Entering NACADA’s Zoom Meeting / Webinar Environment (Presenters-Panelists)

In a previous document, we discussed Preparing to Enter NACADA’s Zoom Meeting / Webinar Environment. If you have not yet downloaded and installed the Zoom application, please return to that document and complete the installation process before continuing.

Before entering the Zoom environment, please make sure your webcam and headset or earbuds are connected, and your speakers are turned off.

Then, to enter the Zoom environment as a Webinar Presenter/Panelist, at the appropriate time, just click on the link in the email invitation you have received from your Host (or cut-and-paste it to your Web browser).

Depending on which Web browser you have set as your default, you may have to click on a launch prompt to launch the application. This is what the launch request looks like in Chrome.

Next, you will be asked to input your email address and name to join the webinar or meeting. Type in the requested information and click on “Join Webinar”.

Depending on who has already joined the meeting ahead of you, a window will open that will look something like what you see at right. In this case, Gary Cunningham initiated the meeting and was already present when Leigh Cunningham joined it. If your webcam is on when you join, you will also see your own video, as Leigh did here. Your first focus should be on the small box in the middle of the screen.
You will want to join the audio by Computer. This will most likely be selected by default, but if it is not, then click here.

Then click the green “Join Audio” button.

The box will probably close when you click that button, and if so, you’ll need to open it back up to test your mic and headset or earbuds.

To reopen it, click on the word “Audio” in the tool bar in the lower left corner of the video window.

The window will reopen, and if you have successfully connected the audio, the box will now look like this. (Green “Join Audio” has changed to red “Leave Audio” and blue Computer Audio tab says “Connected.”)

Next, click on the words “Test Mic & Speaker.”

A new window will open.

In yellow, you will see the directions “Click Test Speaker to make sure you can hear others.”

Click on the blue “Test Speaker” button, and the instructions in yellow will change to say “If you can’t hear the test sound, select a different speaker.”

You should hear musical tones play, and see movement in the Volume bar. If you can’t, then click the drop-down arrow and see if there is a different audio source that you can select.

Use the slide bar to adjust the volume up (right) or down (left).
Next, test your Mic to make sure you can be heard. Click on the blue “Test Mic” button...

... and instructions in yellow will tell you to “Please speak to your microphone.” (The blue button will now say “Recording.”)

Just do as instructed! 😊 Say a few words and then stop.

In just a moment, the recording will play back to you. If it seems too loud, you can use the slide bar to adjust.

The Zoom folks recommend that we click on the “automatically adjust microphone” and let the application take care of the sound level.

When you have completed the process, click the red X in the upper right corner to close the window.

Once your mic is working, if you should want to mute it so that you can no longer be heard by others in the meeting, just click on the microphone icon in the lower left corner. The red line through the icon indicates that your mic has been muted.

If you need to open the window again to readjust your audio settings, click on “Settings” and that window will reopen.
You can also communicate with others in the meeting via text message in a Chat window. The Chat can only be seen by others in the room with Presenter/Panelist status – it cannot be seen by Webinar attendees.

The red button here is an alert that someone has typed into the Group Chat.

Click on “Chat” to open the Group Chat window.

In this example, the alert was for the “can you hear me” message from Gary Cunningham.

To reply, type your message here.

Since “All” was selected (in blue), Leigh’s reply went “to All” – meaning that had there been other presenters in the meeting, all would have been able to view this exchange.

If you want to send a message to just one person, click on their name and then type your message, which will then show as a private exchange (privately).
The Chat window probably opened in the middle of your video window, as pictured above. Zoom windows can be resized and moved around on your desktop, just like any other application. Just click on the Zoom Group Chat title bar at the top of the window to “grab” it and then move (or at a corner to resize).

The final window that you will need to open when Webinar time arrives is the Q&A window. But since we are just getting started in this tutorial, we’ll leave that for later and stop here for now.

We hope you find this helpful!