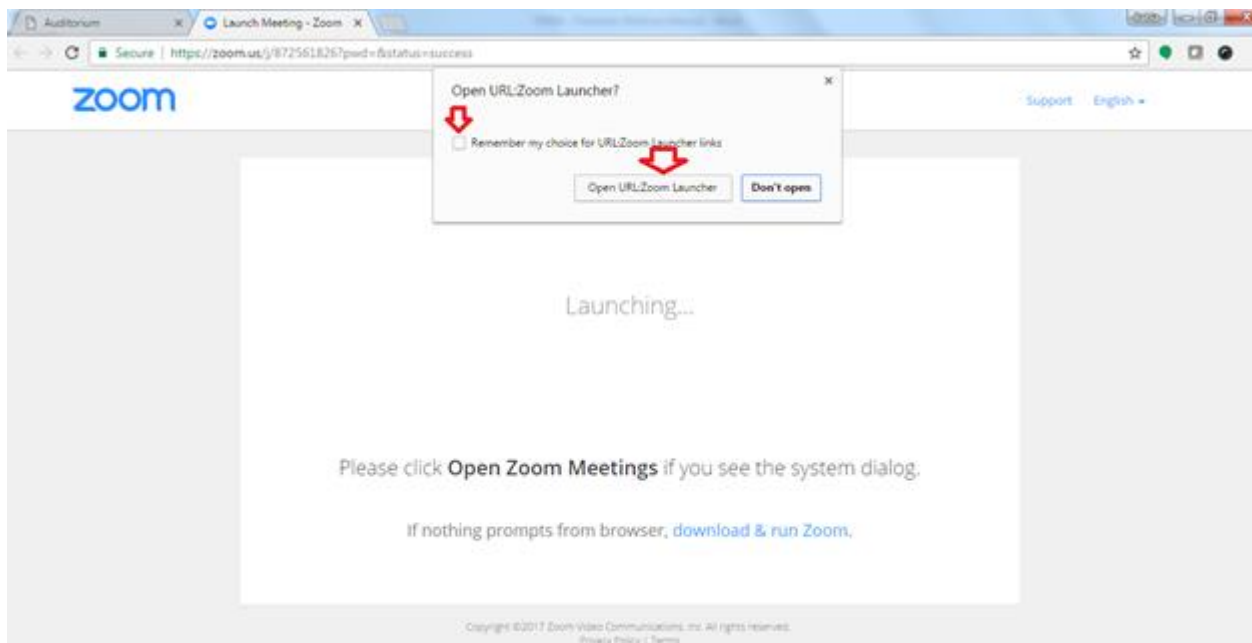


**Note:**

1. Please use Chrome or Safari to access the webinar.
2. Ensure your microphone and video camera work properly.
3. Download and save any PowerPoint presentations, videos or documents you will need for your session on your Desktop.

**Step #1:** You should have received a panelist invite from Zoom meeting for your session. Click on invitation URL in this email invite to access your webinar session.

**Step #2:** A new tab will appear and display a pop-up. Check the 'remember my choice' box and click 'Open URL: Zoom Launcher'.



**Step #3:** You will automatically be diverted to a pop-up window where you will see two options.

- a. Test your microphone & speaker OR
- b. Join the Audio Conference by Computer. Click this option when ready. This will enable your audio.



**Note:** If you are not automatically diverted to this window, you may need to install and run Zoom on your system. This will only take 2-3 minutes.

**Step #4:** Now you are successfully added to the webinar as a panelist. You will have time to chat and speak with the webinar host and other panelists before you begin your live broadcast.

### **Moderation Options:**

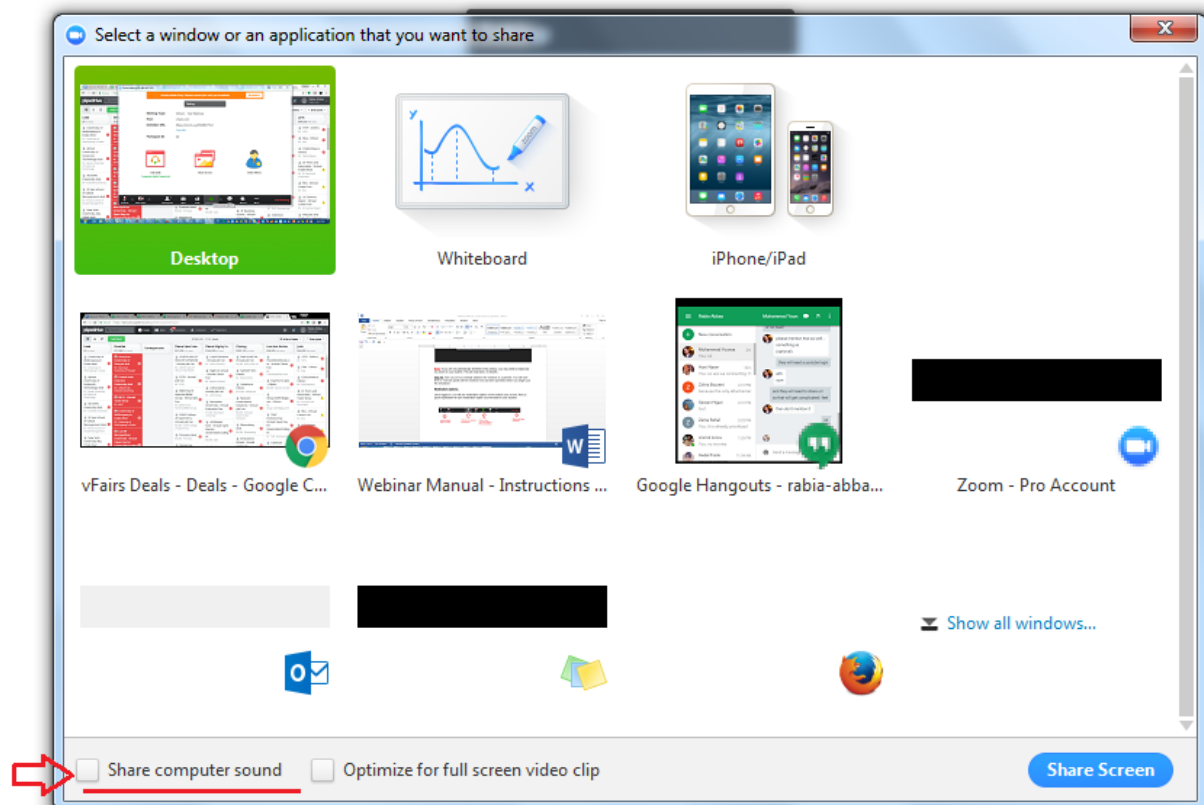
Once logged in, you will see moderation options on the bottom your screen. Here is quick explanation of each moderation option you will need for your session:



**Enable/Disable Video:** Click on the video icon to enable or disable your video for your session.

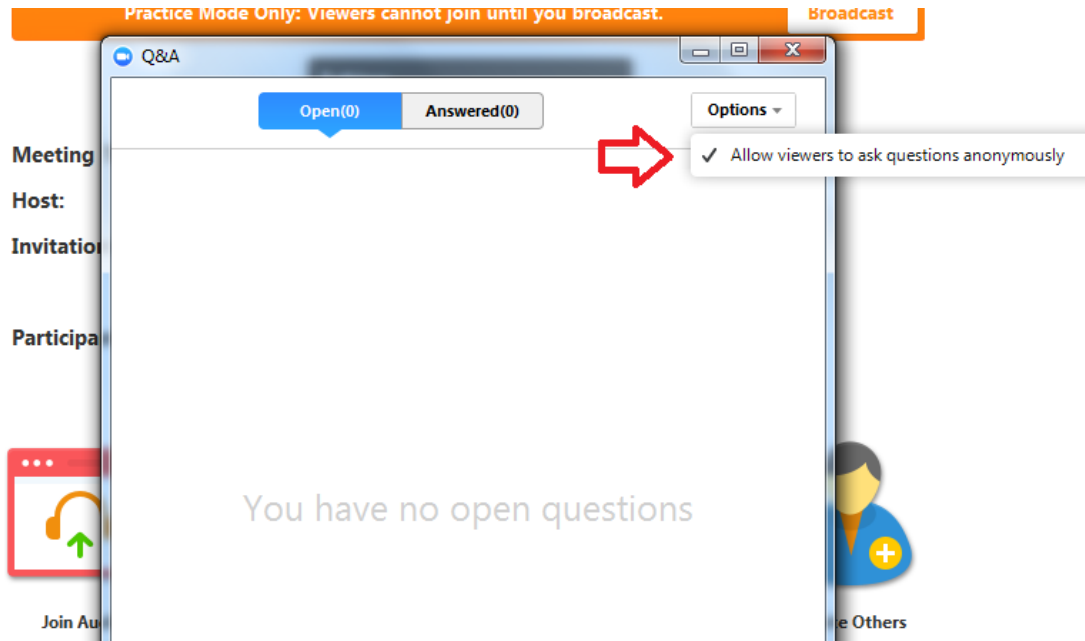
**Screen share:** Select this option and **broadcast your desktop** to display any content on your screen including your PowerPoint presentation. Flick through your slides at your own pace once you are sharing your screen.

If you are planning to broadcast a recorded file/video, then make sure to check the 'share computer sound' checkbox before sharing your desktop. This will broadcast sound for the video/file.

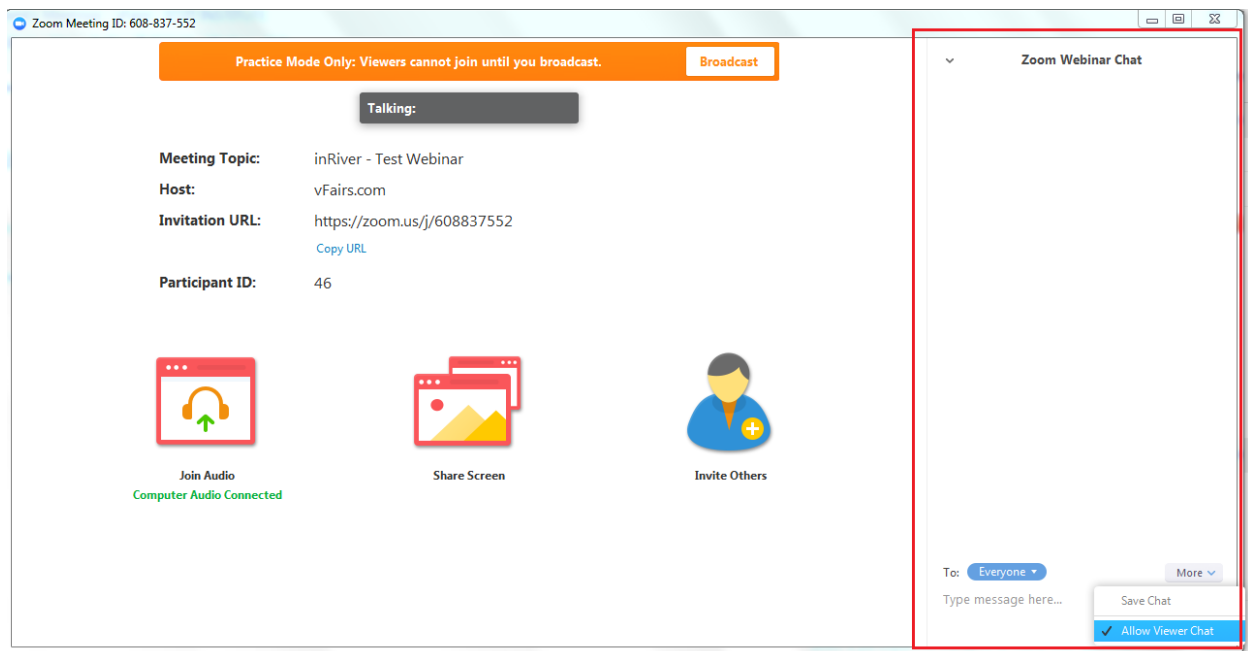


**Q&A:** Depending on your preference, you can enable/disable Q&A for your session. If you would like to disable Q&A, please email and notify us ahead of your session.

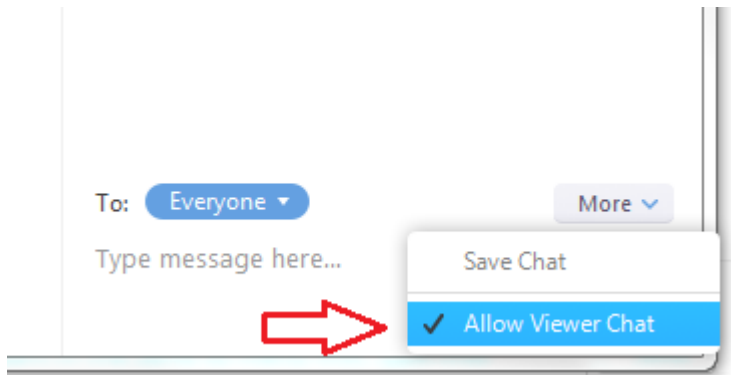
Questions submitted using the Q&A feature are **only visible to panelists**. Panelists/moderations can answer these questions privately or publically. You can even permit attendees to submit their questions anonymously. If you do not prefer this, disable this option by clicking on it.



**Chat:** There is a built-in chat feature to allow attendees to engage in discussions and chat conversations. The chat panel will appear on your right once you click on the chat icon on the bottom of your screen.



You can disable this feature if you prefer by clicking the 'Allow Viewer Chat' option.



You can have public and private chat sessions using this interface. Simply select your preference from the “To” dropdown and type your message.

