

## How to Participant Guide for Zoom - Webinars

1. 24 hours prior to the session starting you will receive an e-mail with the link to begin the webinar.
2. Please follow Step A, PRIOR to your first session to ensure a smooth entry into the first meeting. Note- these steps were practiced on an iPhone so they may not be exact for other devices.

**If you have never used Zoom before, please begin with Step A.**

### A) Set up before the first session

**\*\* Please complete these steps prior to your session so as to avoid any challenges logging in on the day of the webinar.**

- You will receive an email from Catholic Family Services with the zoom invite. Click on the zoom meeting link in the email.
- This link will take you to our CFSSC Zoom page and you will be asked to download the Zoom App onto your device. Please download the app onto your device.
- Once it is downloaded, go back into the email and click on the link; this will take you into the Zoom app
- Enter your name; (you should not need to sign up for an account to access this)
- Under 'to hear others please join audio please click 'call using internet audio'
- Session will begin

### B) To join the Meeting after Initial Set-up

- Click the link in your email and you will automatically join the webinar.
- Under 'to hear others please join audio' click 'call using internet audio'
- Your microphone will automatically be muted and your camera will be shut off in order to minimize distractions.
- A blank screen will appear if the webinar hasn't begun yet, informing you that it will begin shortly. Once the facilitator launches the presentation you will see the webinar live on your screen.
- **Note-** There is no required meeting ID or password for CFSSC Webinars.

### C) During the meeting

- When the meeting begins, no one can see your video, read your name and hear you
- If you tap on your screen a bar will appear at the bottom-
  - o You can request to unmute yourself if you are wanting to share something out loud with the audience. click 'mute' to turn your sound off and on
  - o Three dots at bottom right:

- Chat – use this chat box to type a message or question to the facilitator privately or to the entire group
- Q & A feature – use this to pose questions anonymously to the facilitator
- the facilitator can share their screen with you- they will likely share presentation material and videos during the webinar.

**Note- for privacy reasons you must agree and adhere to not recording the sessions. Follow up material and resources will be sent out after the webinar.**

### Ending the Session

- Once the facilitator ends the webinar, the session will be completed. Alternatively, you can leave the session at any time by clicking “leave meeting” at the bottom right hand side of your screen.