

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

You can find the link and passcode, by login your account, and click on the "Virtual Platform" in the left-hand navigation bar that will be show in your personal center 3 days before the Assembly.

1. Join with Meeting ID & Password

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

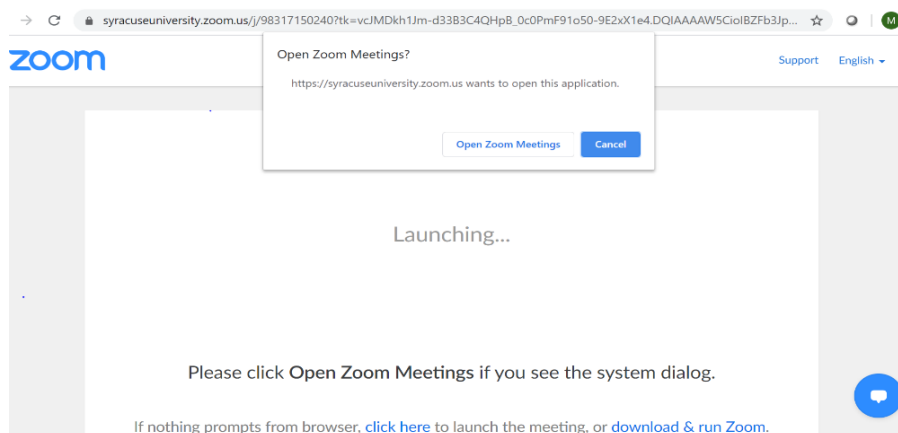
Enter meeting **passcode** and click **Join Meeting**

The image shows two screenshots of the Zoom application interface. The first screenshot is titled "Join Meeting" and features a dropdown menu for the Meeting ID, a text input field for "Your Name", and three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio" (unchecked), and "Turn off my video" (checked). There are "Join" and "Cancel" buttons at the bottom. The second screenshot is titled "Enter meeting passcode" and shows a "Meeting Passcode" input field with asterisks, and "Join Meeting" and "Cancel" buttons at the bottom.

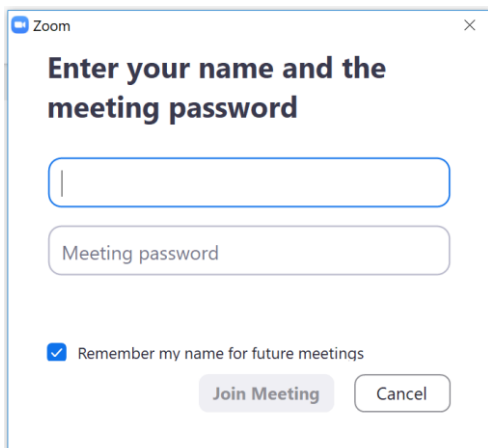
2. Join with link

Click the link provided in the invitation email.

Click "Open Zoom Meetings" if you see the system dialog.

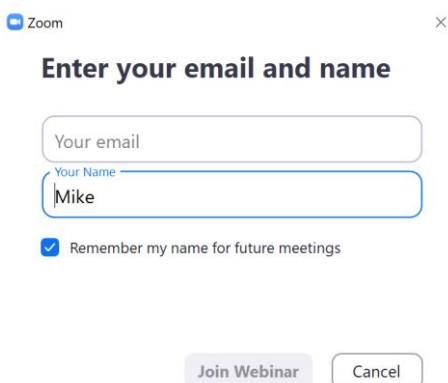


Click Join Meeting



A Zoom dialog box titled "Enter your name and the meeting password". It contains two input fields: the first is empty, and the second is labeled "Meeting password". Below the fields is a checked checkbox labeled "Remember my name for future meetings". At the bottom are two buttons: "Join Meeting" and "Cancel".

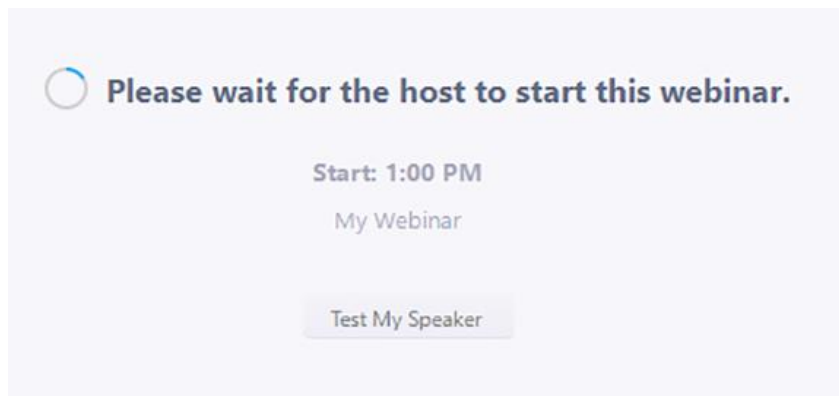
Next, you will be prompted to enter your Email. **Click Join Webinar.**



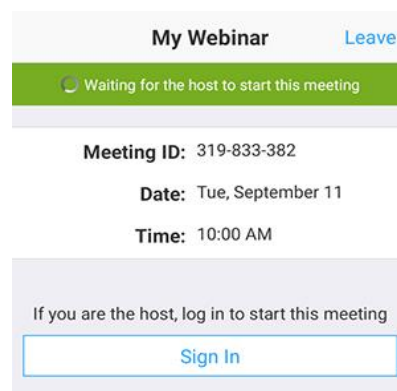
A Zoom dialog box titled "Enter your email and name". It contains two input fields: the first is labeled "Your email" and is empty; the second is labeled "Your Name" and contains the text "Mike". Below the fields is a checked checkbox labeled "Remember my name for future meetings". At the bottom are two buttons: "Join Webinar" and "Cancel".

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:

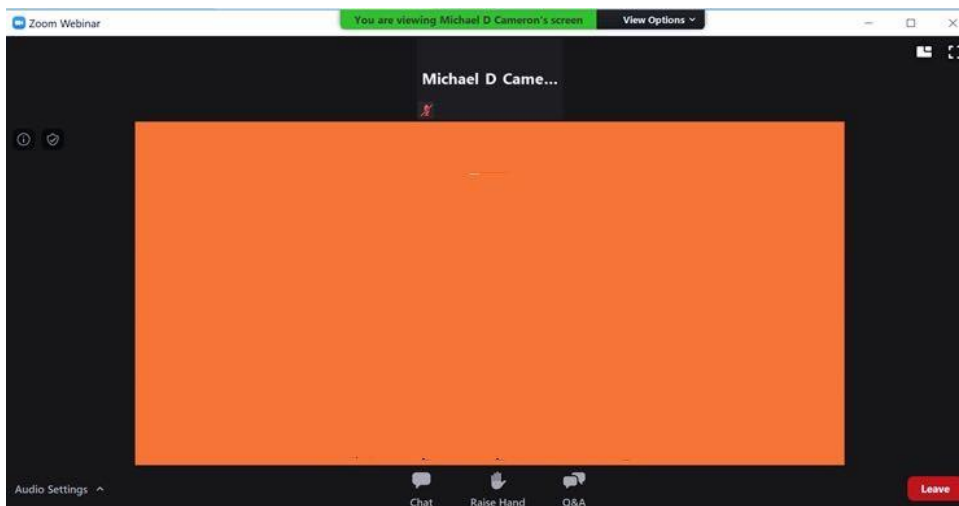


A light blue message box with a circular loading icon on the left. The text reads: "Please wait for the host to start this webinar." Below this, it says "Start: 1:00 PM" and "My Webinar". At the bottom is a button labeled "Test My Speaker".



A control panel for a webinar. At the top right is "My Webinar" with a "Leave" link. Below is a green bar with a loading icon and the text "Waiting for the host to start this meeting". Underneath, it displays: "Meeting ID: 319-833-382", "Date: Tue, September 11", and "Time: 10:00 AM". At the bottom, it says "If you are the host, log in to start this meeting" with a "Sign In" button.

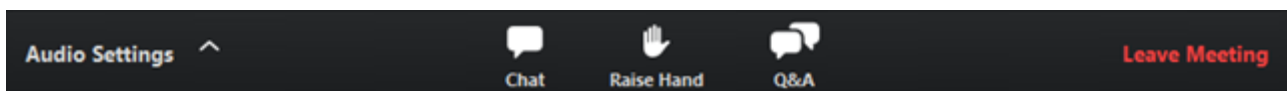
This is an example of what the screen will look like. As an attendee, you will have the ability to communicate through a Chat and Q&A function. You will find these controls at the bottom of your screen in the toolbar.



Attendee controls

As an attendee, you can virtually [raise your hand, submit questions in Q&A, and send messages \(chat\)](#) to others.

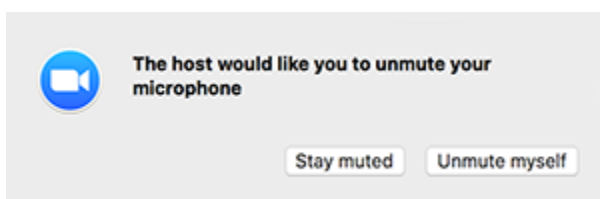
Note: Some attendee controls won't be available if disabled by the host.




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 give 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

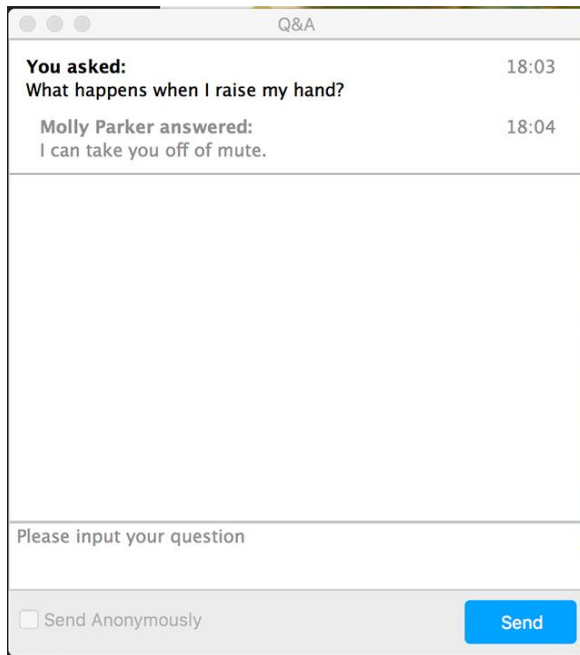
Open the Q&A window, allowing you to ask questions to the Chair/Speakers. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question:

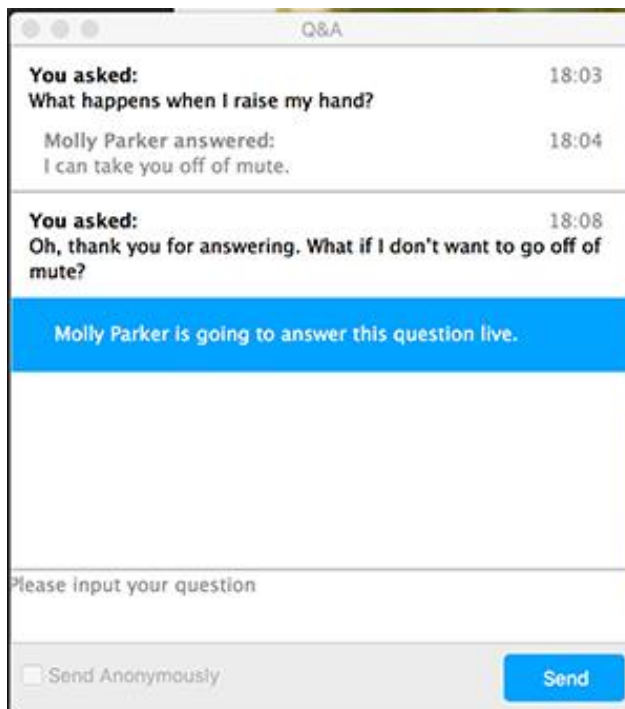
1. Type your question into the Q&A box. Click **Send**.

Note: Check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

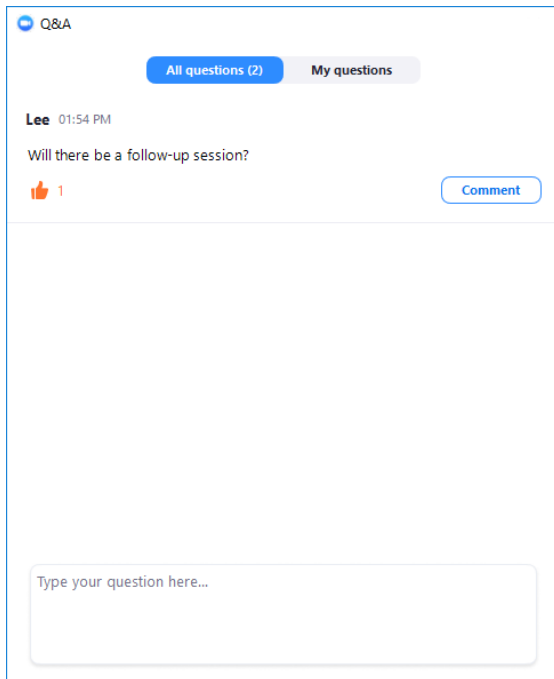
2. If the speaker replies via the Q&A, you will see a reply in the Q&A window.



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.