Entering NACADA’s Zoom Webinar Environment (Attendees)

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.

To enter the Zoom environment as a Webinar Attendee, 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”.

If your Host has opened the Zoom environment for the Webinar, a video window will open. Depending on what the host is doing at that moment and how many members of the presentation team have joined, you may see one person or several in the video window, or you may see something (such as a webpage, a document, or a recorded video) that the Host is sharing. Here are two possible examples:
Testing/Adjusting your Audio

At some point during the pre-webinar period, your Host will provide opportunity to test and refine your audio reception. To take advantage of this opportunity, click on the “Audio Settings” button in the upper left corner and the Settings 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 speaker set that you can select.
- Use the slide bar to adjust the volume up (right) or down (left).
- Click on the red X in the upper right corner of the window to close it.

Although the “Test Mic” option will also appear in this window, as a Webinar Attendee, you will not have an option to use a microphone.

Sending Questions to the Presenters

To send a Question to the Webinar Host or Presenters, click on the “Question and Answers” button in the upper left corner of the screen, and the Q&A window will open. Depending on how your Video window is sized, the Q&A window may open on top of the Video window, but unless the Video window is in full screen mode (which can be changed by clicking on the button in the upper right corner), it can easily be dragged to another position on your desktop, just as you would with any other application.

Just type your question into the input panel and click on the “Send” button, and it will be on its way to the presentation team.

We hope you find this helpful and that you have an outstanding Webinar experience in the Zoom environment!