

Zoom Webinar Meetings: Participant Guide

REGISTRATION and SIGN-IN:

Once you register and pay for the course on our website, you will receive a Confirmation email from pittsod@learningstream.com

It is important that you read the confirmation email. It will contain instructions for participation in the webinar.

Prior to the course:

- **AT YOUR EARLIEST CONVENIENCE**, please click on the link in the confirmation email. It will take you to a Zoom “registration page”. (this extra step allows Zoom to recognize you when you join on the meeting date). Please enter your name and email, click Register.
- You will receive a confirmation email from "Pitt Dental CE". This email will have instructions and a link for joining the webinar. You will also receive reminder emails 1 day prior and 1 hour prior.

On the date/time of the course:

- click on the link in the confirmation or reminder email to join the live webinar. You can join up to 15 minutes prior to the start time; the course will begin at the designated start time.

PARTICIPATION:

You can participate from home on your computer, tablet, or smartphone. We use Zoom software. Zoom works best if you download the Zoom app. You do not have to have a Zoom account to attend a Zoom meeting or webinar.

If you have previously downloaded the Zoom app on your computer or device:

it should automatically open up and let you join the meeting when you click on the link in the confirmation email.

If you have never participated in a Zoom meeting or do not have the Zoom app:

You can download the Zoom app prior to the meeting at <https://zoom.us/download> . Zoom Client for Meetings is for laptops/desktops. You can also download mobile apps to your phone or tablet here or at the Apple or Google app store on your device.

If you haven't previously downloaded the Zoom app prior to the meeting, it will prompt you to download it at sign-in. If you are unable to download, install, or run applications, you can select to join the meeting directly from your browser. Note that the meeting experience from the browser is limited. The Chrome browser works best. NOTE: if you are using a phone or tablet, you need to download the Zoom app.

Once you have the Zoom app on your computer or device, it should automatically open up when you click on the link in the confirmation email.

You should not need the webinar ID, but just in case you do, webinar ID is on the confirmation email.

During the Webinar

You can sign in to the webinar up to 15 minutes prior to the course start time.

The course will begin at the designated start time.

For webinars, attendee microphones will be automatically muted and the cameras off. (no one can see you).

Once the course begins, you will see (and hear) the speaker and see the Powerpoint slides.

Controls:

Depending on what type of device you are using, the controls may appear in different places on the screen. Usually, they are at the bottom or top. Sometimes, they may be hidden and you have to hover your cursor at the edge of the screen (or tap the screen) for them to appear.

Q & A: this is the main way to ask questions of the speaker. Click on Q&A and type your question into the Q&A box and hit enter, at any time. Depending on the speaker, they will address questions periodically and/or at the end of the presentation.

Raise Hand: some speakers will also take questions by having you "raise your hand". They will usually indicate if they are using this at the beginning of the course. If you have a hand raised and they "call on you", you will be asked if we can unmute your mike. If you agree, you can ask your question aloud.

Chat: we ask that you only use this feature for administrative or technical issues. It will only be seen by the panelists (speaker/host(s)).

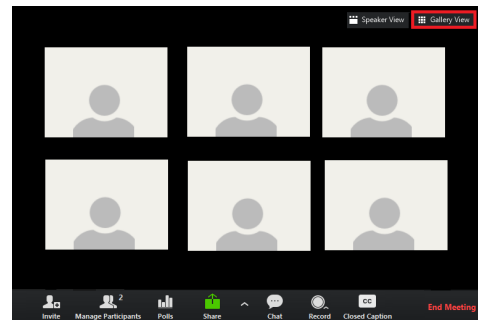
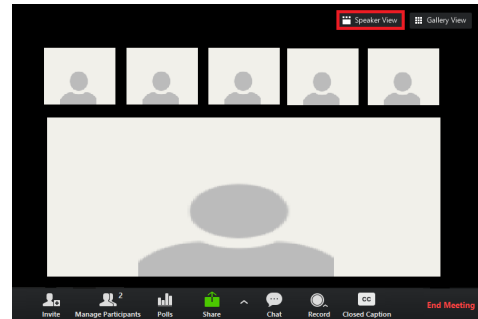
Screen Views:

There are two screen views on Zoom:

You can toggle between the 2 views on the upper right of screen (click on icons or words to toggle between views)

Speaker View (large current speaker window and thumbnails of everyone else).

Gallery View (all speakers displayed equally on screen, Brady Bunch style, with a highlight around the current speaker).

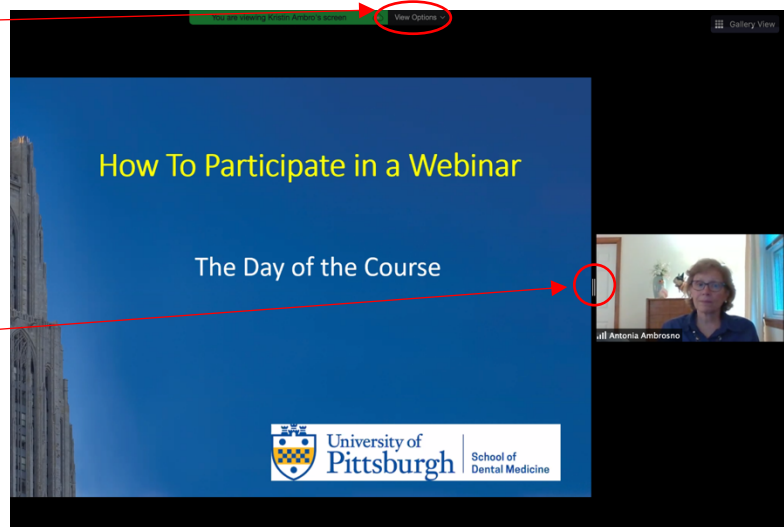


Once the Powerpoint is displayed, the speaker(s) will be in a small window next to the slide. If you only want to see the current speaker, toggle to Speaker View (see above).

If the speaker window covers some of the slide, go to the top middle of the screen (on laptops and desktops) and click on **View**

Options. There will be a dropdown list. Select "Fit to Window" AND "Side by Side Mode".

Once you do that, the slide and speaker should be side by side. If you want to make either window larger or smaller, hover your cursor or mouse between the slide and video. You will see a vertical line appear. You can "grab" that line (left mouse click and hold) and move it left or right to change the relative size of the windows.



After the course:

Within 2-3 hours after the course, you will receive an email titled "Evaluation response requested by University of Pittsburgh....." with a link to an evaluation form.

When you complete the evaluation form, within 30 minutes, you will receive another email with a link to your attendance certificate. You can print/save the certificate.

NOTE: some email systems (notably comcast.net) have filters that may block the certificate email. If you do not receive an email within 60 minutes of completing the evaluation, please check your spam folder. If you don't receive it, please contact Tracy at tbb17@pitt.edu.