

ZOOM WEBINAR USER GUIDE

JOINING A WEBINAR

You may register for a webinar by following an email link, or by clicking on a link in the HatchTALK newsletter or on the Jamesway website. If required, fill out the registration form with the requested information.

On the morning of the webinar, you will receive an email reminder. Click the link in the email to join. If this is your first Zoom webinar, you may be prompted to download the software to run the webinar.

WHAT YOU NEED

- An internet-connected computer, laptop, tablet or smartphone (find the app on the App Store or Android store) <https://zoom.us/download>
- Webinar ID number or email link
- Headset or ear buds
- Phone for call-in
- Microphone or webcam with microphone

THE ZOOM WEBINAR

GENERAL INTERFACE

This is the basic interface. You may see the Jamesway logo, a video feed of the host(s) and panelist(s) or a screen-share from one of the hosts.

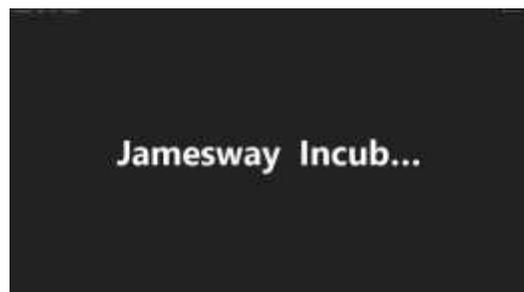


Figure 1: Zoom Webinar Interface without any information shared

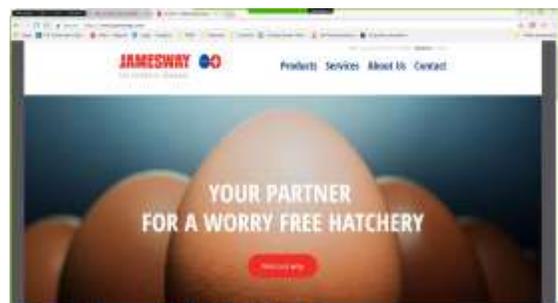


Figure 2: Screen-Share of the Jamesway website

USER CONTROLS

The user control panel is located in the upper left of the Zoom webinar interface and has 4 options:

1. Audio Settings
2. Q&A
3. Chat
4. Raise Hand

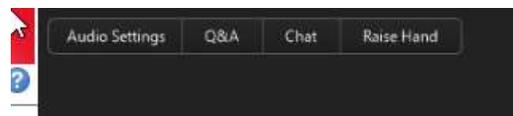


Figure 3: Zoom Webinar User Controls

AUDIO SETTINGS

All the required settings can be found here for customization, including audio and video settings.

Categories are found along the left hand side of the Settings window. The ability to test your audio and video feeds are also here. Jamesway recommends all webinar participants test their audio and video before the webinar proceeds to

ensure your sound is on, and that you can enter into dialog if necessary.



Figure 4: Zoom Settings Window

Q&A

The Q&A window can be used to ask questions of the panelist(s). The questions will be reviewed by a moderator.

You may choose to send your question anonymously by checking the *Send Anonymously* box.



Figure 5: Zoom Q&A window

Your question may then be answered live, in discussion or via text. If your question is answered via text, the panelist(s) and host(s) can make the response visible either to the entire group or directly to you.

The Jamesway Webinars team will make all efforts to answer all questions in the designated period. If your question is not

able to be answered or requires extra details, one of our team members will reach out via email or telephone in the week following the webinar to help address your concerns. If you need to leave the Webinar before your question is answered, please use the chat function to let the panelists know so that we may ensure you receive the answer to your question.

CHAT

The chat window may be used to discuss with all participants on the webinar. You may also select a drop-down to send a message to the panelist(s) only. This may be used to ask questions, make comments or for any other purpose necessary.

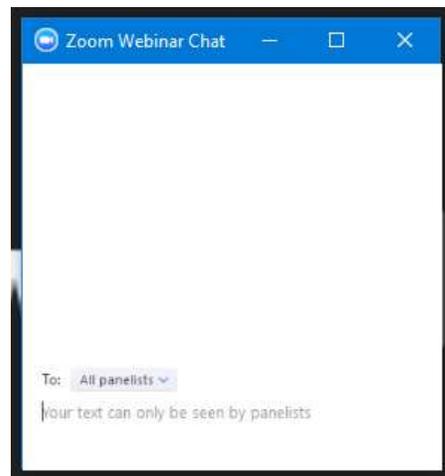


Figure 6: zoom Chat Window (set to panelists only)



Figure 7: Zoom Chat options

RAISE HAND

Raise your Hand via the Zoom webinars button to request to be added as a panelist. If accepted, *this will turn on your audio and video feeds for the attendees*. Use this option as necessary, such as when you have a large comment to make or a detailed question to ask.



Figure 8: Zoom Raise/Lower Hand