



How to Join and Participate in the Webinar Using Zoom

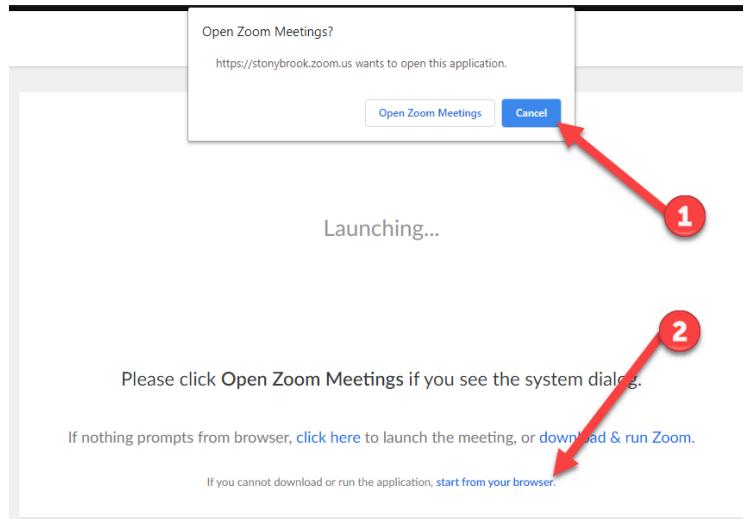
Follow the steps below to join your training session and use the chat feature to participate.

Before the Webinar

- You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
- You will receive a notification email leading up to the training date. The notification will include a link to “Join Zoom Meeting” as well as a password.

Joining the Webinar

- 10 minutes before the session, click the **Zoom link** provided in your confirmation email.
- Follow the on-screen prompts to launch Zoom.
- If you are asked for a **Passcode**, enter the information included in your confirmation email.
- You will automatically enter the meeting or the waiting room (if enabled by the host).
- Please **log in at least 10 minutes early** to ensure you can access the session and receive credit.



Alternative Way to Join (if the link does not open)

- Open the **Zoom desktop app** or go to <https://zoom.us/join>.
- Click **Join**.
- Enter the **Meeting ID** provided in your email.
- If prompted, enter the **Passcode** and click **Join**.

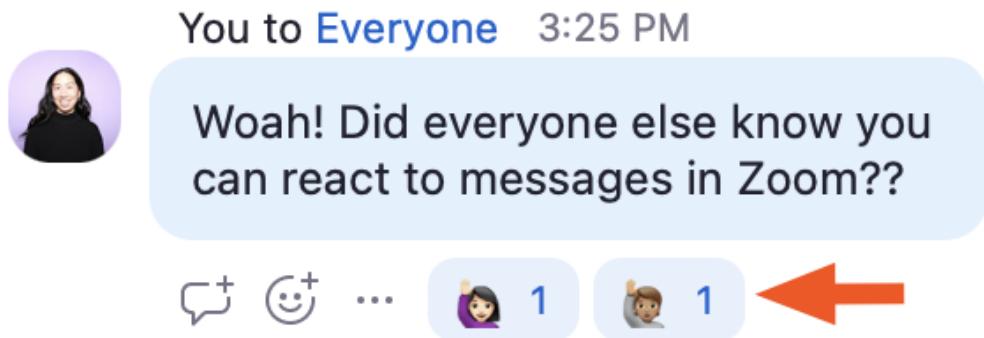
If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference.

- On your phone, dial the teleconferencing number provided in your invitation.
- Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
- If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.



Using the Chat Feature

- During the session, click the **Chat** icon on the toolbar (bottom of your Zoom screen).
- The **Chat panel** will open on the right side of your screen.
- Click in the text box, type your message, and press **Enter** or click the **Send** icon to post it.
- Use the **To:** drop-down menu to select whether you are sending a message to everyone or just the host.
- Please use the **chat box for participation** — no video or microphone is needed unless invited by the host.
- Feel free to react to your peers using emojis (select the smiley face under each chat message) and reactions (bottom of your zoom screen)!



Tips

- Make sure your device's audio is on so you can hear the presenter.
- Keep your Zoom name set to your **full name** for attendance credit.
- If you experience any technical issues, exit the meeting and rejoin using the same link.