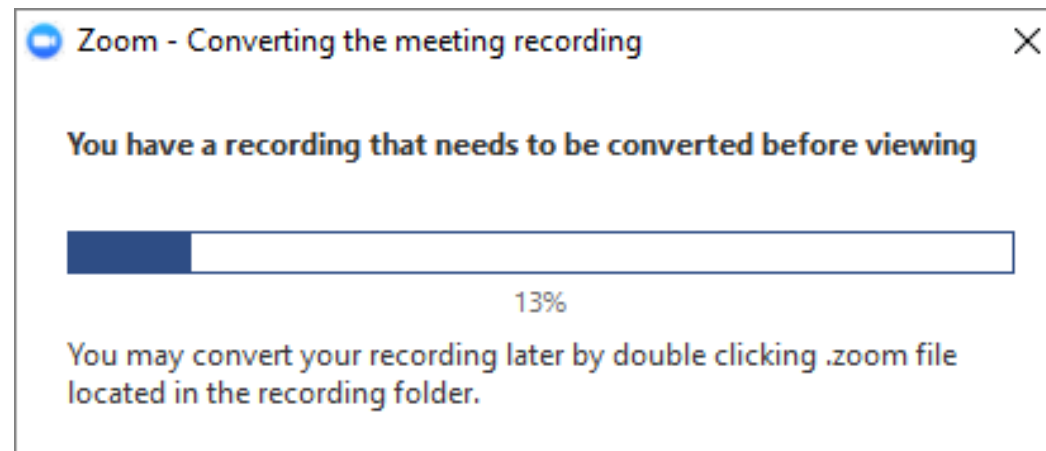


**Note:** [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

After the meeting has ended, Zoom will convert the recording so you can access the files.

Once the conversion process is complete, the folder containing the recording files will open.

**Note:** By default, the audio/video file (MP4) will be named **Zoom\_0.mp4**. The audio only file (M4A) is named **audio\_only.m4a**.



# Screen Sharing

While in a meeting, you can share the following content:

- Entire desktop or phone screen
- A specific application
- A portion of your screen
- [Whiteboard](#)
- Device audio
- Content from a second camera
- [iPhone/iPad screen](#)

### Note:

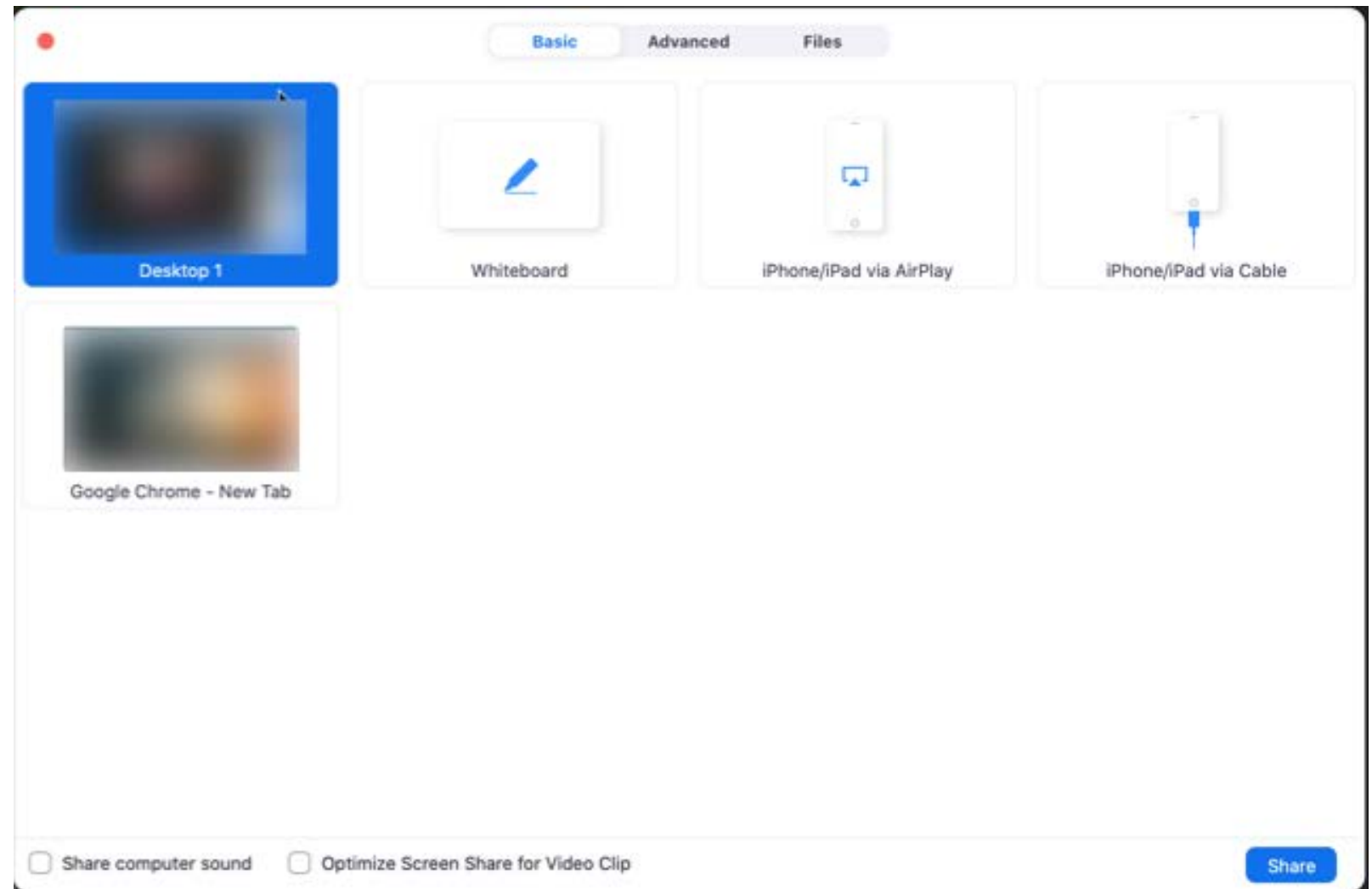
- The host can [disable participants' ability to share their screen](#).
- For Free/Basic accounts, screen sharing is set to **Only Host** by default.
- In a webinar, only the [host, co-hosts, and panelists](#) can share their screen.
- If you're using the desktop client, you can show Zoom windows during screen share.





## Sharing your screen or content

1. Click the **Share Screen** button located in your meeting controls.
2. Select one of these screen share options: **Basic**: Share your entire desktop, specific application window, [whiteboard](#), or [iPhone/iPad](#) screen.



## Share Screen Menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.





# Breakout Room

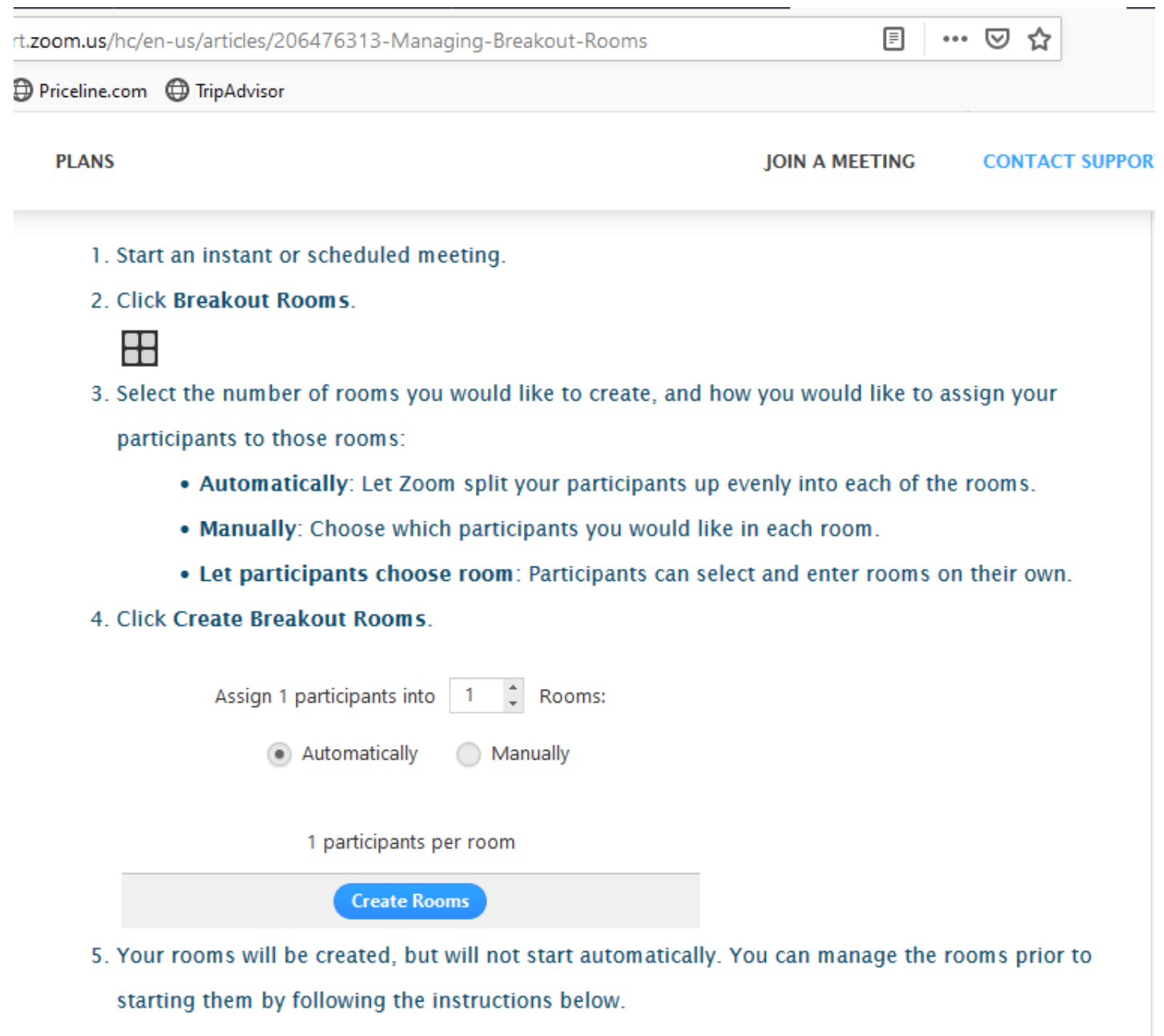
## Overview

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.

### Note:

- Make sure to [enable breakout rooms](#) before following this article.
- You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting.
- [Breakout room participants](#) have full audio, video, and screen share capabilities.
- Take note of any [limitations of breakout rooms](#).

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>



The screenshot shows a web browser window with the URL [rt.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms](https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms). The page has a navigation bar with 'PLANS', 'JOIN A MEETING', and 'CONTACT SUPPORT'. The main content area lists four steps for creating breakout rooms:

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
  - **Manually**: Choose which participants you would like in each room.
  - **Let participants choose room**: Participants can select and enter rooms on their own.
4. Click **Create Breakout Rooms**.

Below step 4, there is a form with the text 'Assign 1 participants into' followed by a dropdown menu showing '1' and 'Rooms:'. Below this are two radio buttons: 'Automatically' (selected) and 'Manually'. Below the radio buttons is the text '1 participants per room'. At the bottom of the form is a blue button labeled 'Create Rooms'.

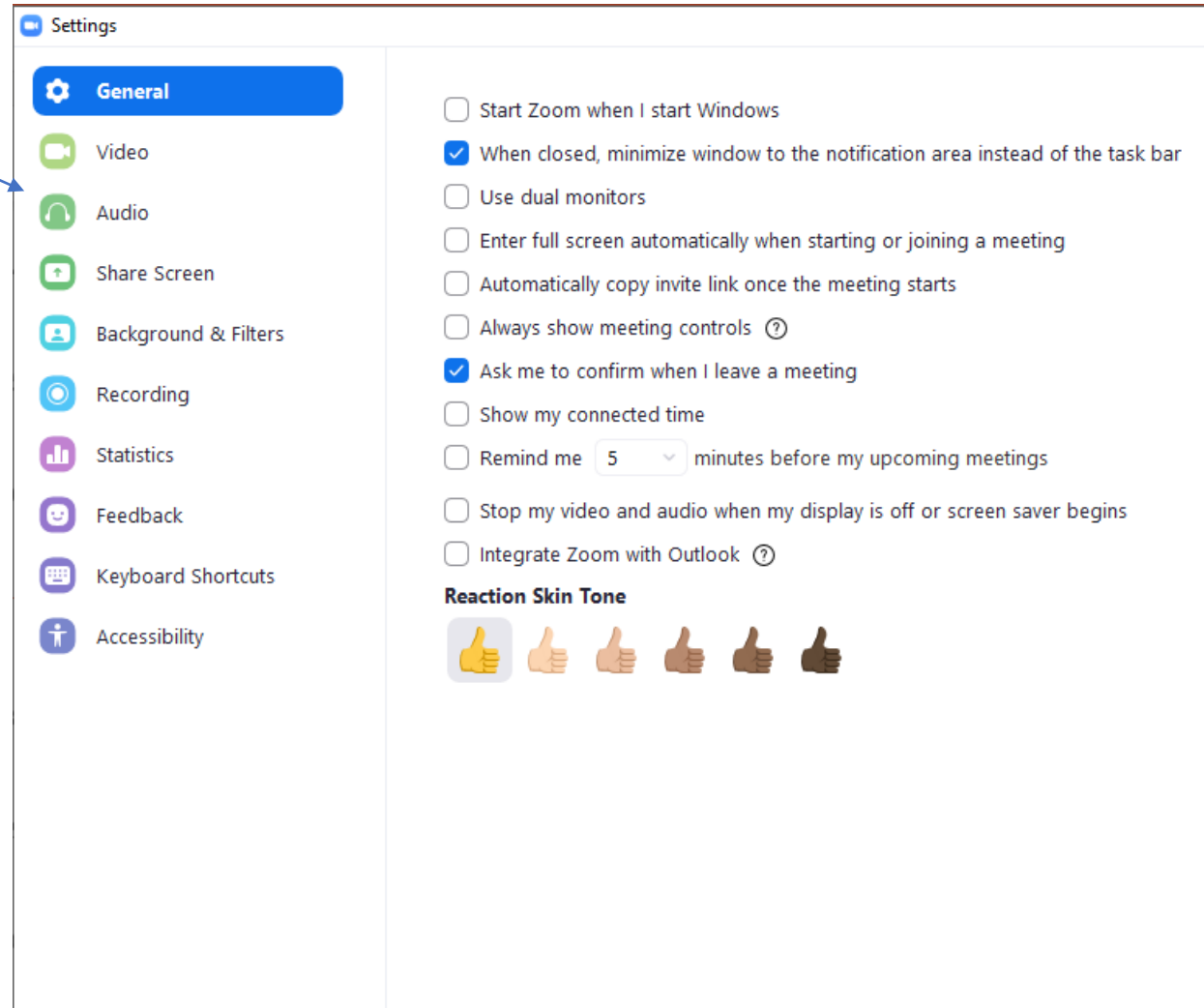
Step 5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.



Other Features

Settings

## Zoom Settings: Audio and other options




The screenshot shows the Zoom Settings application window. The title bar reads "Settings". On the left is a sidebar with the following categories: General (selected), Video, Audio, Share Screen, Background & Filters, Recording, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main content area displays the "Audio" settings. A blue arrow from the text "Audio and other options" points to the "Audio" category in the sidebar.

**Settings**

- Start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invite link once the meeting starts
- Always show meeting controls [?](#)
- Ask me to confirm when I leave a meeting
- Show my connected time
- Remind me  minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins
- Integrate Zoom with Outlook [?](#)

**Reaction Skin Tone**



# Zoom Video Settings

Settings

- General
- Video**
- Audio
- Share Screen
- Background & Filters
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility



## My Video

- Mirror my video
  - Touch up my appearance
  - Adjust for low light
- 
- Always display participant names on their video
  - Turn off my video when joining meeting
  - Always show video preview dialog when joining a video meeting
  - Hide non-video participants
  - Spotlight my video when I speak

Advanced

# Zoom Audio Settings

Settings

- General
- Video
- Audio**
- Share Screen
- Background & Filters
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

## Speaker

Test Speaker Speaker/HP (Realtek High Definition Audio)

Output Level:

Volume:

Use separate audio device to play ringtone simultaneously

## Microphone

Test Mic Microphone (Realtek High Definition Audio)

Input Level:

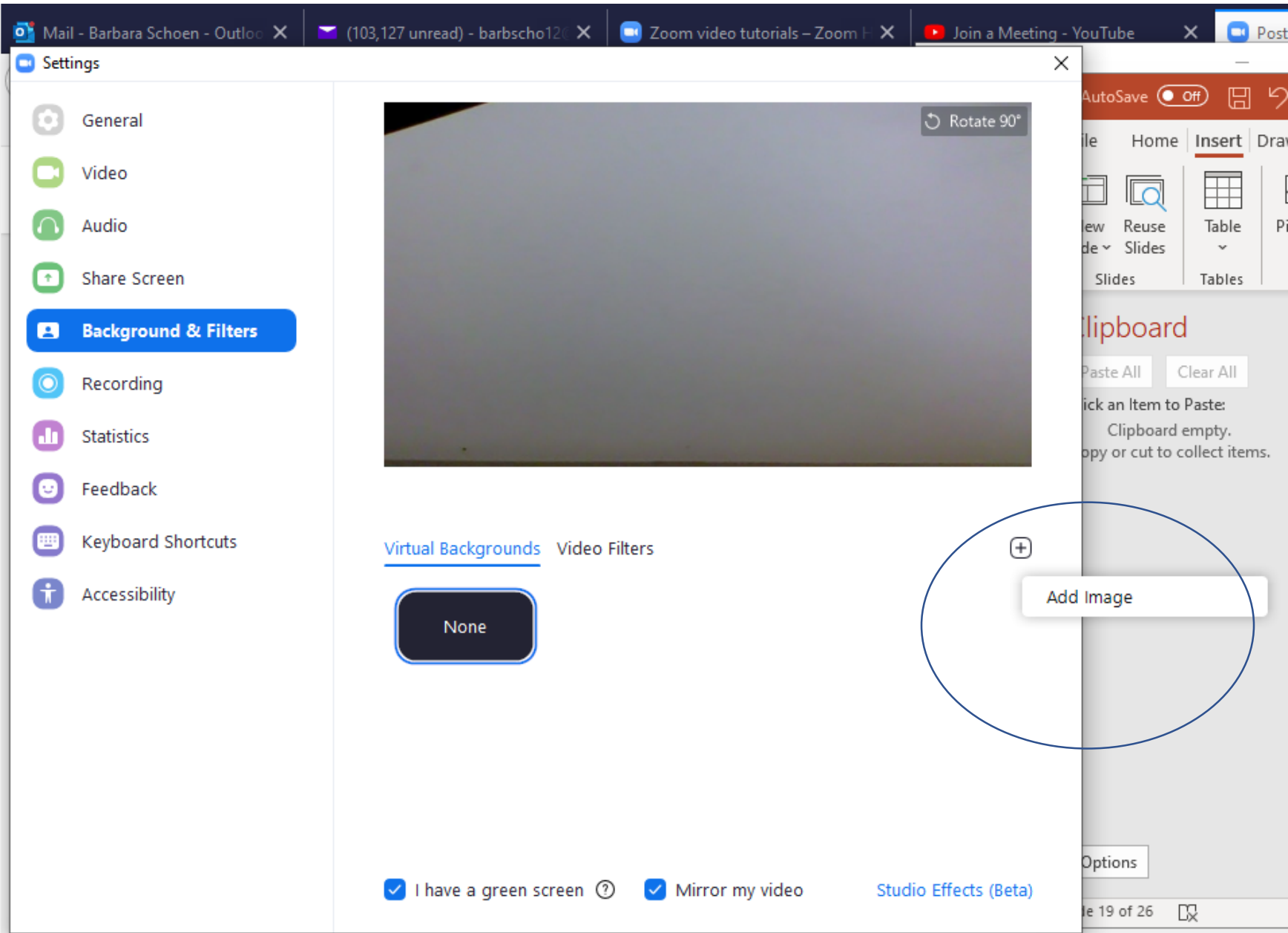
Volume:

Automatically adjust microphone volume

Suppress background noise Auto ?

Select the default noise suppression level (low) to optimize for music

- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset



## Zoom Background & Filter Settings

Other options will be covered in Host section. For more go to:

[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)



## Attendee controls in a meeting:

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.

### Attendees have access to these features:

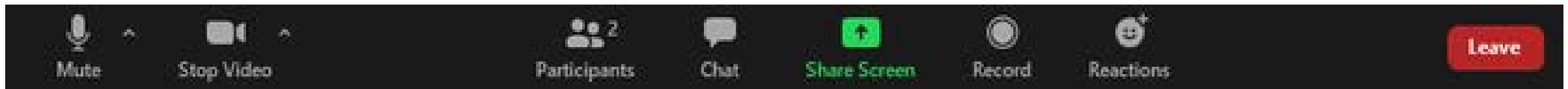
**Mute / Unmute:** Mute and unmute your microphone.

**Start Video / Stop Video:** Turns your camera on or off.

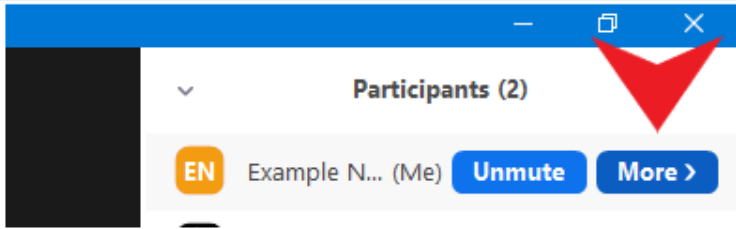
**Participants:** See who's currently in the meeting and [invite others](#).

You can also access to these options:

**Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.



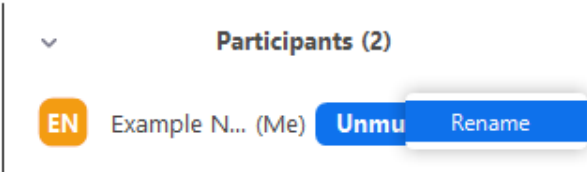
**Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.



Participants (2)

EN Example N... (Me) Unmute More >

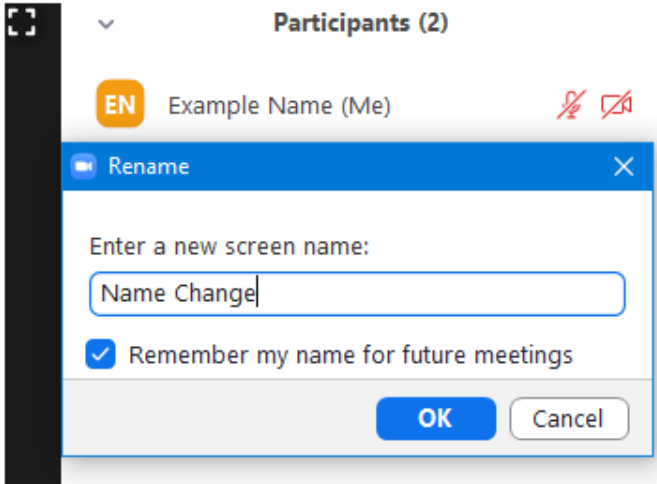
Click on the "Rename" button that will appear after you click on the "More >" button.



Participants (2)

EN Example N... (Me) Unmute Rename

Enter your new name in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked.



Participants (2)

EN Example Name (Me) [Mute] [Unmute]

Rename

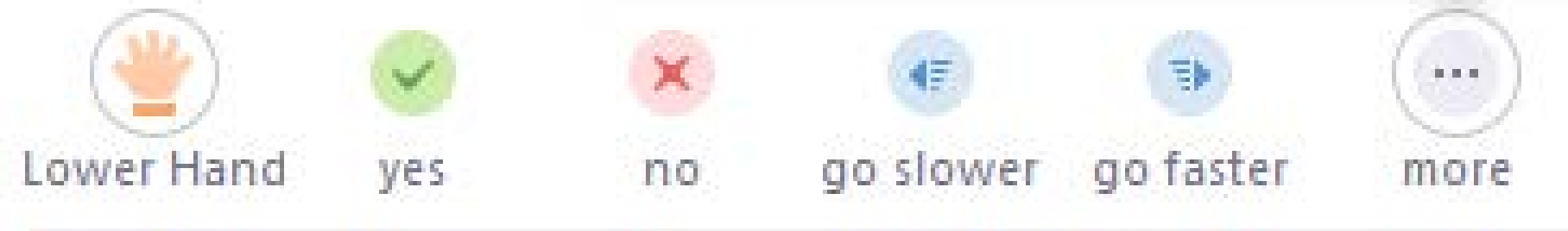
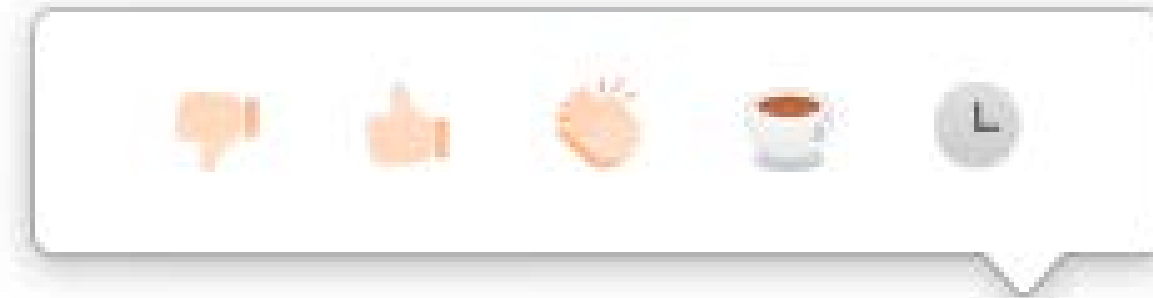
Enter a new screen name:

Name Change

Remember my name for future meetings

OK Cancel

[Non-verbal feedback](#) icons (if enabled by the host): Places an icon beside your name to quickly notify the host.



**Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](#)

**Chat:** Access the chat window to chat with the participants. [Learn more.](#)

**Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording. [Learn more.](#)

**Note:** The host will need to [allow local recordings in their account settings, then give you permission to record](#). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

**Leave:** Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

The host controls will appear at the bottom of your screen if you are not currently screen sharing.

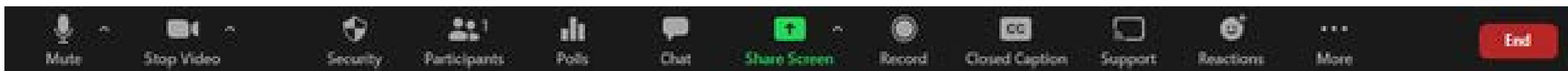
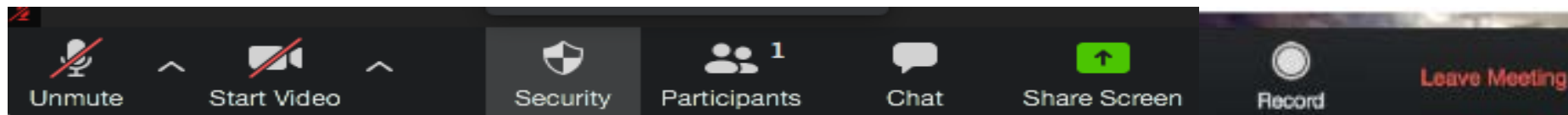
***Menu Bar options will change based on host functions (allowed and enabled)***

**Mute/Unmute:** This allows you to mute or unmute your microphone.

- Audio controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.

**Start/Stop Video:** This allows you to start or stop your own video.

- Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.



**Security:** Access [in-meeting security options](#).

The options to create or launch polls will open up the Zoom web portal in your default browser.

Available security settings are:

- **Lock Meeting:** Locks the meeting, keeping new participants from joining the meeting.
- **Enable Waiting Room:** Enables [Waiting Room](#) for incoming new participants or to move current participants into the Waiting Room.
- Allow participants to:
  - **Share Screen:** Allows participants to start Screen Shares
  - **Chat:** Allows participants to use the chat function.
  - **Rename Themselves:** Allows participants to rename themselves from the Participants panel.
  - **Unmute Themselves:** Allows participants to unmute themselves without the host's permission.
  - **Annotate on Shared Content:** Allows participants to [annotate](#) over content shared during the meeting. The host can enable or disable annotation when the host is sharing.
- **Remove Participant:** Allows the removal of a participant from a meeting. The participant can not re-join unless **Allow removed participants to rejoin** is enabled in [Meeting settings](#).
- **Report:** Allows you to [report a user](#) to Zoom's Trust and Safety team. You will be able to select which user to report and provide details about the problem. You can also upload evidence, such as screenshots.



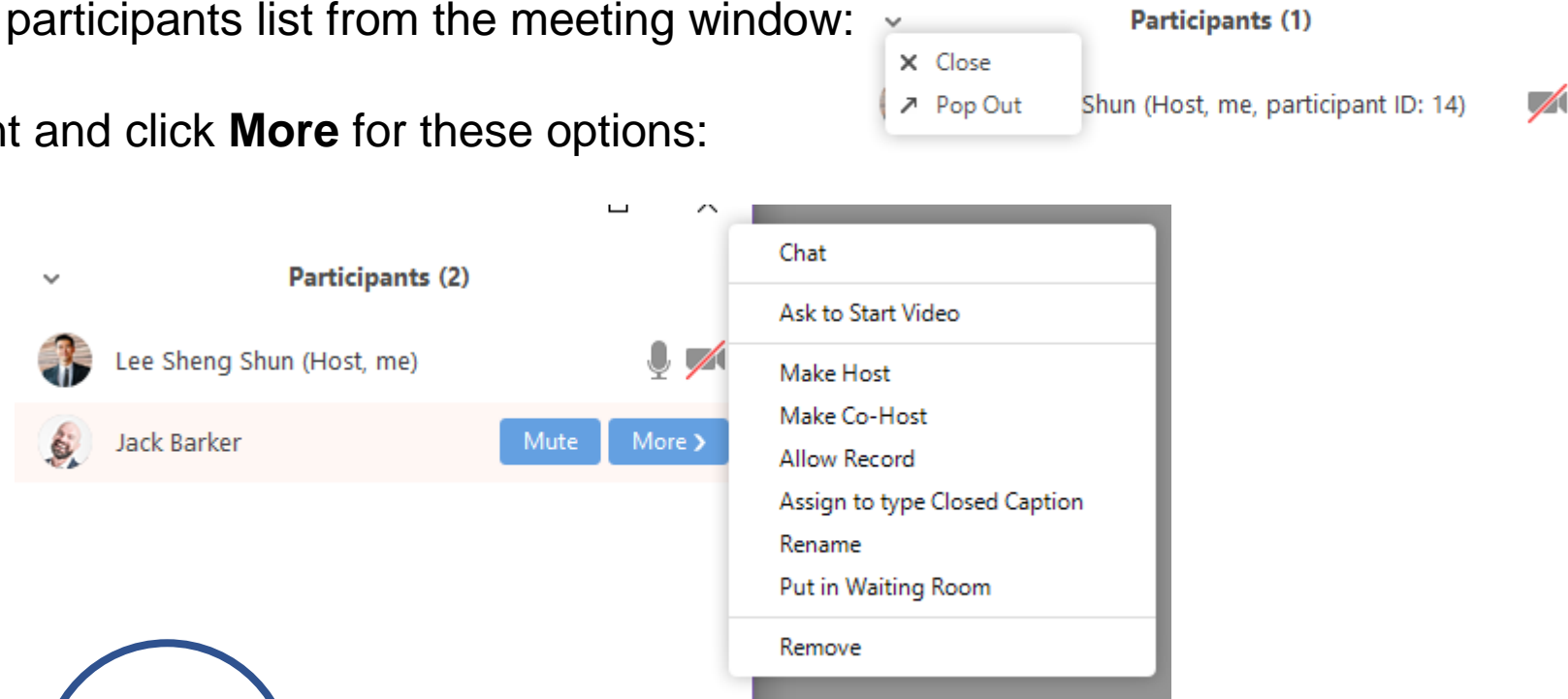
<https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options>

## Manage Participants:

1. Click **Manage Participants** in the host controls to display the participants list:

2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:

3. Hover over a participant and click **More** for these options:



## Participants Options

**Chat:** Open the [chat](#) window to send messages directly to the panelist.

**Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.

**Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.

**Make Co-Host** (only available to the host): Assign the attendee to be a [co-host](#). You can have an unlimited number of co-hosts.

**Allow Record** (only available to the host): Allow the attendee to start or stop a [local recording](#) of the meeting. Attendees do not have access to start a [cloud recording](#).

**Assign to type Closed Caption** (only available to the host): Assign the attendee to type [closed caption](#) during the meeting.

**Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.

**Note:** To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your [profile](#).

**Put in Waiting Room:** Place the attendee in a virtual [waiting room](#) while you prepare for the meeting. The host must enable waiting room for this option to appear.

**Put On Hold:** If the waiting room is not enabled, you'll see this option to [place the attendee on hold](#).

**Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you [allow participants and panelists to rejoin](#).





Barbara Schoen BS

### Participants (1)

B barbscho12@yahoo.com (Host, me)

yes no go slower go faster more clear all

Invite Mute All

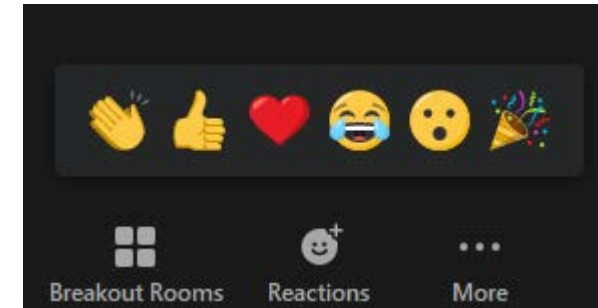
- Ask All to Unmute
- Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play sound when someone joins or leaves
- ✓ Enable Waiting Room
- Lock Meeting
- Clear All Feedback

Mute Stop Video Security **Participants** Polls Chat Share Screen Record Closed Caption Support Reactions More End

## Sharing a meeting reaction

1. In your meeting controls, click **Reactions**.
2. Click the type of reaction you would like to send:

- Clapping Hands
- Thumbs up
- Heart
- Tears of Joy
- Open Mouth
- Party Popper (Tada, Celebration)



3. The reaction will display for 5 seconds.



More on the Task Bar: Content varies and may include items shown below and Breakout Rooms

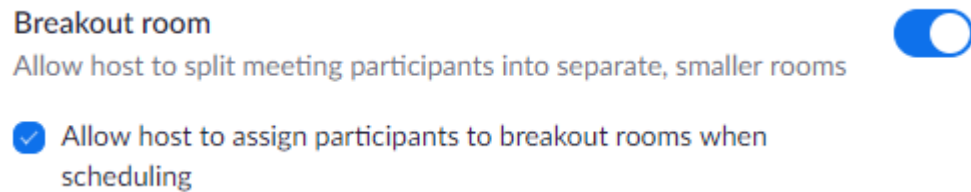
Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.


The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please.

The host can switch between sessions at any time.

To enable the breakout room feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then [Account Settings](#).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.  
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.




4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock  icon, and then click **Lock** to confirm the setting.





Interactive Session  
Delving Deeper into  
In-meeting Functions  
and Problems Solving

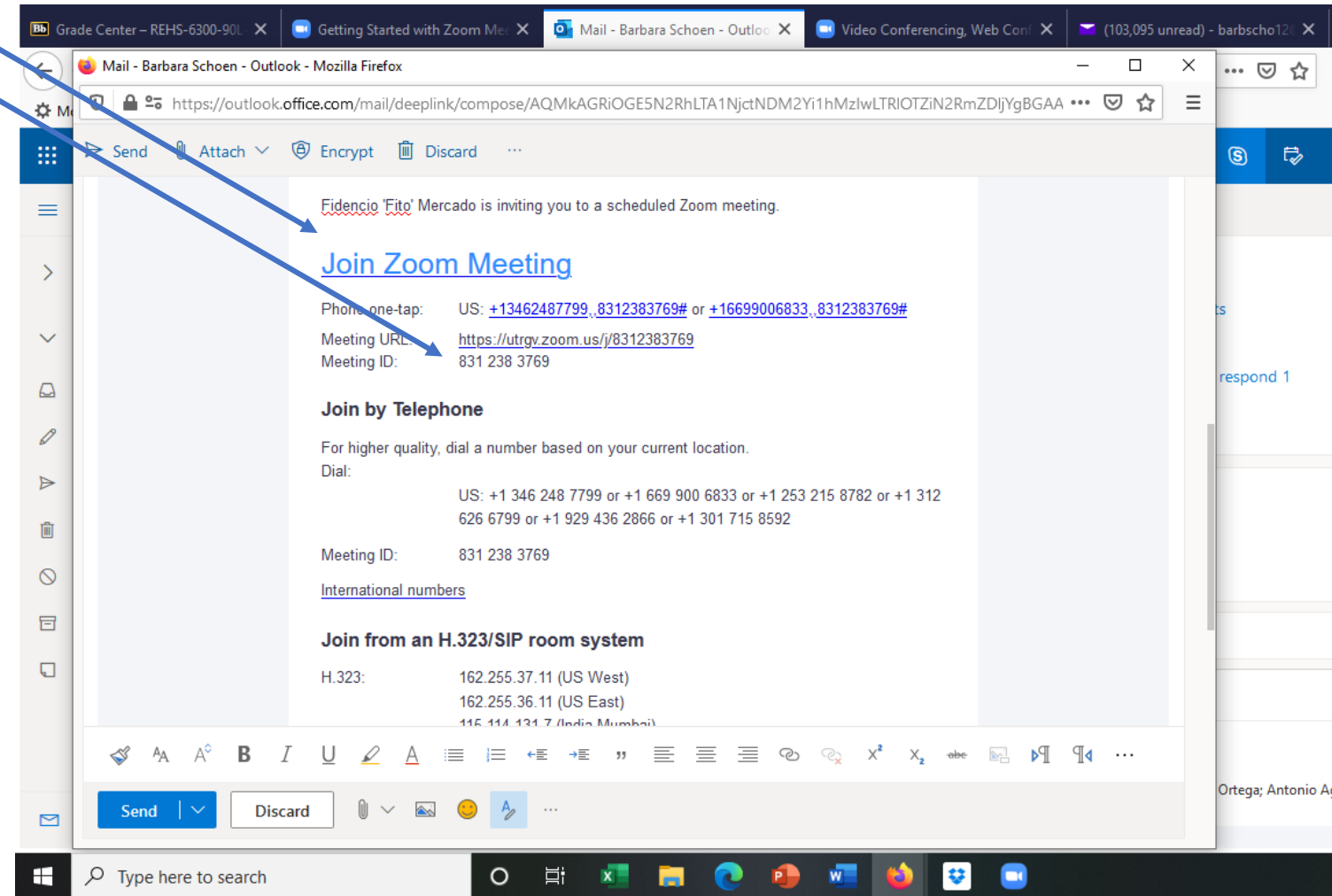


Learning from  
You!  
What did I miss?



# Using Zoom as a Platform

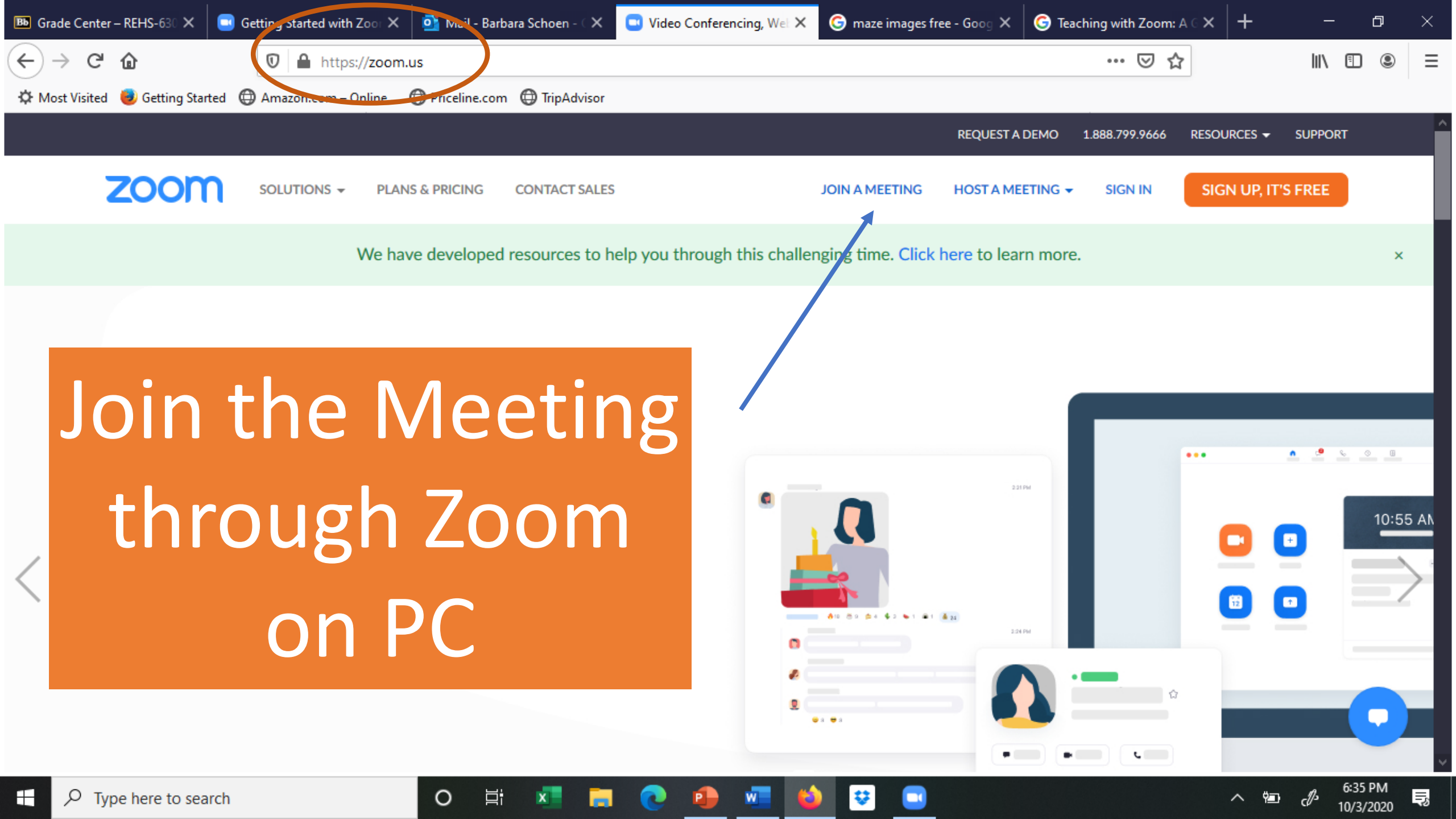
Zoom is/can be  
very user friendly  
No membership  
for *attendees* is  
required



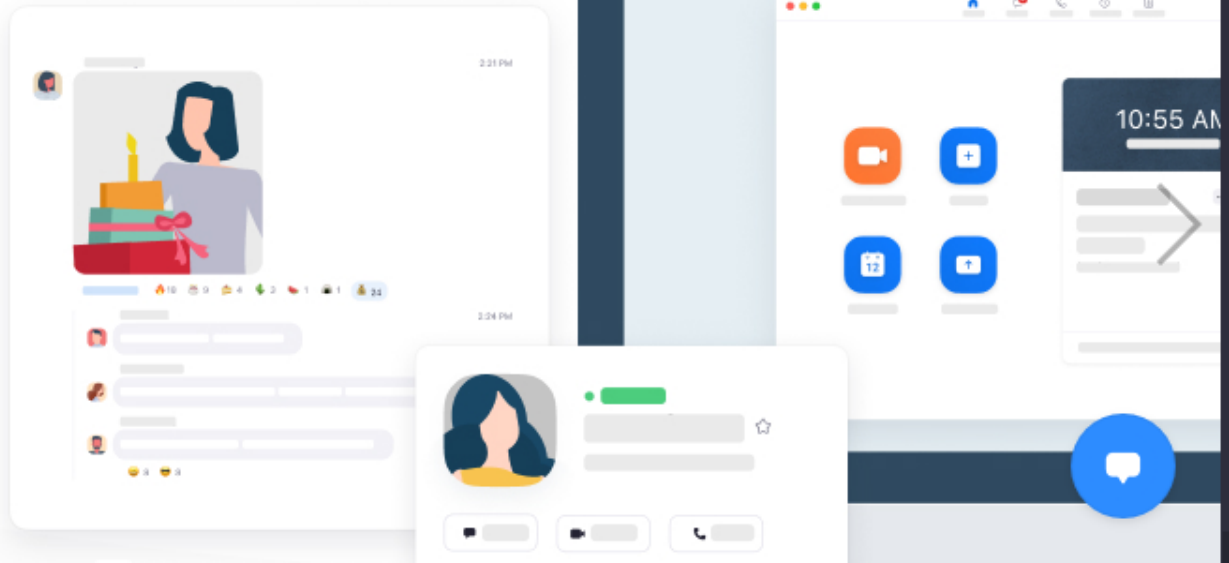
Joining a Zoom session can be as easy as clicking a link on an email invitation

-----  
No account required!



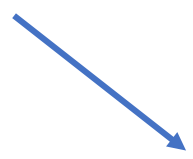


# Join the Meeting through Zoom on PC





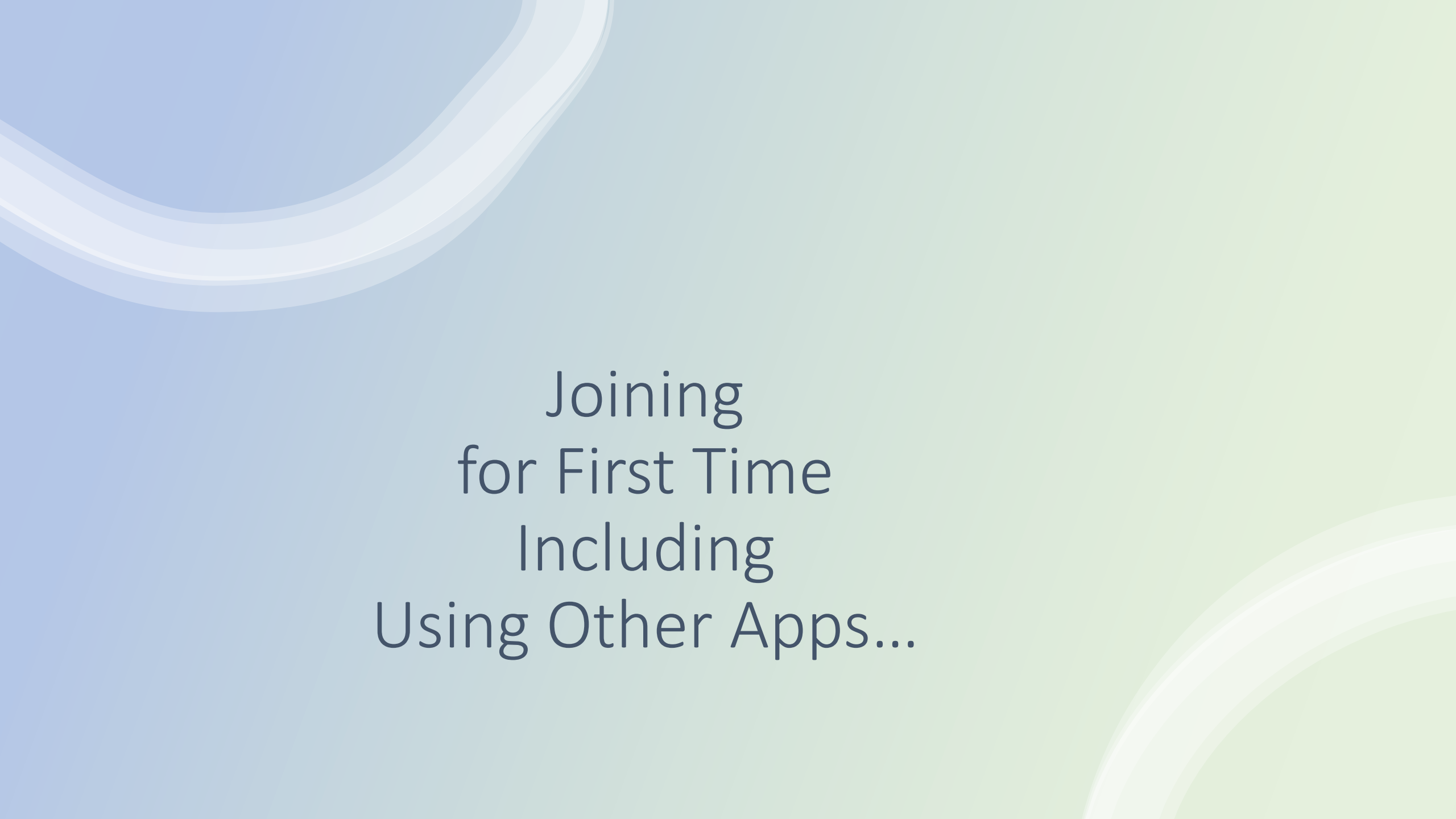
Joining through Zoom...  
You will need a Meeting ID



# Join a Meeting

[Join a meeting from an H.323/SIP room system](#)





Joining  
for First Time  
Including  
Using Other Apps...

# Android

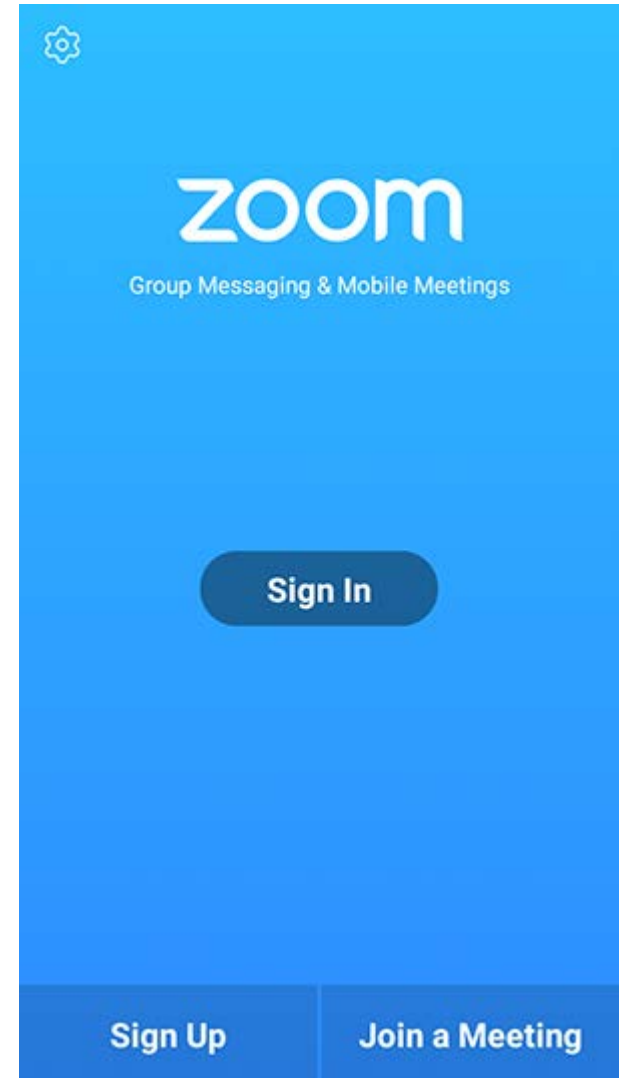
## Prerequisites

Zoom Cloud Meetings app (available on [Google Play](#))

## Sign in and Join

Open the Zoom app and sign into your account to access all features.

You can also [join a meeting](#) without signing in. Tap the gear icon to access basic meeting settings if you join without signing in.



First Time User Applications.

Go to:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

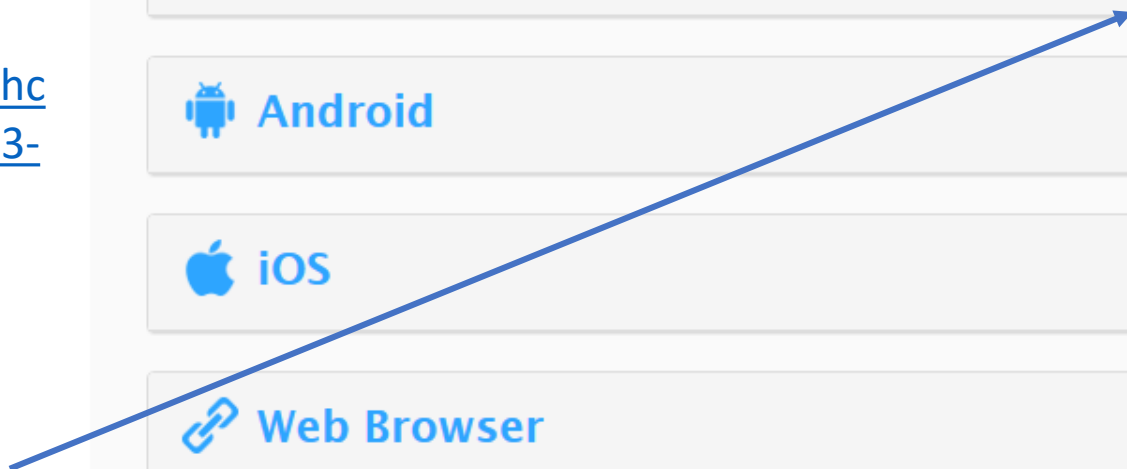
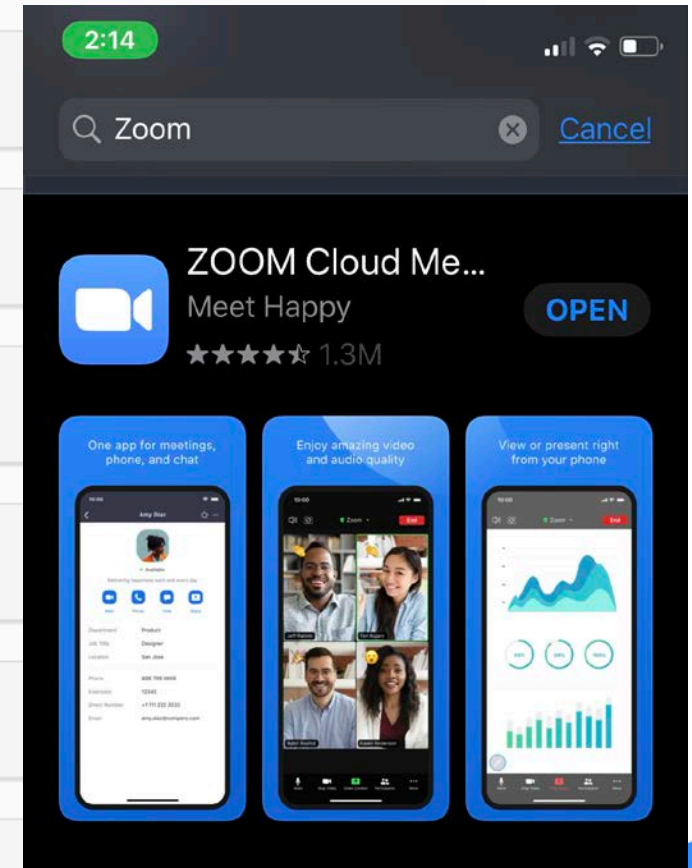
OR

Go to your App Store on your Device and Enter Search Term: Zoom

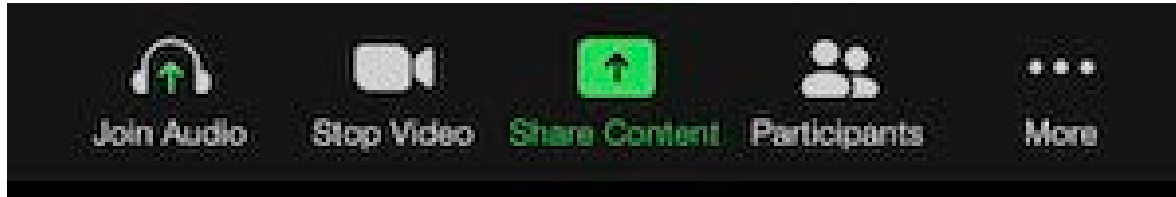
Select Open to Download on your Phone or other App.

Navigation menu with the following options:

- Linux
- Android
- iOS
- Web Browser
- Email
- Messaging



The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



**Mute / Unmute:** Mute or unmute your microphone.

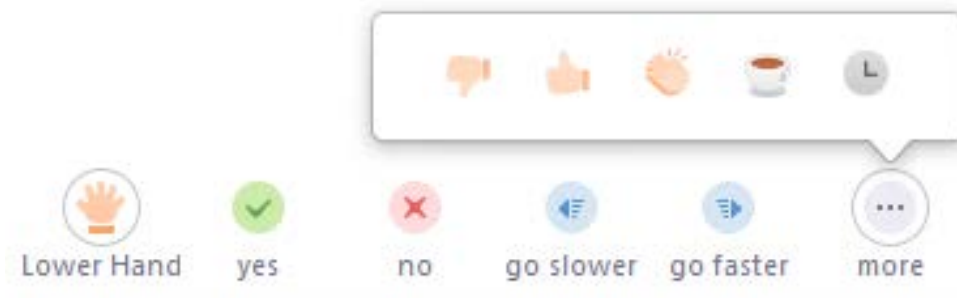
**Video:** Start and stop your own video.


**Share:** Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

**Participants:** See who's currently in the meeting. The participants list also gives you access to these options:

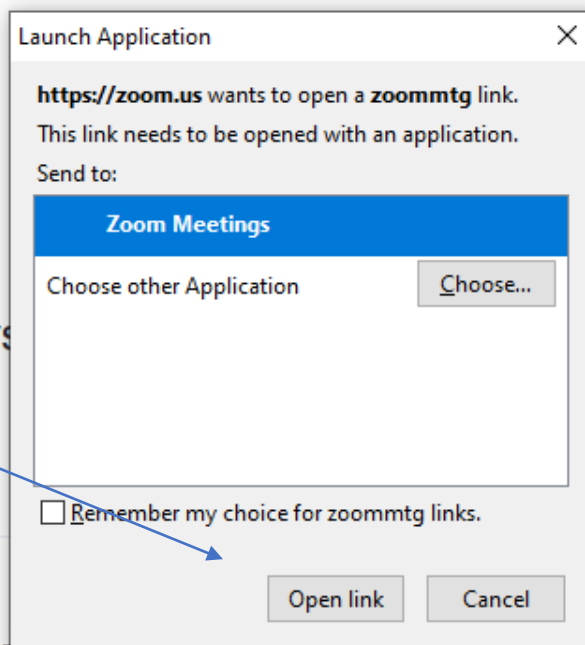
- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants. [Learn more.](#)
- **Invite:** Invite others to join your meeting. [Learn more.](#)

**More:** View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.





Next Steps:  
What you  
*will and may see...*



When system asks you to open link.


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](#).





# Waiting for Host Messages.....

 **Please wait for the host to start this meeting.**

**This is a recurring meeting**

Barbara Schoen's Personal Meeting Room

If you are the host, please [login](#) to start this meeting.

Zoom Meeting — □ ×

Please wait, the meeting host will let you in soon.

Barbara Schoen's Personal Meeting Room




# Polling Questions

## Polling Questions

1. What percentage of the information presented was new to you?
  1. 100%
  2. 75%
  3. 50%
  4. 25%
  5. 0%
1. Would you like to learn more about this topic?
  1. Yes
  2. No
1. Please check all that apply:
  1. The information presented will be helpful in my professional career
  2. The information presented will be helpful in my personal life
  3. Zoom is a great resource to communicate in the workplace
  4. Zoom is a great resource to communicate/stay in touch with friends and family
1. Please check which best fits your view on the content of this presentation:
  1. The information presented was too basic
  2. The information presented was too advanced
  3. The information presented was about the right amount of information



Questions?



Thank you for  
being here  
today!

# Other References

- Fadlelmola FM, Panji S, Ahmed AE, Ghouila A, Akurugu WA, Domelevo Entfellner J-B, et al. (2019) Ten simple rules for organizing a webinar series. PLoS Comput Biol 15(4): e1006671. <https://doi.org/10.1371/journal.pcbi.1006671>