

LRTA ZOOM GUIDE - WEBINAR



LRTA is expanding its resources to reach more members virtually, especially during the COVID-19 pandemic. One way LRTA is expanding its resources is by using Zoom to conduct virtual meetings. Zoom has allowed LRTA to continue the operations of the Association remotely.

LRTA will use the Zoom Webinar Software to conduct virtual meetings with its membership, including the Fall District Meetings and Executive Board Meeting. Here's a guide with more information about Zoom, how to use it and what to expect during a Zoom meeting.

What is Zoom?

Zoom is a video communication app, similar to Skype or FaceTime. Zoom allows you to see/hear from multiple people at the same time from your phone or computer.

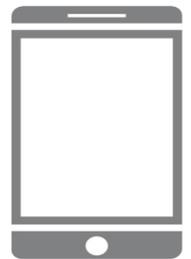
You can use Zoom with...



Laptop or Computer



Telephone or Cellphone



Zoom App

What is the difference between Zoom Meeting and Zoom Webinar?

A Zoom Meeting is more interactive for participants. You can see, speak to and hear from each other. In a Zoom Webinar, all participants are in view-only and listen-only mode. This means participants cannot hear or see each other. Participants can only see the hosts and/or speakers (though the hosts and/or speakers cannot see you).

How do you use it?

There's a few ways to join a Zoom meeting or webinar. First, let's discuss how to join Zoom through the computer:



Joining a webinar by computer

Tip! You have to download the Zoom software on your computer in order to join the meeting by computer. We recommend you download the software prior to the start of the meeting. Go to zoom.us/download to download the software. If you do not download the software prior to the meeting, you will be redirected to download the software when you click on the meeting link. This shouldn't take too long, but it is recommended you download the software before hand.

Join from a PC, Mac, iPad, iPhone or Android device:

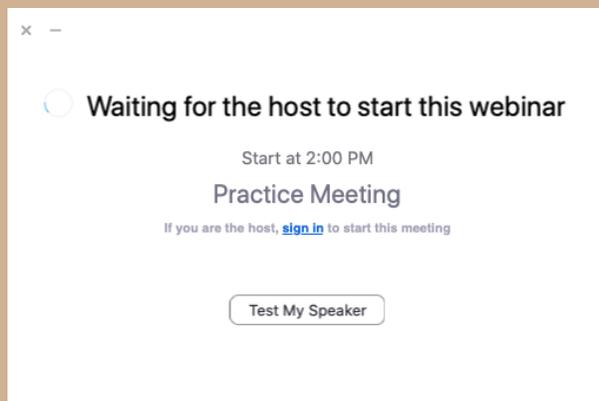
[Click Here to Join](#)

Step 1: Click on the link from the reminder email you will receive 1 hour before the meeting starts. Try

to do this about 5 minutes prior to the start of the meeting.

Step 2: Once you click on the link, you will be redirected to the meeting.

Step 3: Click on the blue "Join by Computer Audio" button.



Step 4: This is what the screen will look like while you are waiting for the meeting to begin.



Joining a webinar by phone

Step 1: Open the reminder email you will receive 1 hour before the meeting starts. After the “Join from a PC, Mac, iPad, iPhone or Android device” sections, you will see a section that says Or Telephone.

Step 2: There will be a list of numbers for you to dial. We recommend using this number: 301-715-8592.

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 873 7080 8546

International numbers available: <https://us02web.zoom.us/j/87370808546>

Step 3: Dial the number. You will hear the message, “Welcome to Zoom. Please enter your Webinar ID number followed by the pound sign (#)”

Step 4: Dial the Webinar ID number and hit the pound sign. If the recording asks for a participant ID number, just hit pound again.

Step 5: You will be placed in the meeting on mute. Note: Everyone except the speakers will be on mute.



Joining a webinar with the Zoom app

Did you know: Zoom; there's an app for that! You can download the Zoom app on your smartphone, iPhone and/or iPad. Join Zoom meetings from the app right from your smart device. Make sure to download the app from the App Store prior to the meeting.

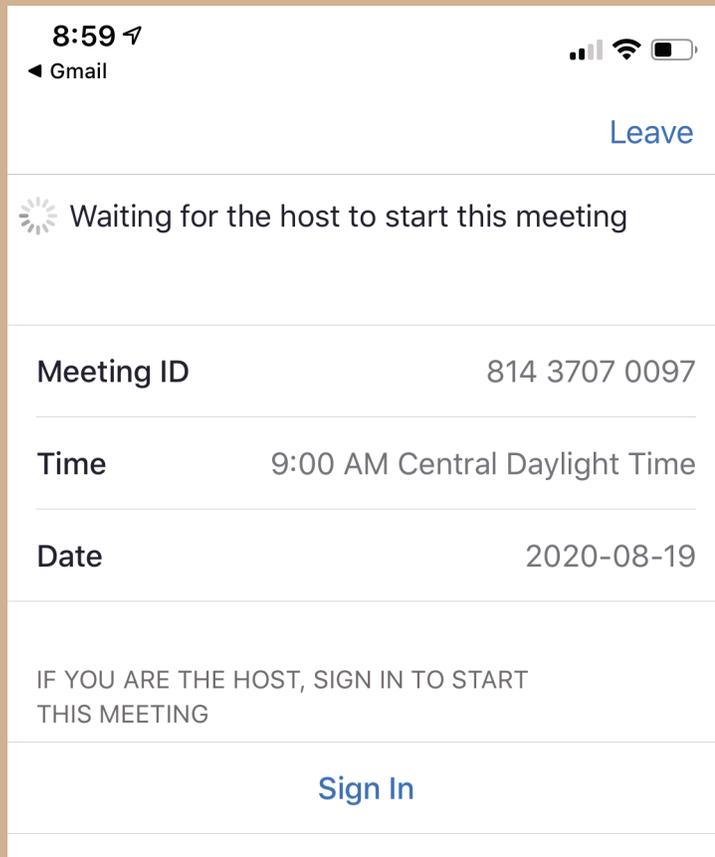
Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Step 1: Click on the link from the reminder email you will receive 1 hour before the meeting starts. Try

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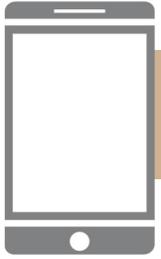
Step 2: Once you click on the link, you will be redirected to the meeting.



Step 3: This is what the screen will look like while you are waiting for the meeting to begin.

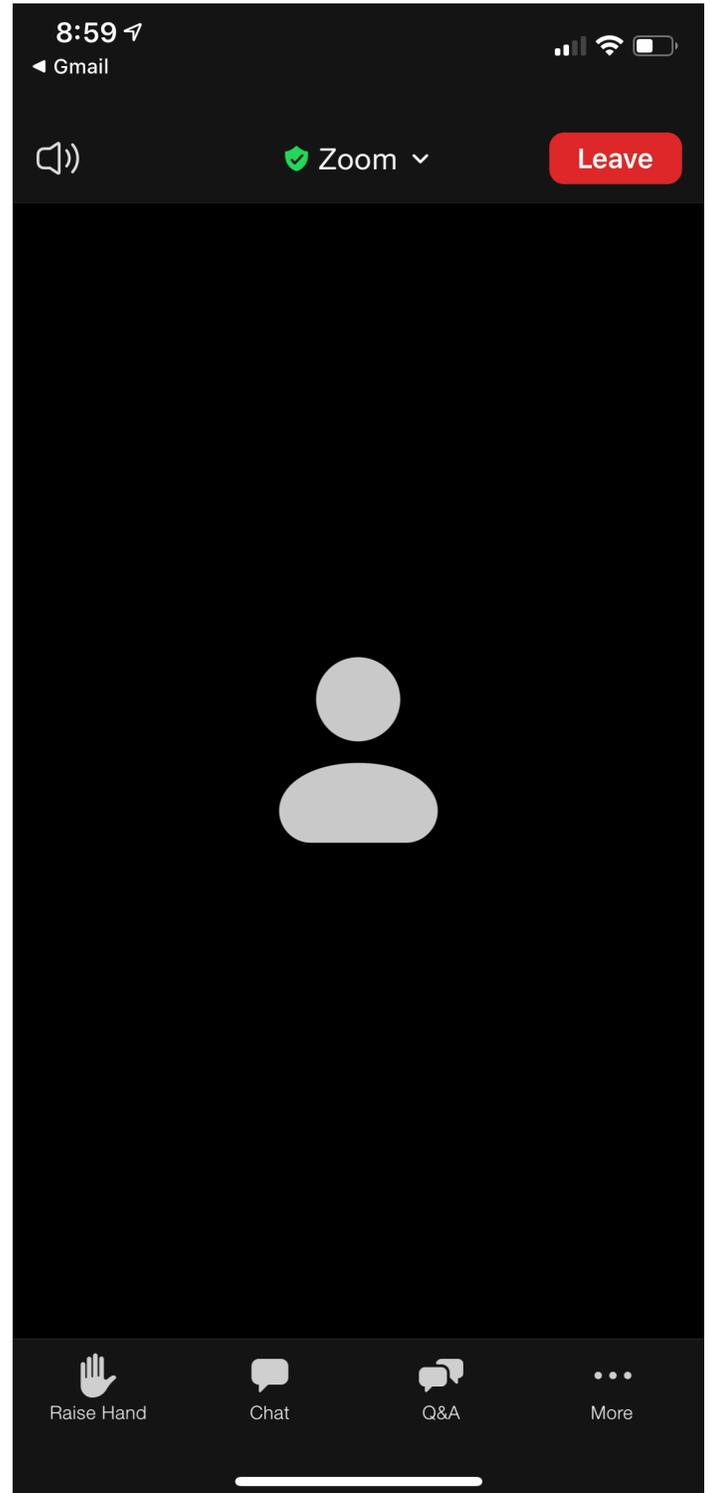
What should I see after I join the webinar?

The webinar will look slightly different depending on the device you join the webinar with. However, the webinar features will function in the same way for both the computer and the app. See page 8 for more information about the webinar features.



For the app:

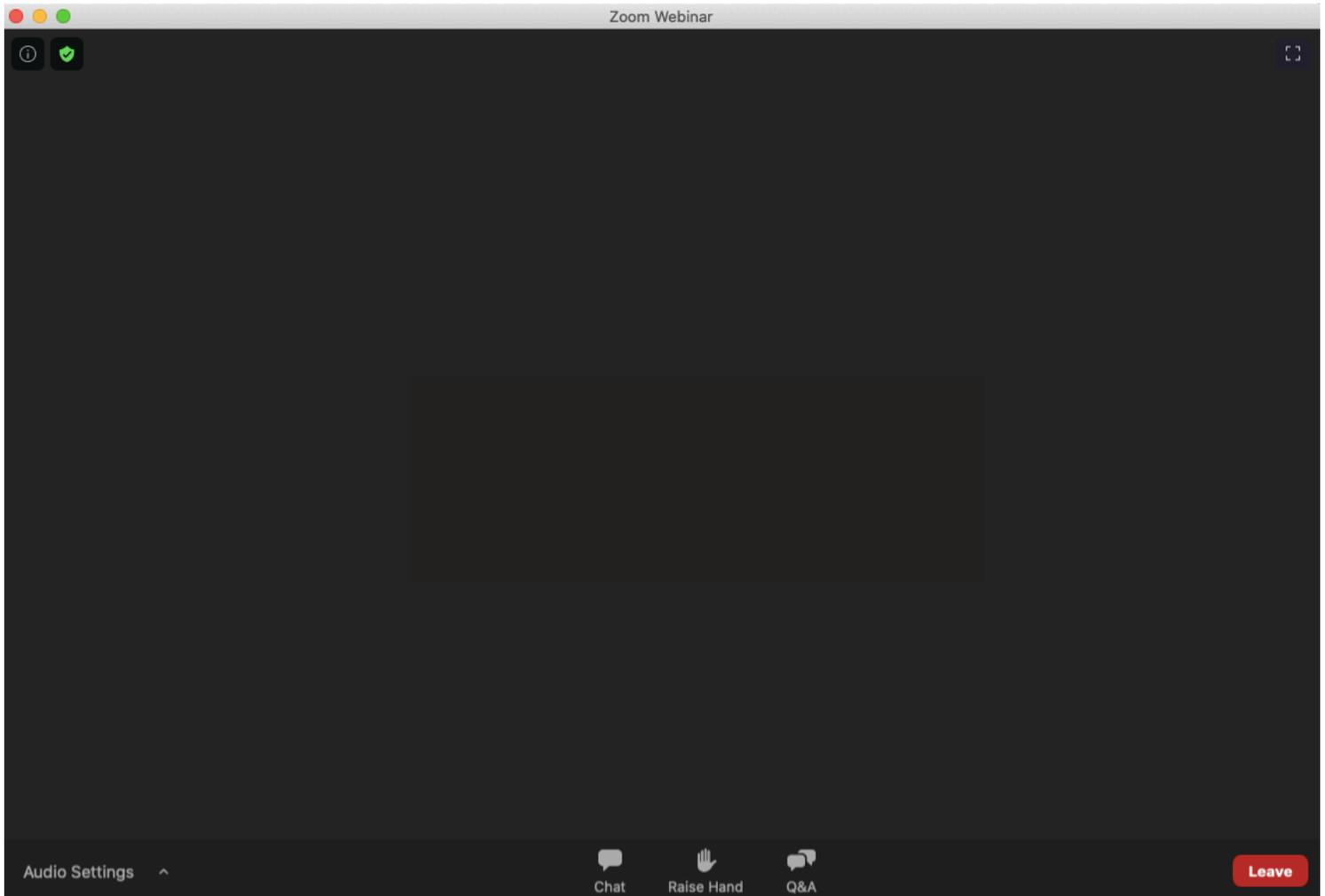
This is essentially the screen you should see once the webinar begins. You may see the webinar hosts at this point. Or, you may see a PowerPoint slide at this point.





For the computer:

This is essentially the screen you should see once the webinar begins. You may see the webinar hosts at this point. Or, you may see a PowerPoint slide at this point.



Zoom Webinar Features



Raise Hand

The Raise Hand feature allows you to raise your hand to indicate to the host or speakers that you need something. Because everyone will be on mute during the webinar, LRTA recommends using the Chat or Q&A feature to ask questions.



Chat

The Chat feature allows you to send messages to other attendees, the host and/or speakers.

If you are experiencing technical difficulties, this is where you should submit those concerns.

If you want to make a general comment (i.e. saying hello or making a comment about the webinar), this is where you should submit those comments. LRTA will have a record of chats sent during the webinars.



Q&A

The Q&A feature allows you to ask questions during the webinar and the speakers and/or hosts to answer those questions.

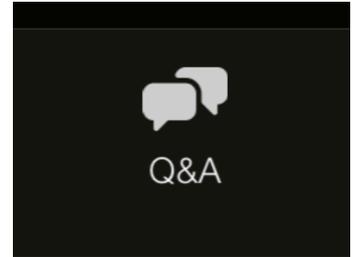
If you have a specific question about the content of the webinar, you should submit those questions with the Q&A. The speaker and/or host will try to address the question during the Q&A portion or answer the question through the Q&A feature.

Note: These features are only available to those who join the webinar with a computer or through the Zoom app. If you are dialing in by phone (see page 3), you will not be able to access these features.

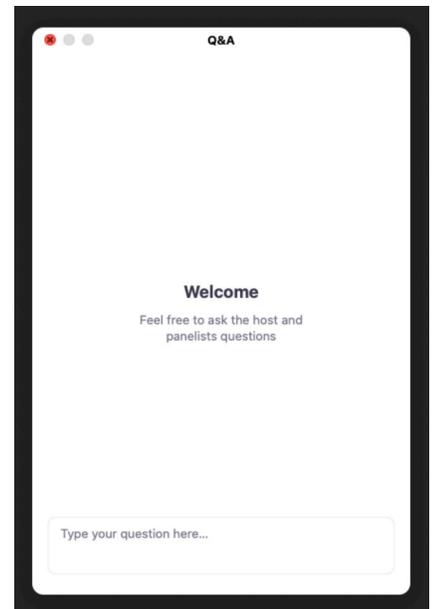
Using the Zoom Features

Q&A on Computer:

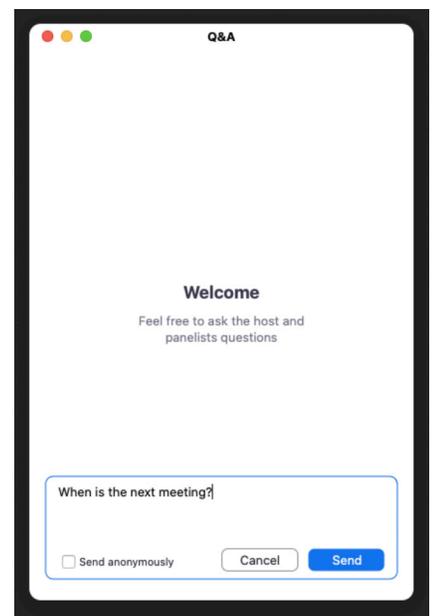
1 Click on the Q&A button at the bottom of the screen.



2 You should see the Q&A box after you click on the button. Click on the text that says "Type your question" toward the bottom of the box.



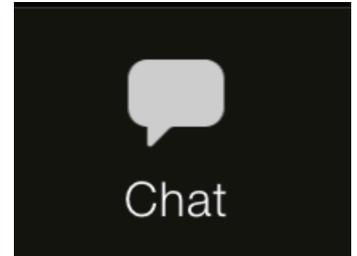
3 You will see your cursor start blinking. Type your question and click the blue "Send" button.



Chat on Computer:

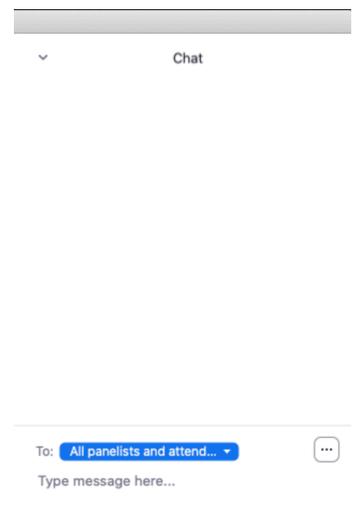
1

Click on the Chat button at the bottom of the screen.



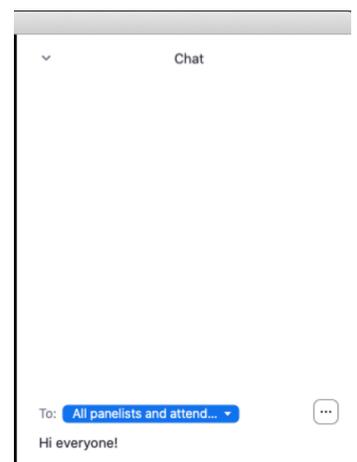
2

You should see the Chat Box open. Tap on “Type message here” to start typing your comment.



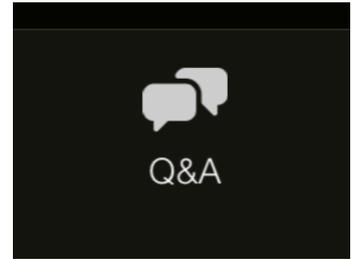
3

Before you hit send, make sure the “Send to:” is set appropriately. If you only want the Panelists (Hosts and/or Speakers) to see your comment, make sure the “Send to:” says “All Panelists.” If you want everyone else on the webinar and the Panelists to see your comment, make sure the “Send to:” says “All Panelists and Attendees.” When you are ready to submit your comment, hit the “Enter” key. There is no submit button.

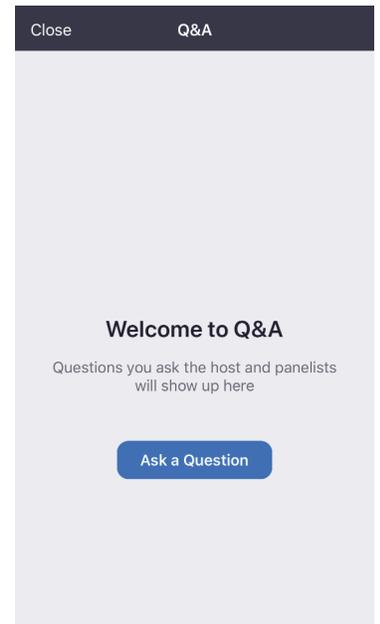


Q&A on Zoom App:

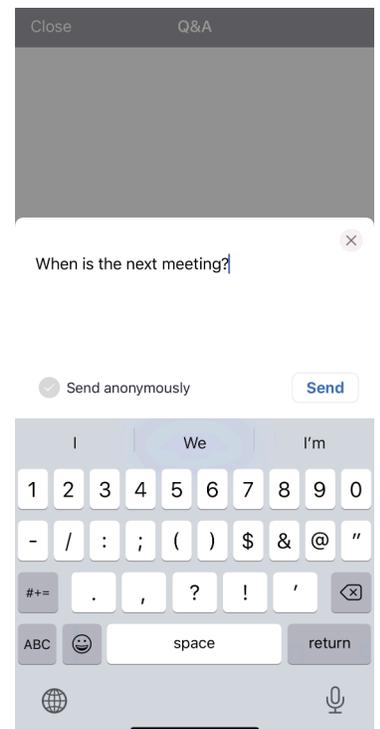
1 Tap on the Q&A button at the bottom of the screen.



2 You should see the Q&A box after you click on the button. Click on the button that says "Ask a Question."

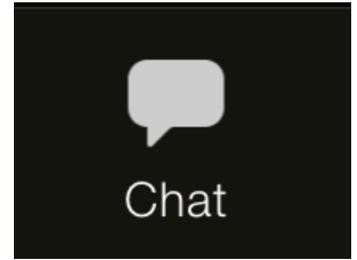


3 You will see your cursor start blinking. Type your question and click the "Send" button.

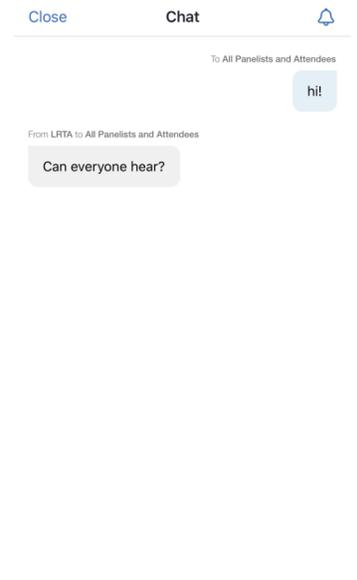


Chat on Zoom App:

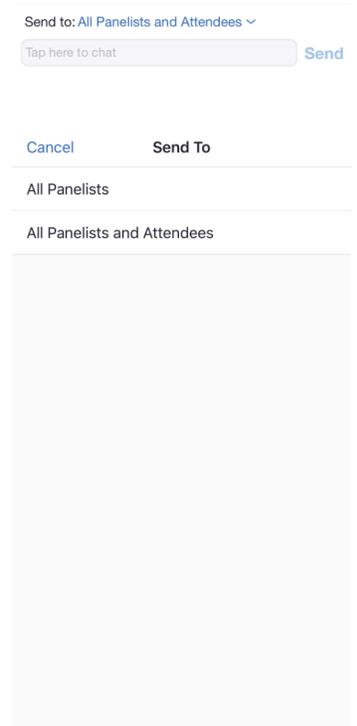
1 Tap on the Chat button at the bottom of the screen.



2 You should see the Chat Box open. Tap on “Tap here to chat” to start typing your comment.



3 Before you hit send, make sure the “Send to:” is set appropriately. If you only want the Panelists (Hosts and/or Speakers) to see your comment, make sure the “Send to:” says “All Panelists.” If you want everyone else on the webinar and the Panelists to see your comment, make sure the “Send to:” says “All Panelists and Attendees.” When you are ready to submit your comment, tap on the “Send” button.



Frequently Asked Questions

Where can I download Zoom?

You can download Zoom on your computer with this link: <https://zoom.us/download>.

The Zoom app is available for download on your iPhone, iPad or Apple Device in the App Store. The Zoom app is also available for Android devices.

Do I need to make a Zoom account in order to participate?

You do not need to make an account with Zoom to participate in meetings or webinars. However, if you plan to schedule and conduct meetings with Zoom in the future you will need to create an account.

How much is a Zoom account?

A basic Zoom account is free! With the basic account, you can schedule meetings with up to 100 participants. Meetings are limited to 40 minutes with the basic account. Learn more about the basic account and other Zoom accounts here:

NOTE: The basic Zoom account will suit most individual's needs. If you feel that you need more services than what the basic account provides, please contact the LRTA office at info@lrta.net.

Can people hear me during the webinar?

No. Everyone attending the webinar will be placed on mute, and you will not be able unmute yourself. If you have questions or would like to comment during the webinar, please use the Chat or Q&A functions (see page 7 for more details).

Can people see me during the webinar?

No. The only people visible during the webinar are the hosts and/or speakers (if they choose to be seen in the webinar).

Do I need a web camera on my computer in order to participate?

No. You do not have to have a web camera in order to participate in a Zoom webinar.