



HOW TO PARTICIPATE IN A ZOOM WEBINAR

Métis Nation of Ontario 

Before the Webinar

JOIN THE WEBINAR

JOIN THE WEBINAR USING THE EMAIL INVITATION LINK

Click the link that the host provided, or that you received in a confirmation email.

WAIT FOR THE WEBINAR TO START

PLEASE WAIT FOR THE HOST TO START THE WEBINAR

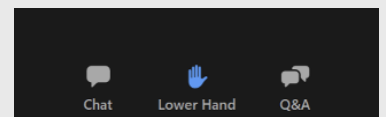
Once you click on the webinar link, if the host has not yet started the webinar, you will be directed to a page where you will be asked to wait. Once the webinar starts, you will automatically be entered.

During the Webinar

SETTINGS

ATTENDEE SETTINGS

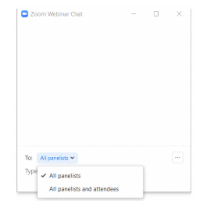
Your settings are located in the bottom of your screen, and include options to Chat, Raise or Lower Hand (to ask to be unmuted), or submit a question through the Q&A box.



CHAT

IN-MEETING CHAT

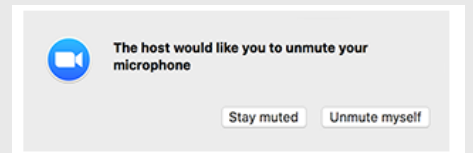
If the host has not disabled chat, you will be able to send a message to the host, panelists, and attendees (if permitted) using the chat feature



MUTE/UNMUTE

AUDIO SETTINGS AND MUTE/UNMUTE

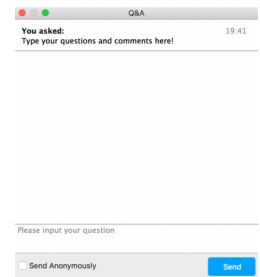
If the host gives you permission, you can unmute and talk during the webinar. You will receive a notification



QUESTION AND ANSWER

SUBMITTING A WRITTEN QUESTION

Using the Q&A allows you to ask a question to the host and panelists. They can either reply back by text in the Q&A window, or respond live. Type your question in the Q&A box and hit 'Send'.



POLLING

HOW TO RESPOND TO A POLL

During the event, a poll might be initiated by the host. If that happens, a popup will show up on your screen showing the question being voted on, and the options to select. Depending on the set up, the pop up will indicate if you can select one or more options. Click on your selection(s) and click 'submit'. The poll pop up will disappear from your screen. The host may display the results, which will pop up on your screen again.

BEST PRACTICES

SOME COMMON PRACTICES

- Do not share your meeting link with others. It is unique to you.
- If audio is enabled, remember to keep yourself muted until you are asked to unmute to speak.
- Zoom has many helpful videos and how-to guides on how to participate during Zoom Meetings and Webinars.



Zoom Help Centre: <https://support.zoom.us/hc/en-us>