Joining Zoom Webinar as an Attendee

Zoom software installed on your computer in advance.

If you have used "Zoom" on your computer in the past, please make sure you have the latest version.

If you do not have "zoom" installed on your computer, please visit zoom.us to download and install the latest version of the Zoom client.

Joining a webinar with Meeting ID and Passcode/invitation link

The zoom Meeting ID, Passcode and link will be sent to you via Email a few days before the Assembly.

1. Join with Meeting ID & Password

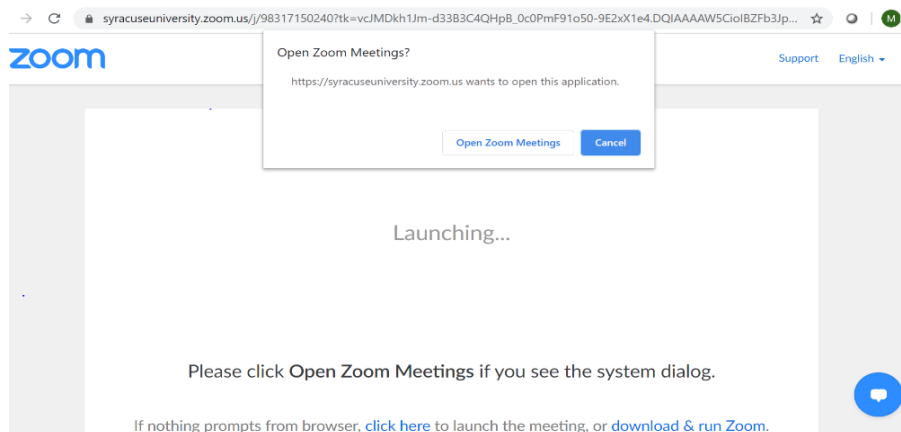   Enter Meeting ID, **your First and Last Name** (in English) and click **Join**

   Enter meeting **passcode** and click **Join Meeting**
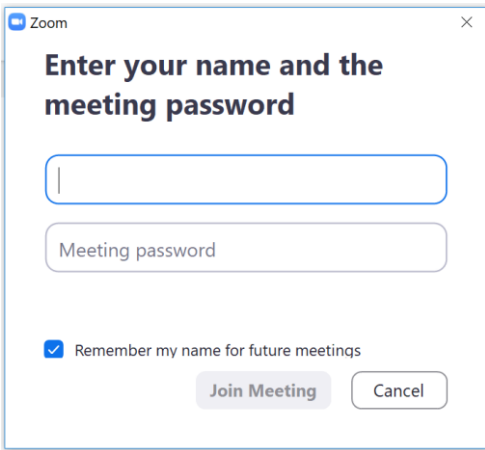

2. Join with link

Click the link provided in the invitation email.
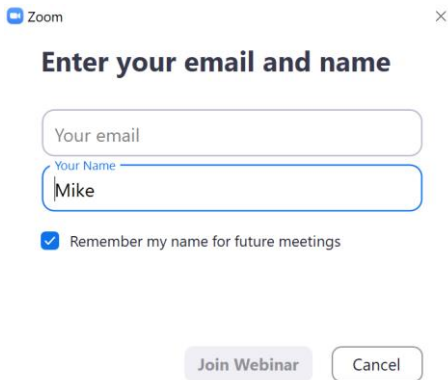
Click "Open Zoom Meetings" if you see the system dialog.

Click Join Meeting
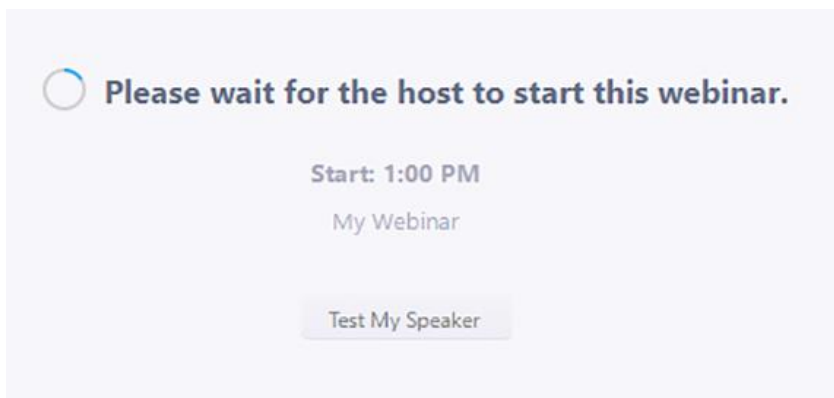
Next, you will be prompted to enter your Email. **Click Join Webinar.**
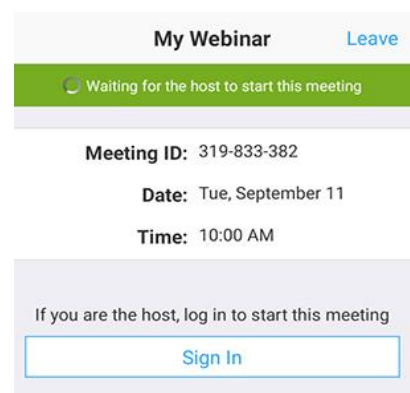
Waiting for the host to start the webinar

If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:
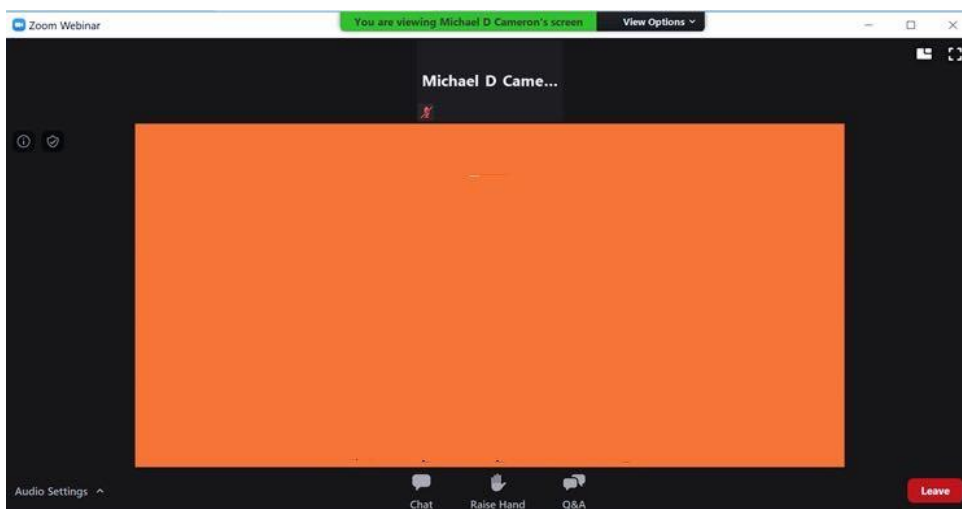
This is an example of what the screen will look like. As an attendee, you will have the ability to communicate through a Chat and Q&A function. You will find these controls at the bottom of your screen in the toolbar.

Attendee controls

As an attendee, you can virtually raise your hand, submit questions in Q&A, and send messages (chat) to others.
**Note**: Some attendee controls won't be available if disabled by the host.
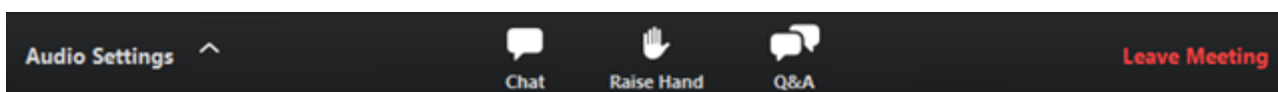
Audio Settings (only visible if the host hasn't granted you permission to talk): Change your audio settings. You can also click the upward arrow (**^**) next to change your speaker.

Unmute 🎤 / Mute 🎤 :

Your microphone will be automatically muted when you join the webinar. When the Chair announces your name to give you the floor during the live discussion, the host will gives you permission meanwhile you will receive a notification. You can unmute and talk during the webinar. All participants will be able to hear you.
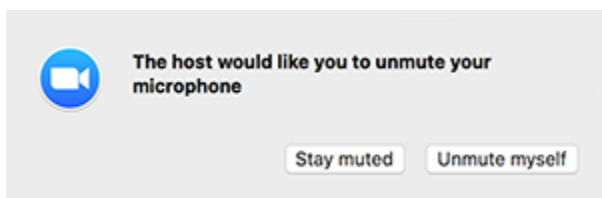
Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

Raise Hand ✋ : Raise your hand in the webinar to indicate that you want to ask a question during the live discussion.

Chat 💬 : Open webinar chat, allowing you to send chat messages to the host, panelists, and attendees (if permitted).
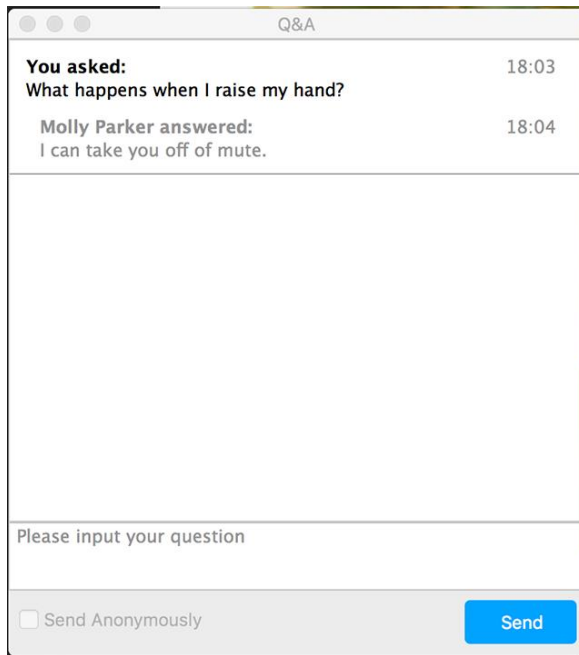
Question & Answer 💬 Open the Q&A window, allowing you to ask questions to the Chair/Speakers. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question:
1. Type your question into the Q&A box. Click **Send**.
   Note: Check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

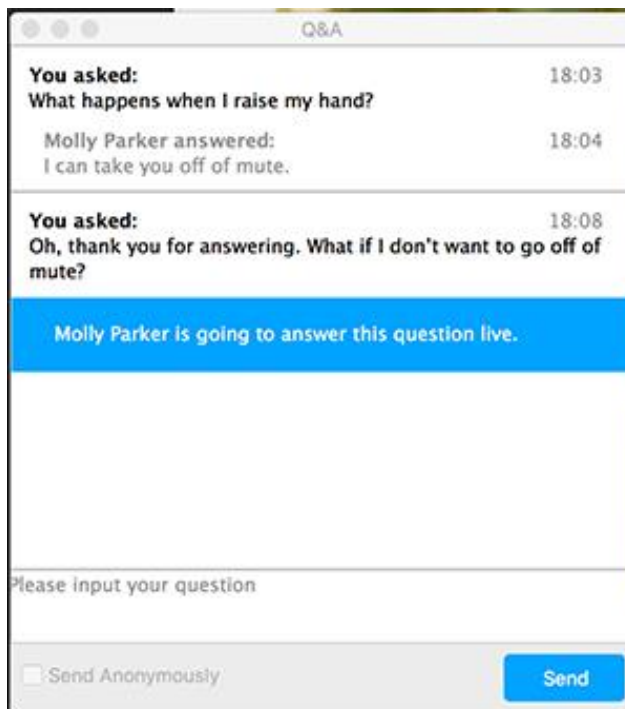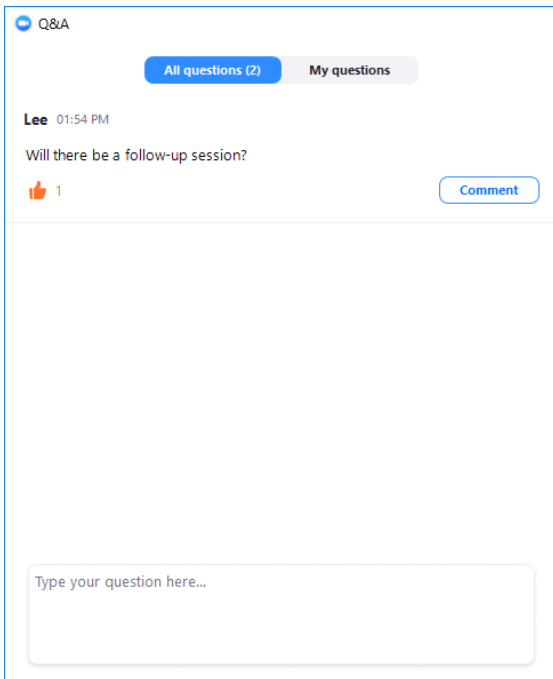2. If the speaker replies via the Q&A, you will see a reply in the Q&A window.

3. The chairs/speakers can also answer your question live (out loud). You will see a notification in the Q&A window.

As an attendee you can see answered questions and questions that haven't been answered are displayed. You can also upvote other attendee's questions, click the red thumbs up icon.

Leave meeting

Click Leave meeting to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.