Zoom Tips

1. If the hosts have not started the webinar yet, attendees will see this wait screen. Feel free to test speakers using the "Test My Speaker" button on this screen. Zoom will lead attendees through the prompts. Attendees will also have an opportunity to test it later.

2. When you enter the room you will notice a few features: hosts and panelists may be on video on the top of your screen (indicated by the green arrow below); a slide deck will be displayed on the main screen, and some features will be displayed on the bottom black bar. Since all attendees are automatically on MUTE, you will only be using two features: up arrow next to the microphone on the left and the chat feature in the middle (indicated by the yellow arrows below).
3. To test your speakers/audio, you can use the UP arrow next to the microphone and select “Audio Settings...” Another screen will appear where you will be able to test your speakers and microphone (if applicable).

4. **To open the chat feature:** click the chat icon on the bottom of your screen. The chat window will open as shown in this screen below. Please be cognizant of who the chat message is going to – just panelists or all attendees. **If you'd like your comment to be viewed by all,** be sure to select “panelists and attendees” from the dropdown menu on the chat box (indicated by the green arrow below).

5. The chat box automatically appears as a pop out window on your screen. You can merge it into your Zoom window by selecting “More/Merge to meeting window,” as indicated by the red arrow below.
Please be mindful of who your chat message/question is going to. If attendees would like for your message to be views by ALL, please be sure to select “panelists and attendees” from the dropdown menu.

Attendees will automatically be on mute as you enter the room.

Attendees, unfortunately, do not have a window to view fellow attendees in the room as in Adobe Connect.