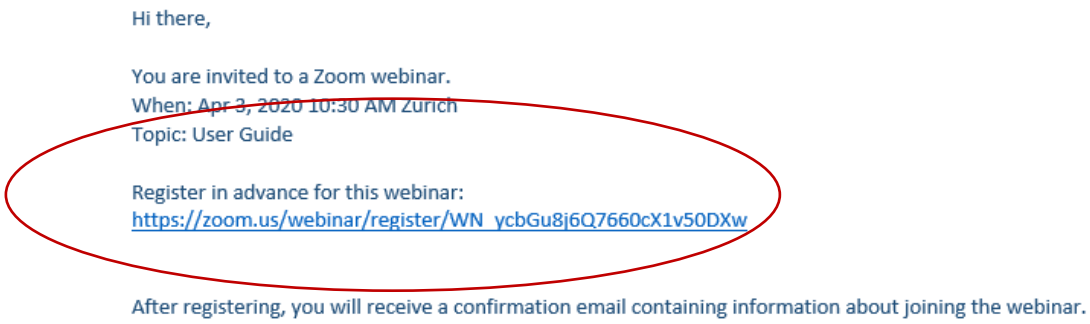
Zoom Webinar – Attendee User Guide

Register for and Join a Zoom Webinar session

Register for a session from your invitation email

1. You will get an email inviting you to the Webinar Session

2. Click the Register URL before the session starts.



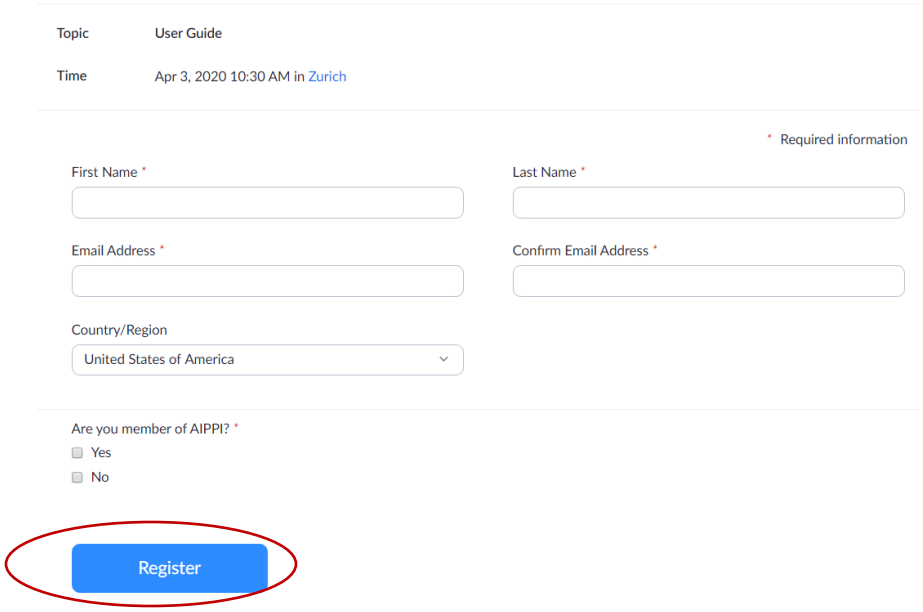
Hi there,

You are invited to a Zoom webinar.
When: Apr 3, 2020 10:30 AM Zurich
Topic: User Guide

Register in advance for this webinar:
https://zoom.us/webinar/register/WN_ycbGu8j6Q7660cX1v50DXw

After registering, you will receive a confirmation email containing information about joining the webinar.

You will be taken to the page to register for the session. Please fill in the form and click "Register".



Topic User Guide

Time Apr 3, 2020 10:30 AM in Zurich

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Country/Region

United States of America

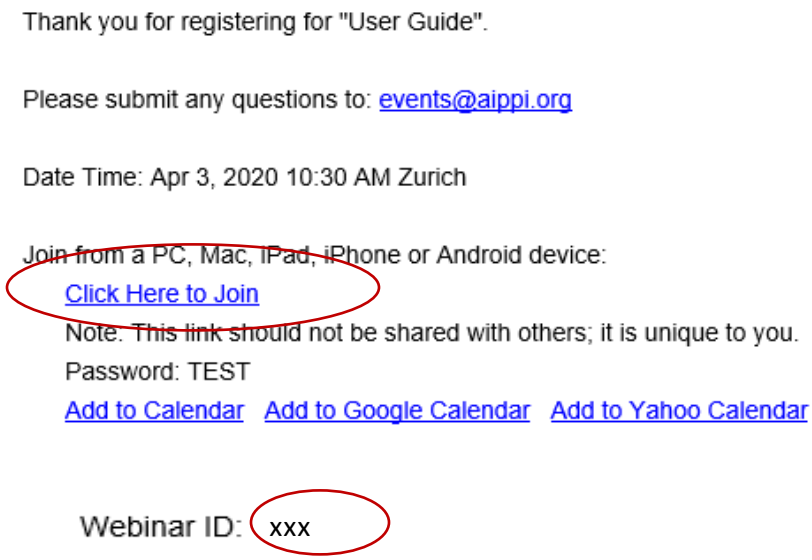
Are you member of AIPPI? *

Yes

No

Register

After registration, a confirmation email will be sent to you with the Join URL and Webinar ID number.



Thank you for registering for "User Guide".

Please submit any questions to: events@aippi.org

Date Time: Apr 3, 2020 10:30 AM Zurich

Join from a PC, Mac, iPad, iPhone or Android device:

Click Here to Join

Note: This link should not be shared with others; it is unique to you.

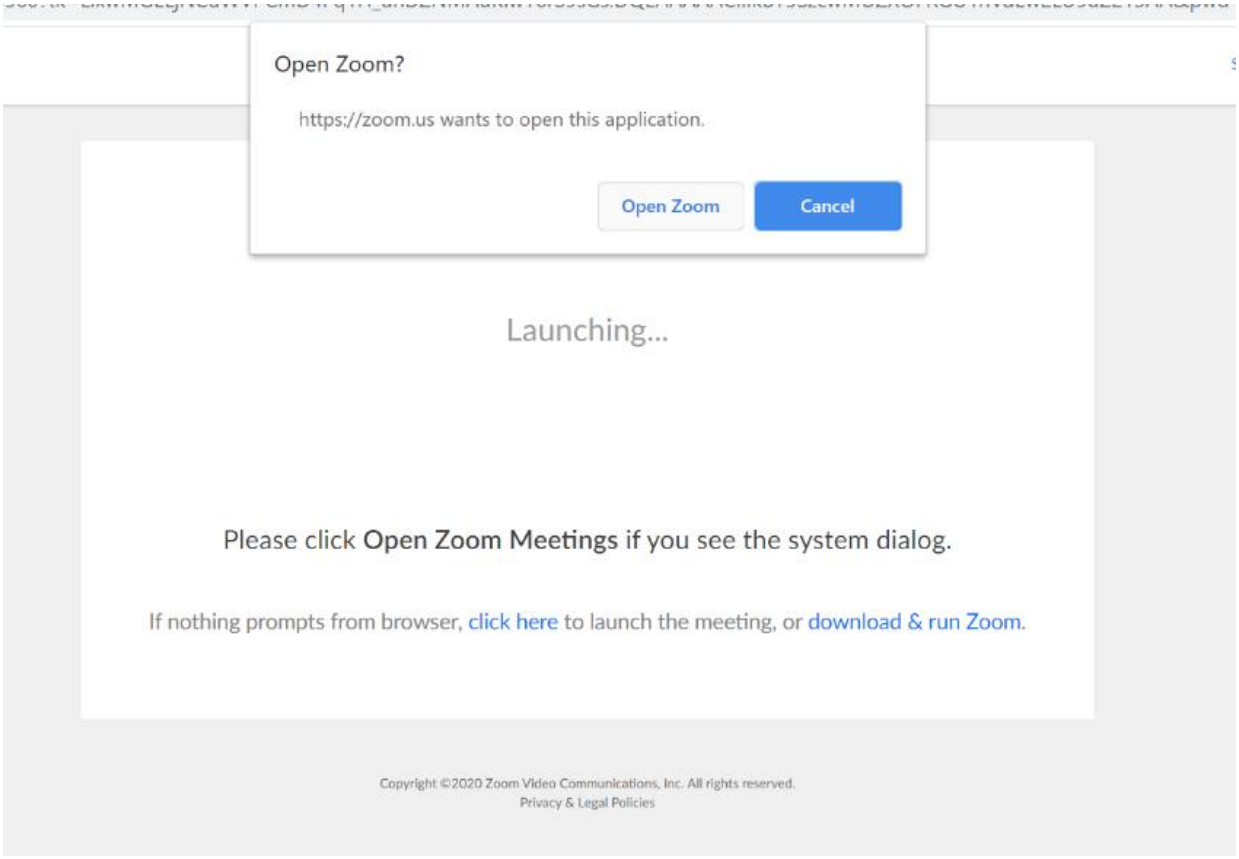
Password: TEST

Add to Calendar Add to Google Calendar Add to Yahoo Calendar

Webinar ID: xxx

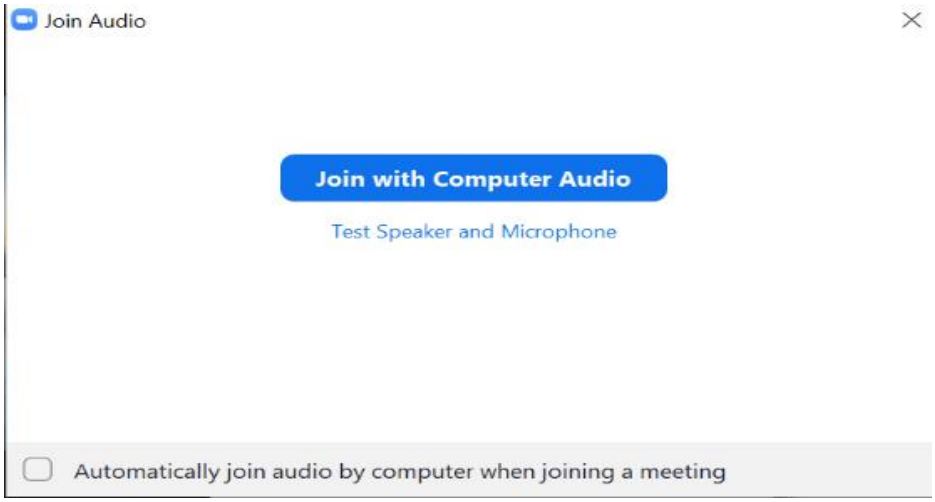
Please click the Join URL, depending on what device you are joining the meeting with (e.g. desktop computer or mobile) and if the Zoom app has been installed to your device, different instructions will pop up, just follow the instructions and put the meeting ID that was sent to you into the box and click "Join".

The following picture shows you what would happen if you already have the app installed in your computer or mobile device when you join the meeting

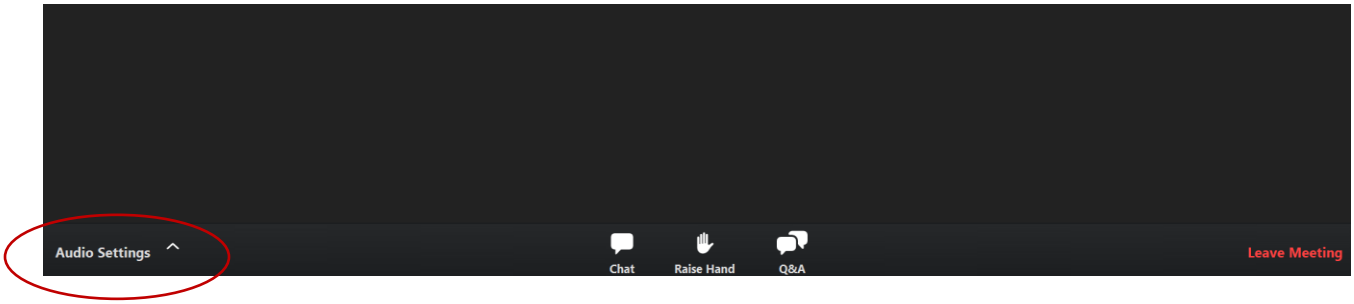


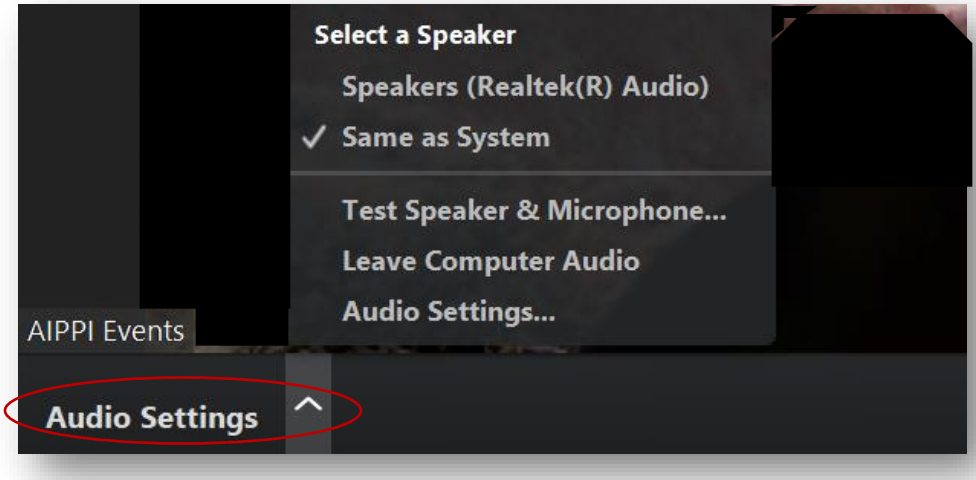
Audio

As an attendee of the Webinar, you are not able to talk, but will hear the host and panelist. Thus, your audio system will be checked automatically when you enter the meeting room. Please just click "Join with Computer Audio" in order to participate as attendee.



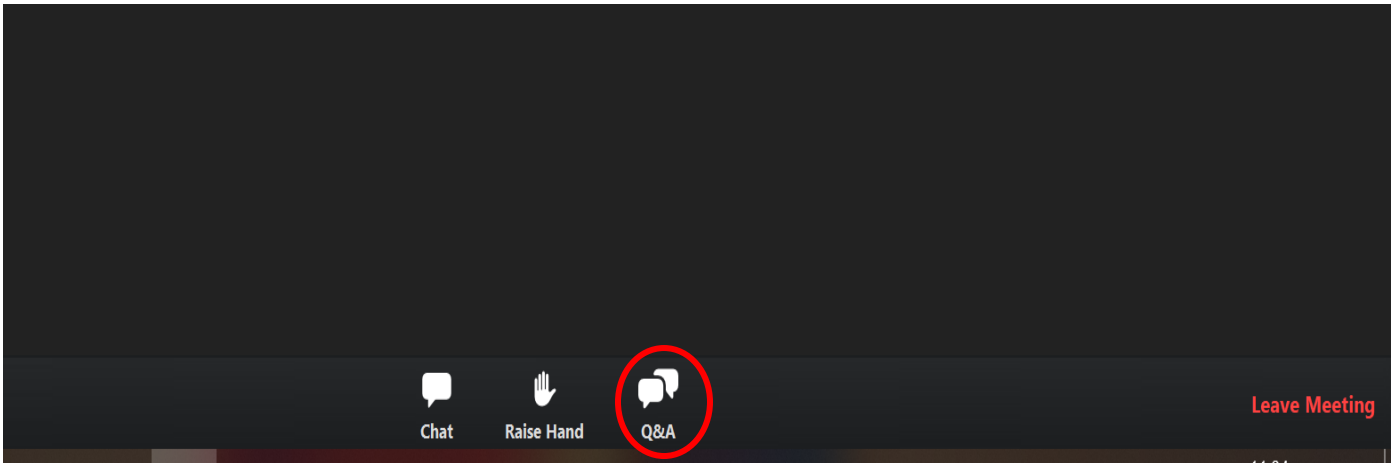
If by chance you missed the step, when you join the meeting room, please click on the bottom left side the "Audio Setting" button and set the audio as shown in the following picture.

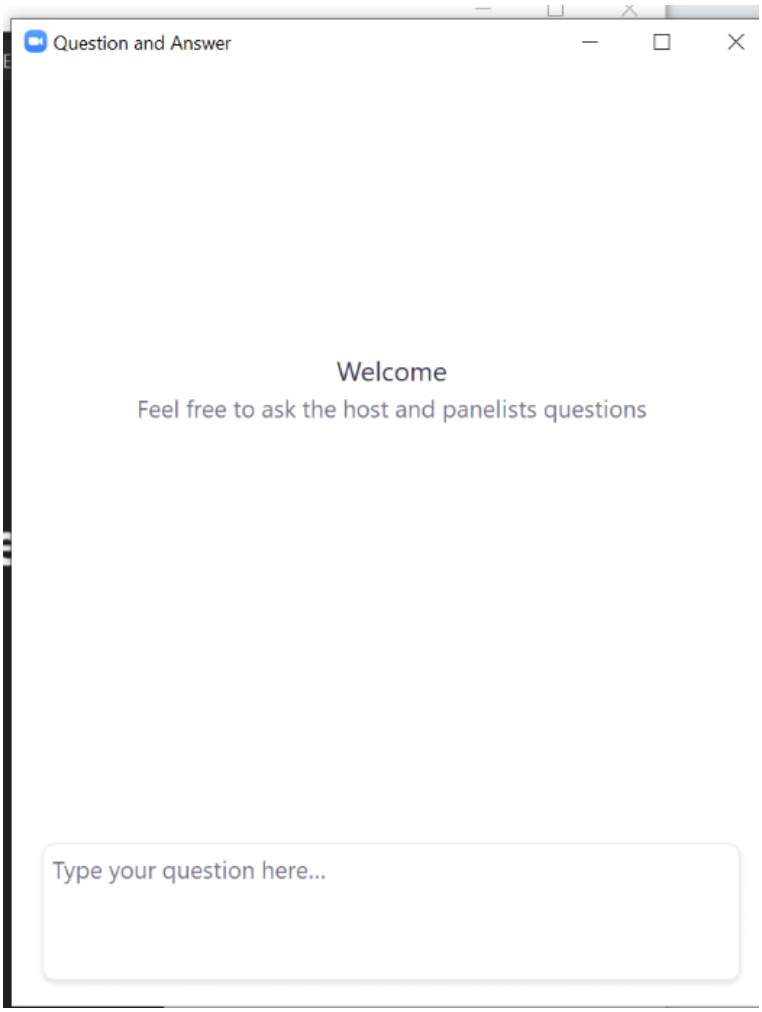


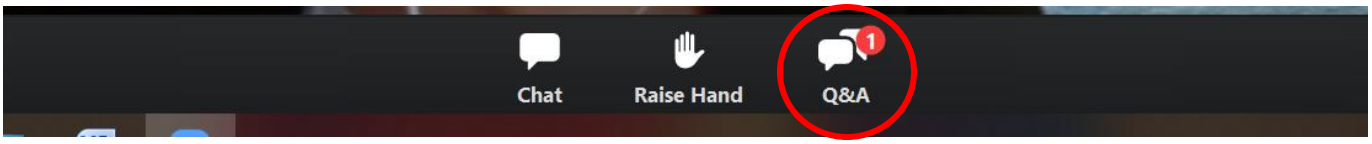


Q & A

As an attendee, you will be able to ask questions to host and panelists. Please click the "Q&A" button at the bottom to ask any question. A window will show up for you to type in the question and "submit" the question in the end. When your question is answered, a reminder in red will appear on the right corner of the "Q&A" button:



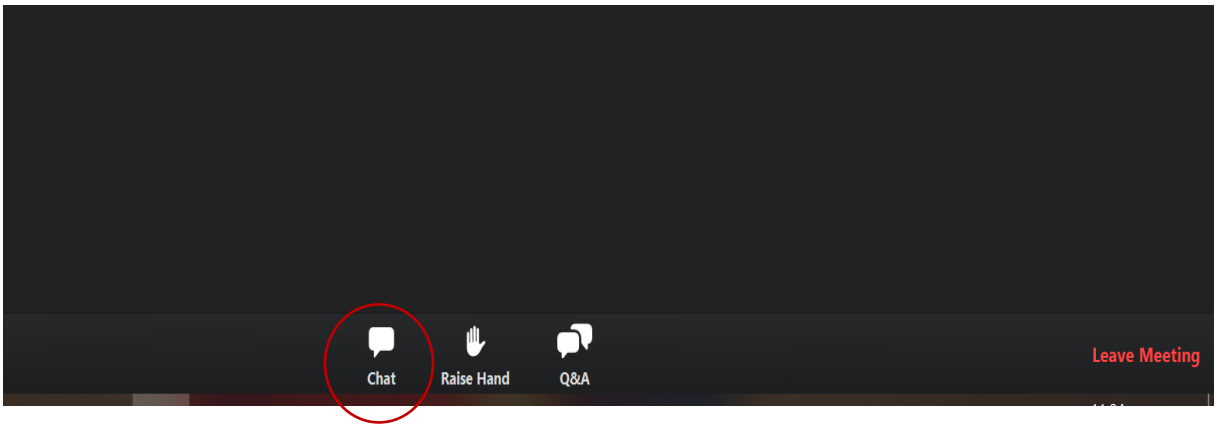

Question and Answer
Welcome
Feel free to ask the host and panelists questions
Type your question here...

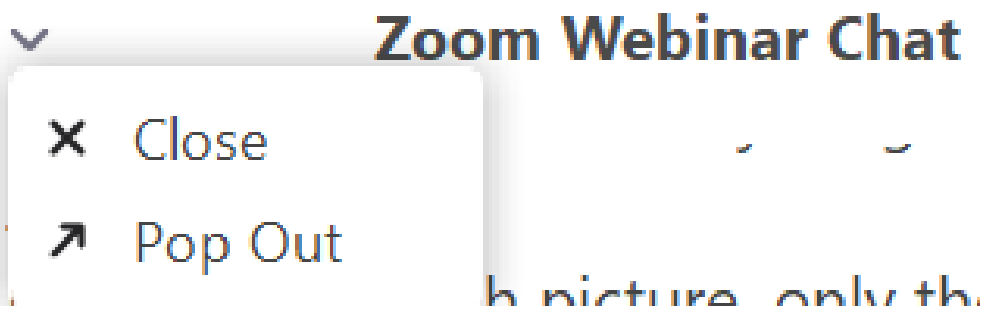

Chat
Raise Hand
Q&A
1

Chat

You are able to chat with all the panelists during the Webinar by clicking the chat button at the bottom. A Zoom Webinar chat window will pop out afterwards for you to chat with everyone. You may click the little arrow on the top left of the window to close this chat window or pop it out of the main screen.

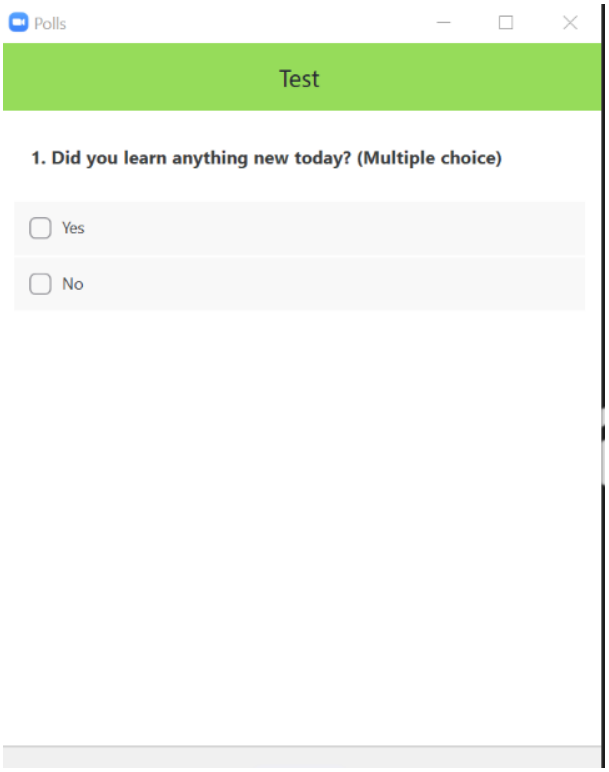
With a lot of participants joining the Webinar at the same time, you are encouraged to use this function ONLY when you encounter difficulties during the session, such as hearing the panelists etc.

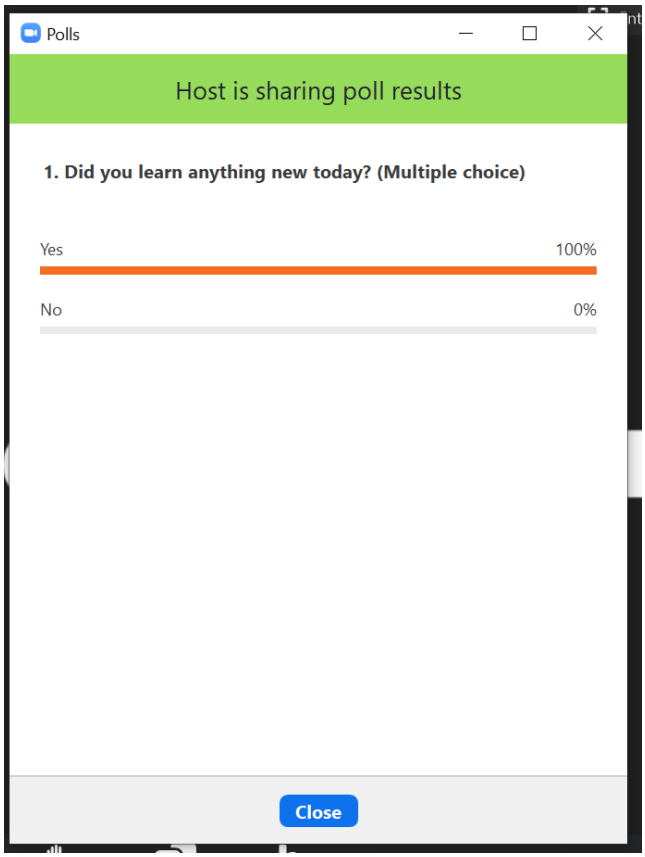


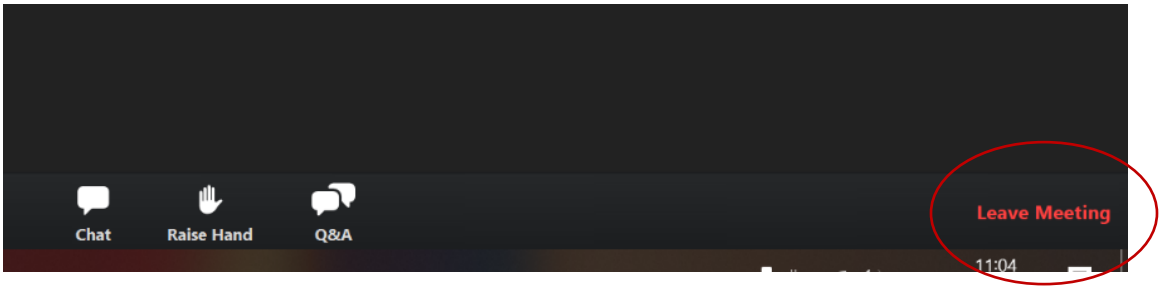
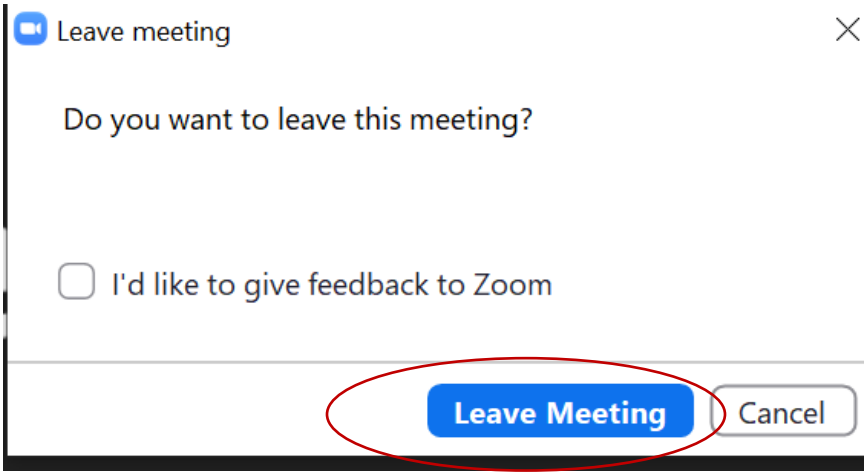


Poll

When the host or the panelist launches a poll, you are able to see the poll and participate by making your choice and clicking the "submit" button. If the poll result is shared with all the attendees, you are able to see the result immediately after the poll is closed.





Leave a Meeting

As an attendee, you can choose to leave the meeting if needed. Just click the "Leave Meeting" button at the bottom right corner of the screen. You will need to confirm again as shown in the second picture to leave the meeting.