Zoom webinar is very easy to use, but if you are new to Zoom or to webinars altogether, this guide will get you up and running.

To Join the Webinar:

To join the webinar, click the link provided in your email invitation:

```
Elizah Tashiro is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://zoom.us/j/57772109?pwd=MjEzeGVZmZqazkYoXBvcC90Q0U4QT09
```

If you receive a message that you are waiting for the host to start this webinar, it means that the host has not started broadcasting the webinar yet. The webinar will start as soon as the host starts broadcasting.

Please note from this window you can also test your speakers.

When using a Computer:

1. Once the webinar is opened, there will be three functions relevant to you:
   - Audio Settings
   - Q&A

2. If you’re having trouble hearing the speaker, you can try clicking on ‘Audio Settings’ and increasing the speaker volume on your computer:
a. Another method for Windows, would be to go to the bottom right of your screen and click on the “Volume Button”, and adjust the volume there.

3. If you want to ask a question of the speaker, click the “Q&A” button, type into the available field and click send:

Please note: All speakers and attendees can see all questions and answers.

Once you have sent your question, the host/panelists have the option to either answer your question live or by text.

4. To leave the webinar, simply click the exit button in the top right hand of your screen.
When using smart phone or tablet:

1. Once the webinar is opened, there will be one function relevant to you:

2. If you want to ask a question of the speaker, click the ‘Q&A’ button, click ‘Ask,’ then type into the available field and click send:

Please note: All speakers and attendees can see all questions and answers.
3. To leave the webinar, simply click the ‘Leave’ button on the top right hand of your screen.