

Zoom Webinar User Tips

Welcome! We're looking forward to celebrating the Pelican Awards on Aug. 6 at 6:00 p.m. using Zoom.

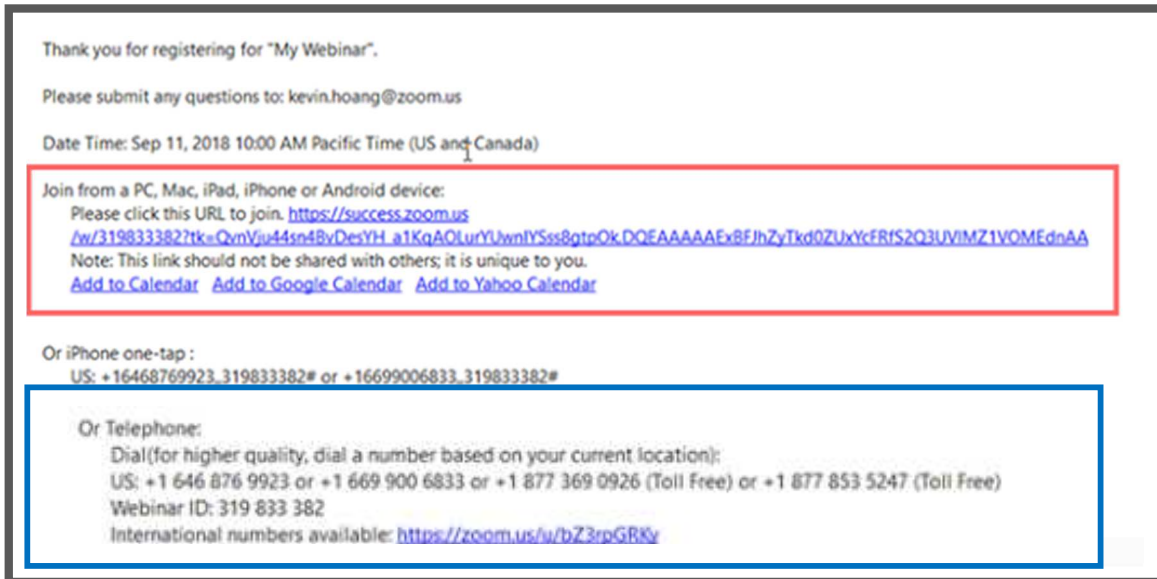
Zoom Video Communications is an American communications technology company based in San Jose, California, that provides online video and chat services useful for teleconferencing, webinars, and social interactions. These communications are protected by end-to-end encryption. This spring, Zoom developed additional protections to ensure that no uninvited participants are able to join private calls. Those protections are in place for the Pelican Awards.

Zoom is easy to use and does not require you to download any additional programs. To enjoy all of the fun on awards night, please plan to join on a computer, tablet, or even a smart phone so that you can watch the video presentations and see the photos. As a participant, you will be able to see video and images, but no one can see or hear you. If you prefer, you can also call in to the awards from any phone and listen without any video.

Step-by-Step Instructions

- To join the Zoom meeting, find your personalized link sent to you by email on Aug 5 from "no-reply@zoom.us" or "Headquarters Office". This email will be sent to the email address you used to register. Problems finding this email? First, check your spam filter, then give us a call at 252-393-8185.
- Please enter the Webinar 5 minutes early by clicking on the **link** supplied in your email. This will automatically open up the video portal on your device. Your link is secure and linked with your email—it cannot be shared or used by another person.
- If you are dialing in, please use one of the call in **numbers** and the numeric code provided in the email.

Example:



Thank you for registering for "My Webinar".

Please submit any questions to: kevin.hoang@zoom.us

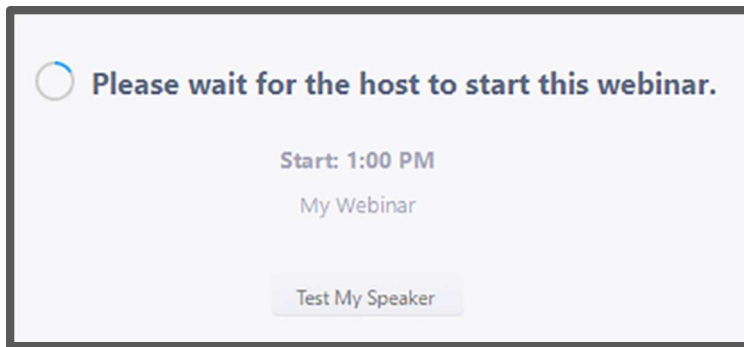
Date Time: Sep 11, 2018 10:00 AM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join: https://success.zoom.us/j/319833382?tk=QmYju44sn48ByDesYH_a1KqAOLurYUwnlYSSs8gtpOkDQEAAAAAExBFJhZyTk0ZUxYcFRIS2Q3UVIMZ1VOMEdnAA
Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

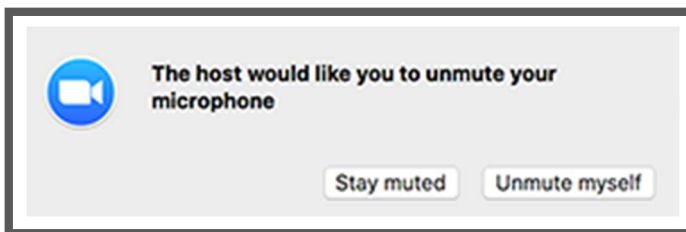
Or iPhone one-tap :
US: +16468769923.319833382# or +16699006833.319833382#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 646 876 9923 or +1 669 900 6833 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)
Webinar ID: 319 833 382
International numbers available: <https://zoom.us/j/bZ3rpGRKv>

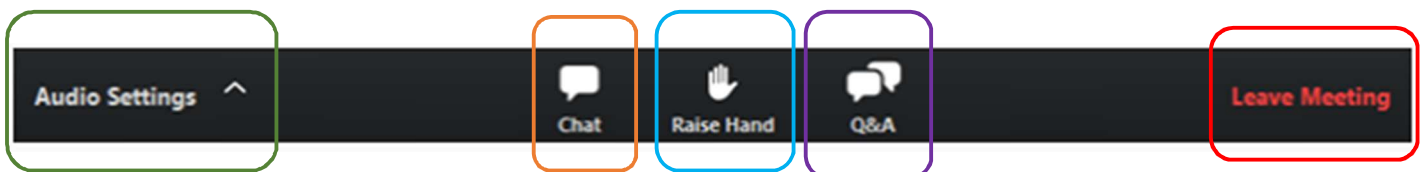
- As you enter the Webinar, you will be admitted by the host. Once you are admitted, you will be able to see the presenters as they conduct the Webinar.



- You will be automatically muted upon entry. Please leave yourself muted unless the facilitator invites you to turn on your microphones. By remaining muted, you can talk with your companions without disrupting the event or causing noisy feedback.



- You can communicate questions and comments through the **Chat** button. Communicate any technical concerns through the **Q&A** button.
- Your control bar at the bottom of the screen allows you to:
 - **Unmute** or **mute** yourself from the Audio Settings, if requested by the host
 - **Chat** your questions or comments to *all participants* using the **Chat button**
 - **Raise** your **hand** when prompted by the host using the **Raise Hand button**
 - **Request help** from the host using the **Q&A button**
 - **Exit** the meeting using the **Leave Meeting button**



- If you require technical assistance on the Zoom platform, click on the **Q&A** button in your toolbar. This will connect you directly with one of our staff to help resolve technical issues. Type your question at the bottom of the Q&A box and click send. The host will reply directly to you via the Q&A box and you will see it in the window listed under your question.
- If you are experiencing audio difficulties such as distortion or patchy sound, you may want to direct-wire your computer to the internet rather than using WIFI. If your problems persist, you may need to dial back in by phone using one of the numbers provided in the Zoom webinar.
- Please note we will be recording the session for future use.

Additional Online Help:

Joining and participating in a webinar:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

