

Joining a Zoom webinar **attendee guide**

To make the most of your experience in the Zoom webinar we have listed some top tips below which we hope you will find useful.

Getting ready...

We recommend using a computer or laptop if possible, rather than a mobile phone, as this will give you an improved experience of the Zoom meeting.

- **Entering the meeting** – If entering a Zoom meeting for the first time you will need to download a small application file – click on the invitation link and Zoom will redirect you to a webpage.
 1. This webpage will ask you to download the Zoom app on your device whether you are using a desktop or a mobile device.
 2. Once the application is downloaded on your desktop, install and open it.
 3. Zoom should automatically open the meeting - if this does not open, head over back to your email and click on the invitation link.
- **Equipment** – You will need a computer or device with a webcam and microphone to participate fully in a Zoom session. Using a headset or in ear headphones with a microphone works well and ensures that you can hear the presentation more clearly whilst also improving sound for other attendees listening to you. Don't worry if you haven't got these – you will still be able to take part using the inbuilt microphone and speakers in your laptop/computer.
- **Workspace** – If you can find a quiet spot for your meeting with few disturbances and background noise – this would be best. We do understand that this isn't always possible and there is the ability to mute your microphone in the meeting so don't worry too much about background noise!
- **Refreshments** - prepare with a cup of tea/glass of water and sit back ready to join the session.

During the webinar...

- **Microphone** - You will be asked to mute your microphone whilst presenters are speaking – this helps to cut out any distracting background noise
- **Video** - If you are happy to turn on your video, this helps to connect you with others in the meeting - its' always easier to talk to someone when you can see them!
- **Breaks** – If joining a half or full day session, don't worry - there will be lots of regular breaks built in which your presenter will confirm at the start of the meeting. During breaks we recommend you turn off your video and mute your microphone whilst stretching your legs and topping up on refreshments.