

How to Zoom - Cheat Sheet

Step 1: Before the webinar: You will need a computer, tablet, or smartphone with speaker or headphones. You must be logged in on a device using your unique link (emailed to you) so your attendance can be verified.

To get your unique Zoom link copy and paste Zoom invite URL: (You may already have done this.)

https://zoom.us/webinar/register/WN_XEsOYgdvTNa93CQ_hKyFew

The Zoom invite will include the link to join the webinar and the 9- digit Webinar ID as well as a call in number to listen to the meeting, and a PASSCODE which you may be asked to enter.

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

Please click this URL to join. https://zoom.us/j/93121541058?tk=0PaEfNbUxb20YS6c9wBDblUfLnlmrs_aVwQPdpraIM.DQIAAAVrnzwhZTS1FTdXRRX1MzV0FmTTFPdGV3OS13AAAAA

Passcode: 262165

Description: Please sign up to get your Zoom link to the webinar December 14-16, 2020

On the invite, this is where you find the Zoom link.

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 2548 0282 (Toll Free)

Webinar ID: 931 2154 1058

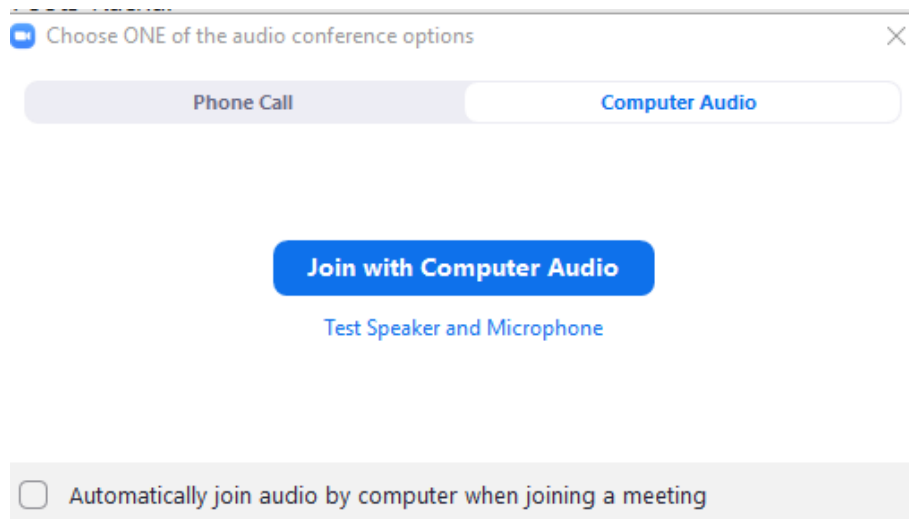
Passcode: 262165

On the invite, this is where you find the Webinar ID and Passcode.

Step 2: Before the webinar (even a few days before the webinar) click on the Zoom link on the invite to join via computer. You may be instructed to download the Zoom application, which you can do, OR...

You may also join a webinar without clicking on the Zoom invitation link by going to join.zoom.us on any browser and entering the Webinar ID provided.

Step 3: You have an opportunity to test your audio at this point by clicking on “Test Speaker and Microphone.” Once you are satisfied that your audio works, click on “Join audio by computer.



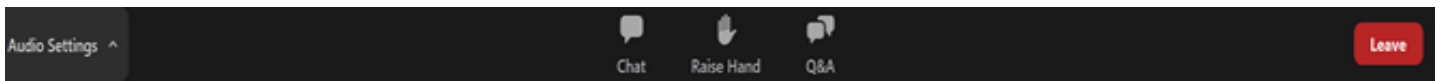
If you do not want to listen through your computer, click “Phone Call”, and call the number listed on the invite.

How to Zoom - Cheat Sheet

If you are having trouble hearing the webinar you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Webinar ID number (also provided in the invite) when prompted using your touch-tone (DTMF) keypad.

Participant controls at bottom of Zoom screen:



- Your microphone (audio, far left) will be muted for the entire webinar - only the host can turn it on.
- Chat - Use this for technical webinar issues only - if you need help with seeing or hearing the webinar. Use Q&A to ask content questions.
- Raise hand - we will not be using this function due to the large number of attendees
- Q&A - Use this to ask webinar content questions

Other helpful links/hints:

Configuring Audio

<https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->

No computer speaker

https://spice.unc.edu/wp-content/uploads/2020/12/Zoom_no-computer-speaker.pdf

What if my connection is glitchy?

Leave webinar and rejoin, or try a different device or browser.