

## How to ZOOM

### Joining and Participating in a Webinar (attendee)

#### Active Parramatta Online

Link for referenced material: <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

## Contents

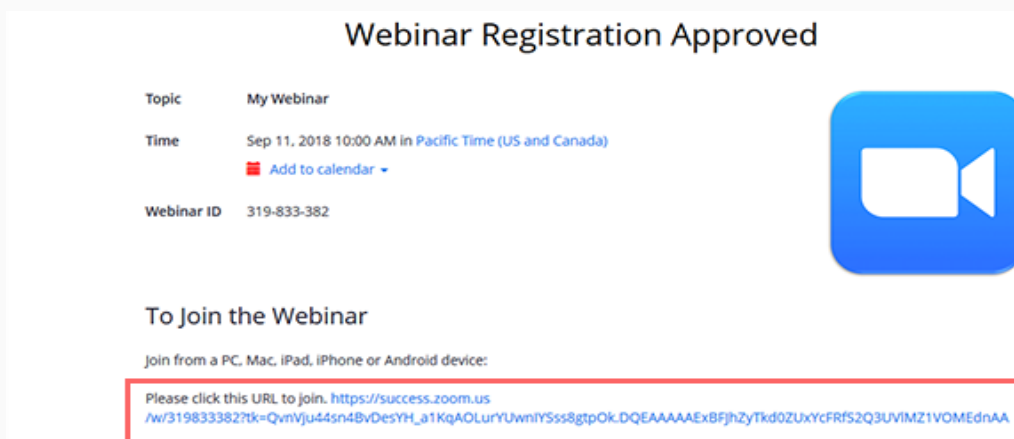
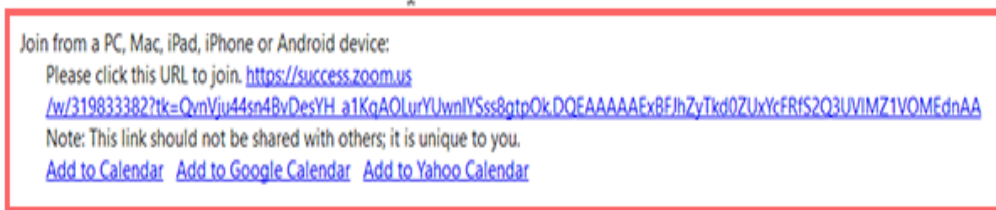
How to join a webinar by invitation link	Page 3
How to manually join a webinar	Page 3
Waiting for a host to start the webinar	Page 4
Webinar controls	Page 5
How to ask a question	Page 6
How to like or comment	Page 9
How to leave a meeting	Page 12

## Join a webinar by invitation link

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

## Manually join a webinar

1. Locate the 9-digit meeting ID/webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after <https://zoom.us/j/>

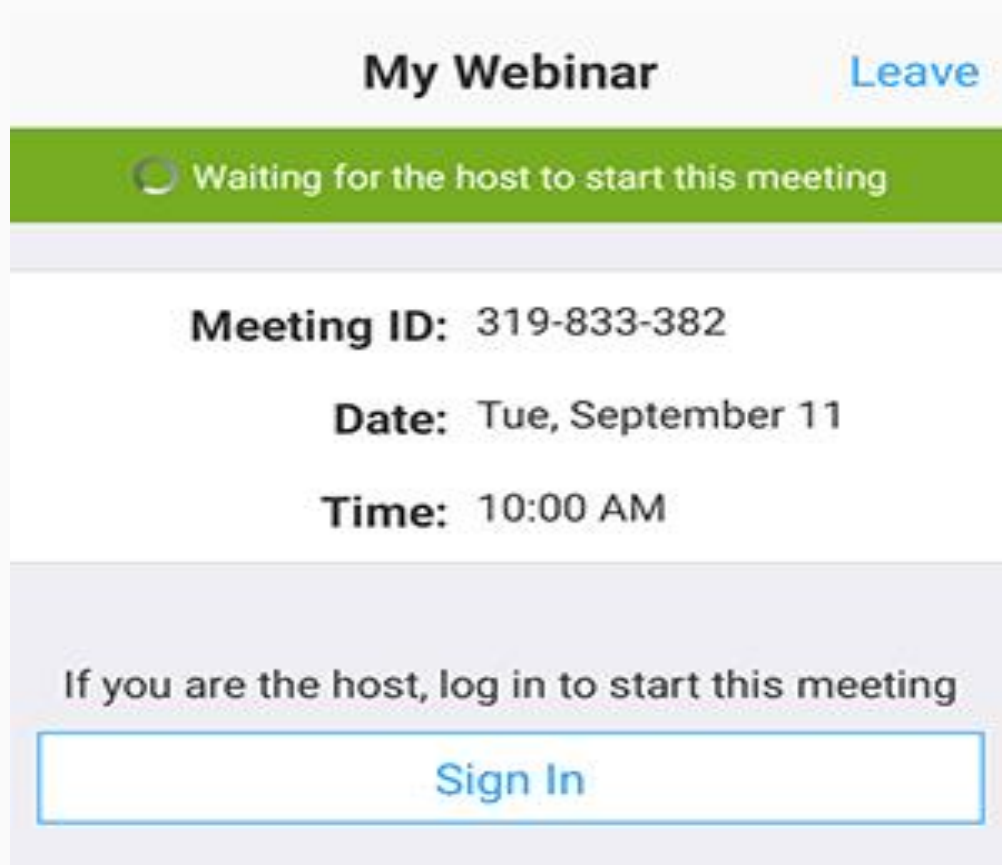


2. Sign in to the Zoom Desktop Client or Mobile App.

3. Click or tap **Join a Meeting**.
4. Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**.
5. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.


### Waiting for a 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:



The screenshot shows a web interface titled "My Webinar" with a "Leave" link in the top right. A green banner at the top contains a circular loading icon and the text "Waiting for the host to start this meeting". Below this, the meeting details are displayed: "Meeting ID: 319-833-382", "Date: Tue, September 11", and "Time: 10:00 AM". At the bottom, a light purple box contains the text "If you are the host, log in to start this meeting" and a "Sign In" button.

**My Webinar** [Leave](#)

 **Waiting for the host to start this meeting**

**Meeting ID:** 319-833-382

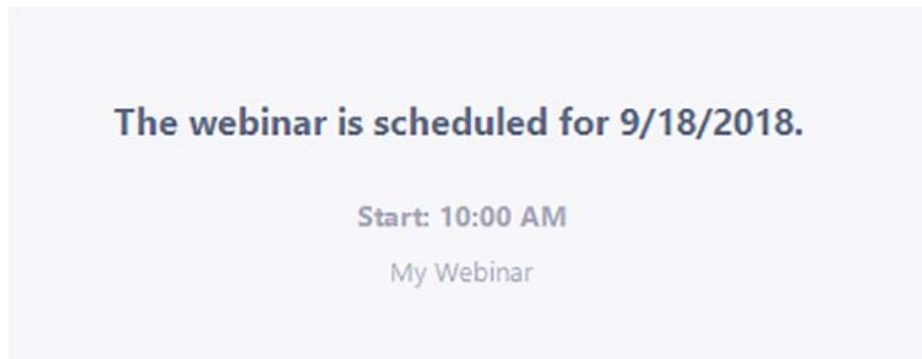
**Date:** Tue, September 11

**Time:** 10:00 AM

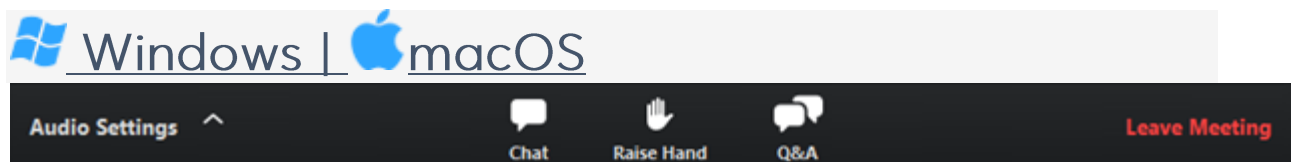
If you are the host, log in to start this meeting

[Sign In](#)

If you receive a message showing the date and time of the webinar, check the date and start time of the webinar including the time zone. Make sure to join when the webinar starts.

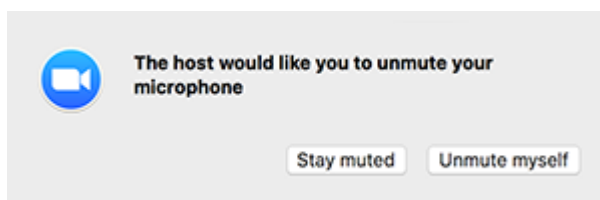


## Webinar controls



**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:** If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



**Note:** You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

**Chat:** Open [in-meeting chat](#), allowing you to send chat messages to and send a message to the host, panellists, and attendees (if permitted).

**Raise Hand:** [Raise your hand](#) in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

**Question & Answer:** Open the Q&A window, allowing you to ask questions to the host and panellists. 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 host replies via the Q&A, you will see a reply in the Q&A window.

Q&A

**You asked:**

What happens when I raise my hand?

18:03

**Molly Parker answered:**

I can take you off of mute.

18:04

Please input your question

☐ Send Anonymously

Send

The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

Q&A

**You asked:**

18:03

What happens when I raise my hand?

Molly Parker answered:

18:04

I can take you off of mute.

**You asked:**

18:08

Oh, thank you for answering. What if I don't want to go off of mute?

Molly Parker is going to answer this question live.

Please input your question

☐ Send Anonymously

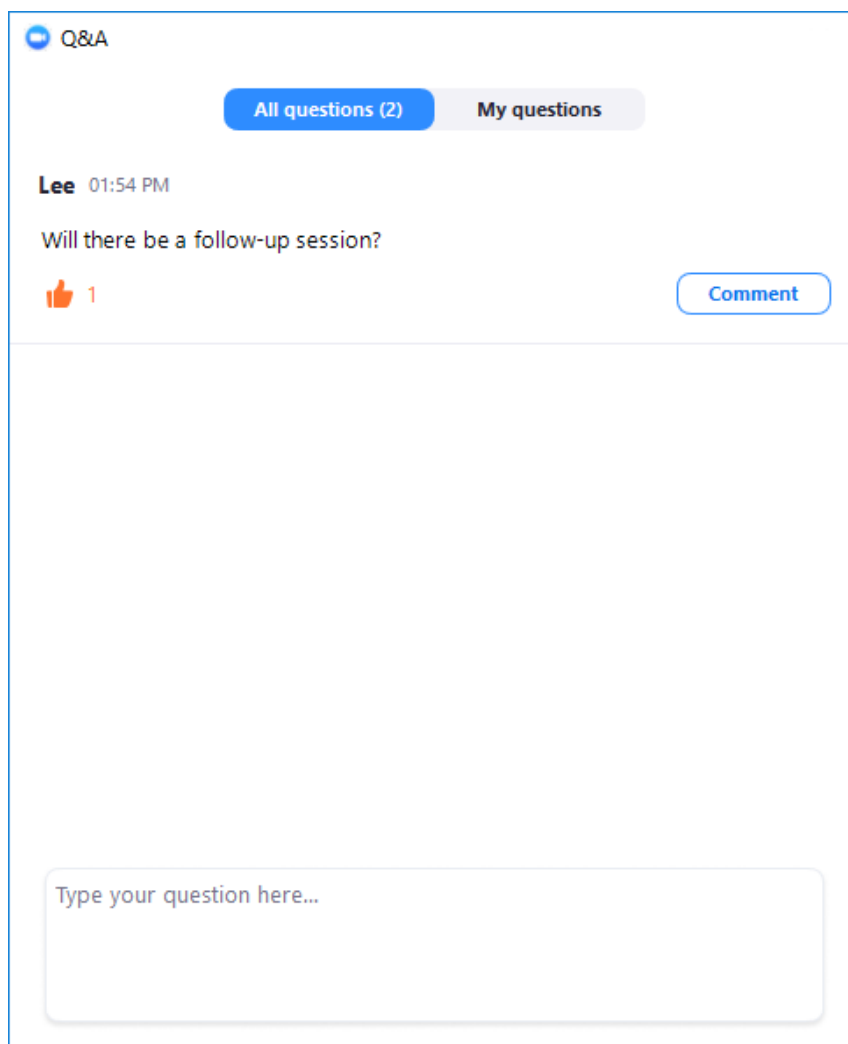
Send



## How to like or comment

As an attendee, you can also like or comment on other attendees' questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

1. Click the thumbs up icon to like a comment.  
Tip: The number beside the icon is the total number of likes the question has received so far.
2. Click the red thumbs up icon to unlike a comment.



3. Click **Comment** to write a reply to an existing question.

Q&A

All questions (1)

My questions

Lee 01:54 PM

Will there be a follow-up session?

The host said there will be a session next week.

Cancel

Send

Type your question here...

4. Type your comment and click **Send**.  
Your comment will appear beneath the question.

Q&A

All questions (1)

My questions

Lee 01:54 PM

Will there be a follow-up session?

You 02:11 PM

The host said there will be a session next week.

1

Comment

Type your question here...

## How to leave a meeting

Click **Leave Meeting** to leave the webinar at any time. If you leave, you can re-join if the webinar is still in progress, as long as the host has not locked the webinar.