

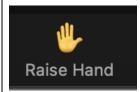
A Zoom Webinar How-to Guide: For Computer Users

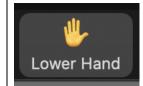
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1.	Click on the meeting	
	invite link sent to you	
	by the CAN team.	
2.	If you have never used	
	Zoom before you will	
	need to click	
	"Download and run	
	Zoom."	
	If you have already	
	downloaded Zoom	
	then click "Open	
	Zoom."	
3.	You will be asked for a	
	password. You can find	
	the meeting password	
	in the meeting invite.	
4.	Unlike Zoom meetings,	
	you will not have the	
	option to	Audio Settings ^
	mute/unmute yourself.	
	If you cannot hear the	
	speakers, then click	
	"Audio Settings" and	
	select an audio output	
	device.	
5.	You can type in the	
	chat box if you need to	
	send a message. The	
	button is at the bottom	Chat
	of your screen.	
	You can choose which	To: Panelists
	group to send your	Your text can only be seen by panelists
	message to by clicking	
	the blue box next to	
	"To" in the chat box.	To: Panelists
		You Panelists and Attendees



6. You can raise your hand using the button at the bottom of your screen.

Make sure to lower your hand once you have been helped.





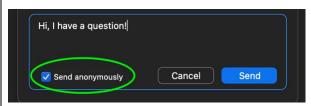
7. If you have question you can click the "Q&A" button at the bottom of your screen.

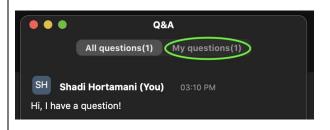
Type your question in the box and then:

- If you would like everyone to see your name on the question, click "Send."
- If you would like to send your question anonymously, check "Send anonymously" before hitting "Send."
- 8. To see if your question has been answered, you can navigate to the "My questions" tab.











When new questions are submitted or when your question is answered you will receive a notification. **Anonymous Attendee** You can see the Hi, I can't hear anything. Has the webinar started? answer to each question directly CAN Virtual Job Fair 03:14 PM The meeting has started. Can you check your audio underneath it. settings in the bottom left corner of the zoom Questions may also be answered live, where the speaker will explain the answer verbally **Anonymous Attendee** 03:11 PM instead of typing the Hi, I have a question! answer. This question has been answered live When meeting is all **10**. over, you can click

Leave

"Leave Meeting."