

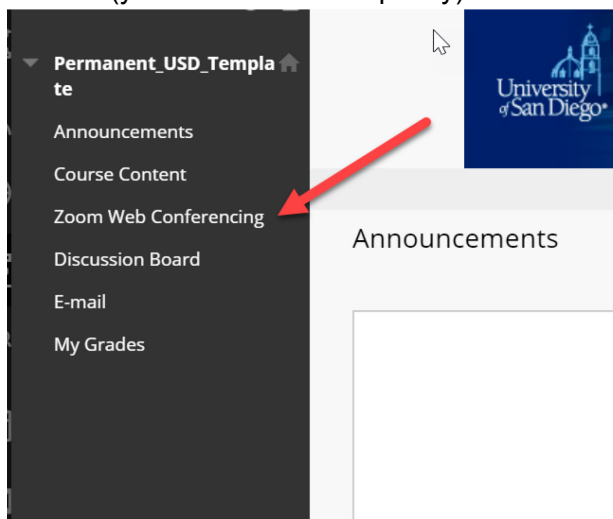
**Purpose:** This quick start guide gives students an introduction to the essentials of joining and participating in a Zoom webinar.

The Zoom webinar feature is intended for the presentation of information with interaction from participants/students. You can join any Zoom webinar by clicking the meeting URL, or by entering the meeting ID into the Zoom Web Portal, the desktop app, or mobile app.

## Join your Class Session

Join a session via URL or via your Blackboard Course

1. Click the Zoom URL provided by the Instructor OR access the session via a link in your Bb Course (your Instructor will specify).



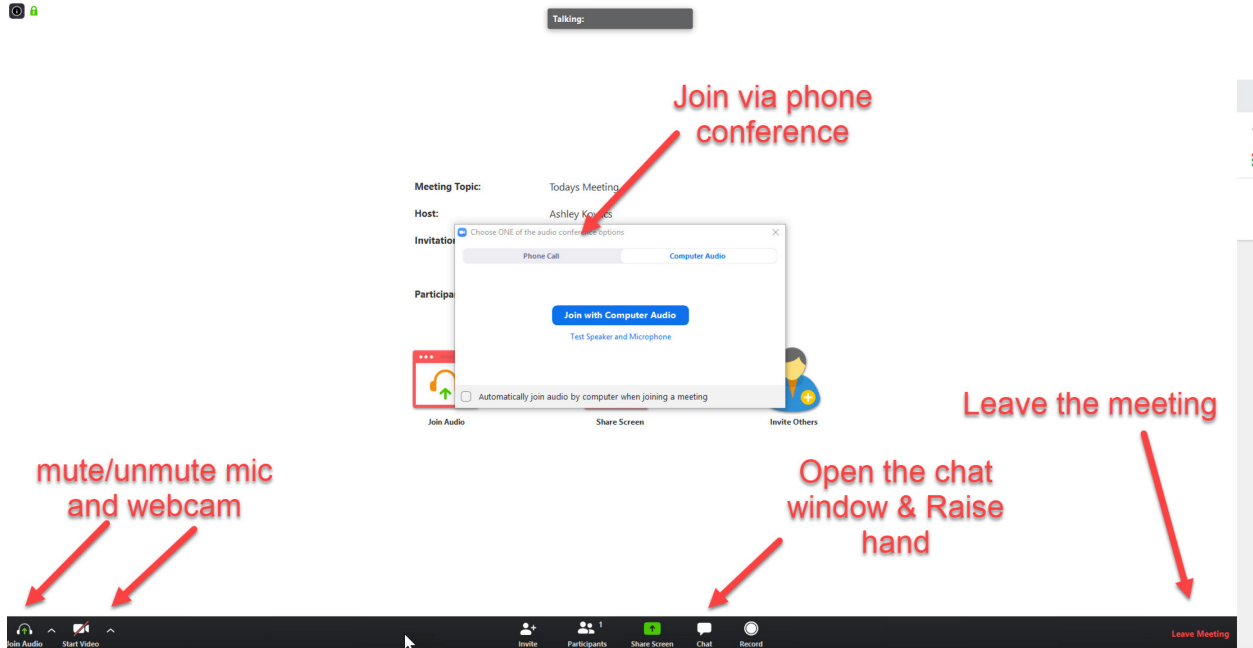
2. Follow the prompts to download and install the Zoom desktop application.

**NOTE:** You will need to download and install the Zoom desktop application to use meeting chat and participate in polls. Download now at [sandiego.edu/zoom](https://sandiego.edu/zoom)

If you are joining a Meeting NOT THROUGH Blackboard

1. Navigate to <https://sandigo.zoom.us>
2. Click Join.
3. Enter your USDOne Account and password, if prompted.
4. Enter the Webinar ID into the Meeting ID field.
6. Click Join the Webinar.

The webinar interface is displayed.



NOTE: Mobile app interfaces will appear differently but contain most of the same functionality. For help with using Zoom on iOS and Android devices, visit the Mobile section of the Zoom Help Center [3].

## Adjust Audio Settings

The host and participants can talk in a webinar. You can adjust your speaker settings.

1. Click the Audio Settings button in the lower left to check your speaker settings.

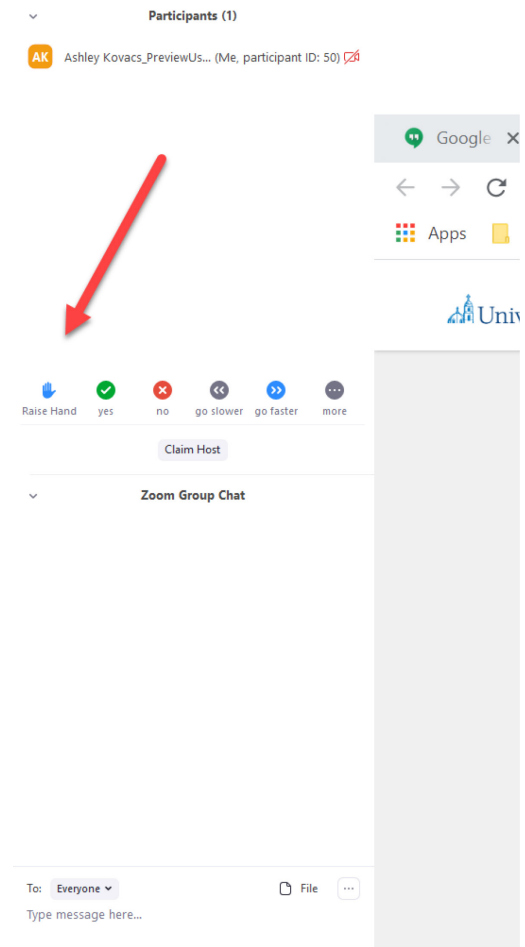
NOTE: A host can choose to promote you to a participant during a webinar, and this will allow you access to a variety of tools via the menu bar such as enabling your audio and video and sharing your screen.

## Interacting in a Webinar

In a Zoom webinar, you can interact with the host, co-hosts, and participants by raising your hand, typing in chat, or sharing your audio and/or webcam.

## Raise Your Hand

1. Click the Raise Hand button at any time to indicate to the host that you have a Question.



2. To lower your hand, click the Lower Hand button.

### **Send Messages with Chat**

Chat is a feature that is controlled by the webinar host. The host can choose to allow participants to chat with everyone, only panelists and hosts, or with no one.

1. Click the Chat button to open the chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send your message.

### **Leave a Webinar**

1. Click the X in the upper-right corner of the window to exit the webinar.
2. Click the Leave Meeting button in the dialog box.