# Zoom Meeting Control Guide

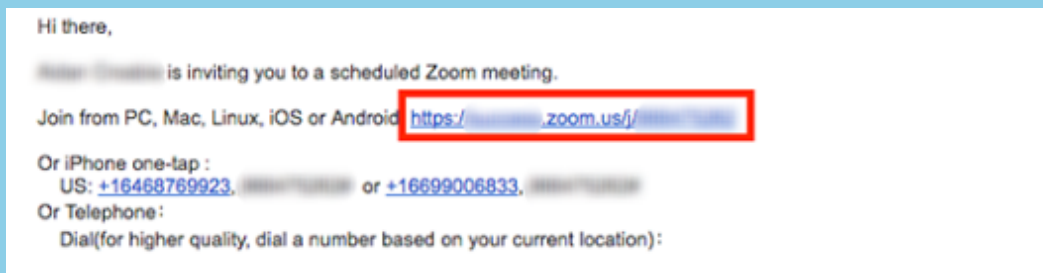# Joining The Zoom Meeting

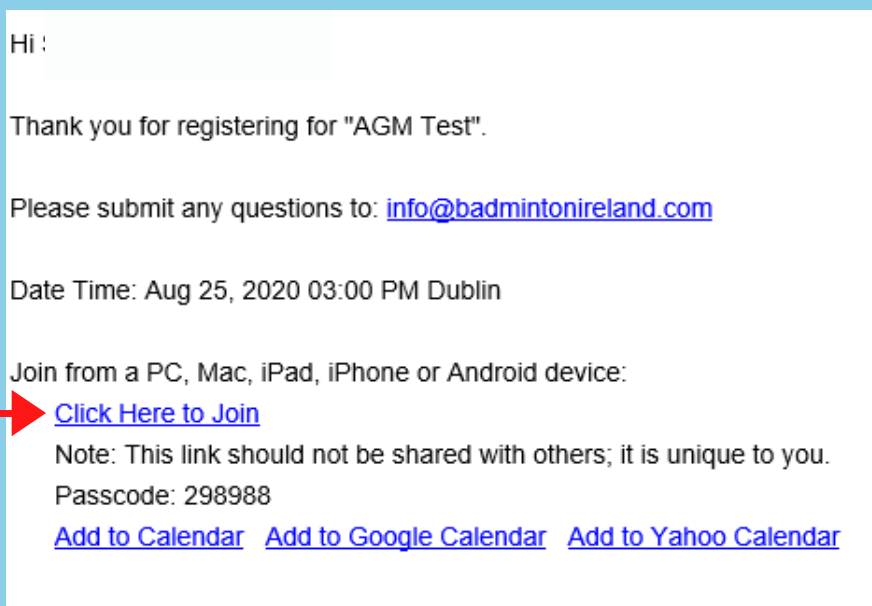# Joining via link you received by email

Click the join link in your email or calendar invitation.

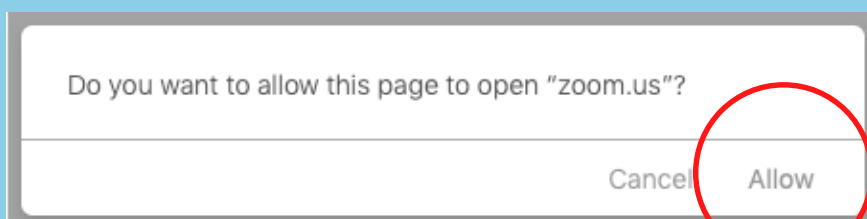Hi there,

_____ _____ is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android https://_____.zoom.us/j/_____

Or iPhone one-tap :
    US: +16468769923, _____ or +16699006833, _____
Or Telephone:
    Dial(for higher quality, dial a number based on your current location):

OR

Hi _____

Thank you for registering for "AGM Test".

Please submit any questions to: info@badmintonireland.com

Date Time: Aug 25, 2020 03:00 PM Dublin

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

Click → **Click Here to Join**
Note: This link should not be shared with others; it is unique to you.
Passcode: 298988
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Depending on your default web browser, you may be prompted to open Zoom.

Do you want to allow this page to open "zoom.us"?

Cancel          Allow

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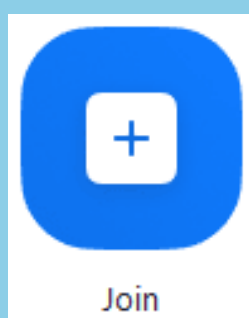
# Joining via Zoom App

1.                Open the Zoom desktop client.
2.        Join a meeting using one of these methods:

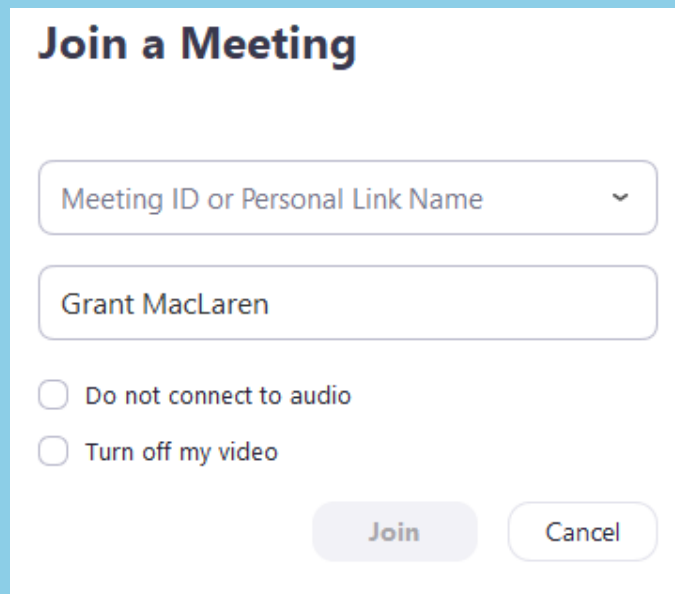Click Join a Meeting if you want to join without signing in.
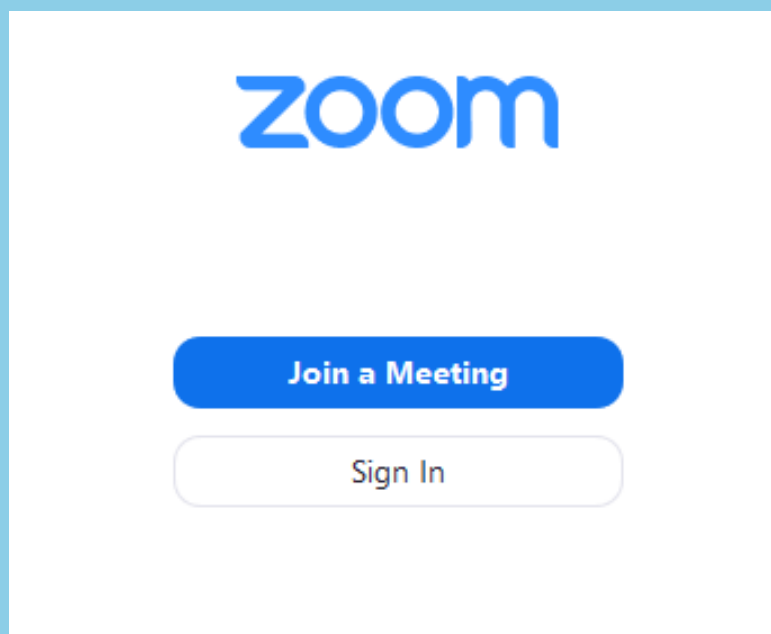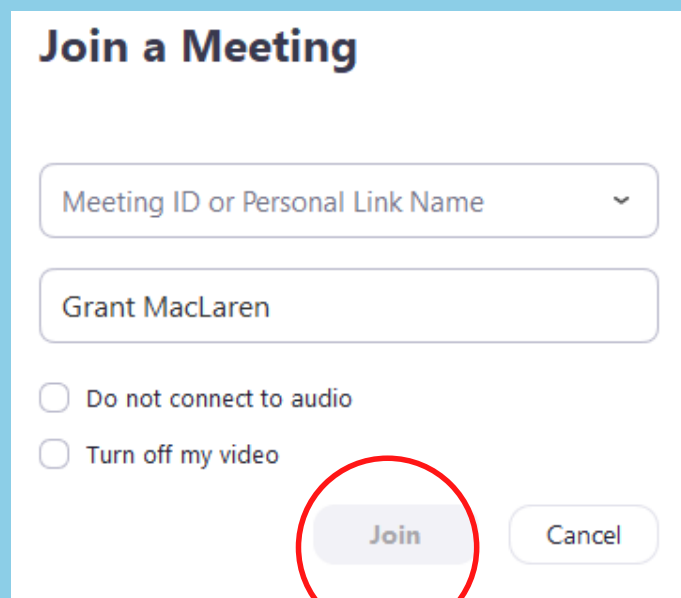


Sign in to Zoom then click Join.



**NOTE: You must sign in with the same email address you registered with**

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3. Enter the meeting ID number and your display name. If you're signed in, change your name if you don't want your default name to appear. If you're not signed in, enter a display name.

**Join a Meeting**

Meeting ID or Personal Link Name

Grant MacLaren

◯ Do not connect to audio
◯ Turn off my video

Join    Cancel

4. Select if you would like to connect audio and/or video and click Join.

**Join a Meeting**

Meeting ID or Personal Link Name

Grant MacLaren

◯ Do not connect to audio
◯ Turn off my video

Join    Cancel

**NOTE: You must fill in your full name as it appears on the BI membership system in order to be allowed in.**

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# Chat Feature during webinar

## Attendees

As an attendee in the webinar, you can chat with other attendees, panelists (including the host), depending on what chat permissions the webinar host has allowed. Read about all attendee controls.

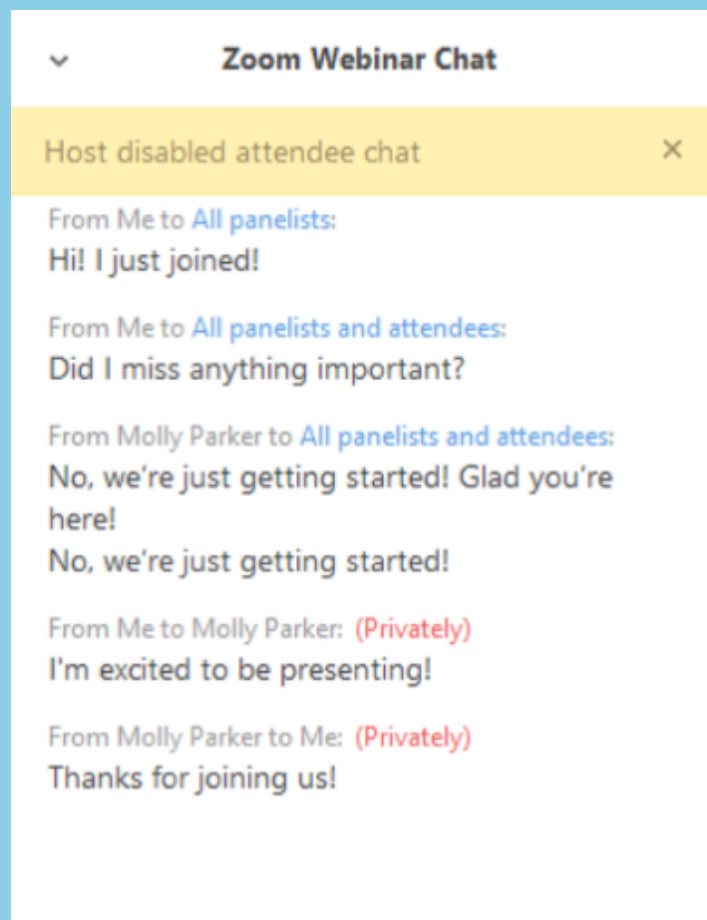1. In your controls at the bottom window, click or tap Chat .
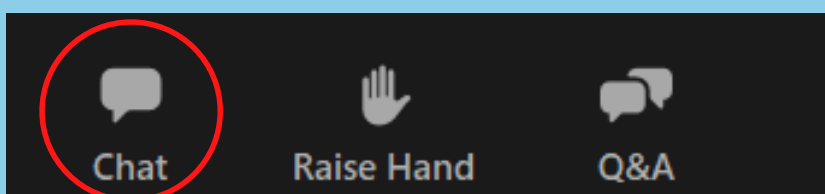


2. When you click on chat, the chat window will appear. It will be on the right if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen.

3. Type your message and press Enter to send it.

   ○ You can also select who you would like to send the message to by clicking on the drop down next to To.

   ○ When you receive a chat message, you will receive a notification at the bottom of your screen if you do not currently have the chat window open.

   ○ If the host has disabled Attendee chat, you will still be able to view messages sent by the host and other panelists to attendees.

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3. Type your message and press Enter to send it. You can also select who you would like to send the message to by clicking on the drop down next to To. When you receive a chat message, you will receive a notification at the bottom of your screen if you do not currently have the chat window open.

If the host has disabled Attendee chat, you will still be able to view messages sent by the host and other panelists.

Chat Example

**Zoom Webinar Chat**

Host disabled attendee chat ✕

From Me to All panelists:
Hi! I just joined!

From Me to All panelists and attendees:
Did I miss anything important?

From Molly Parker to All panelists and attendees:
No, we're just getting started! Glad you're here!
No, we're just getting started!

From Me to Molly Parker: (Privately)
I'm excited to be presenting!

From Molly Parker to Me: (Privately)
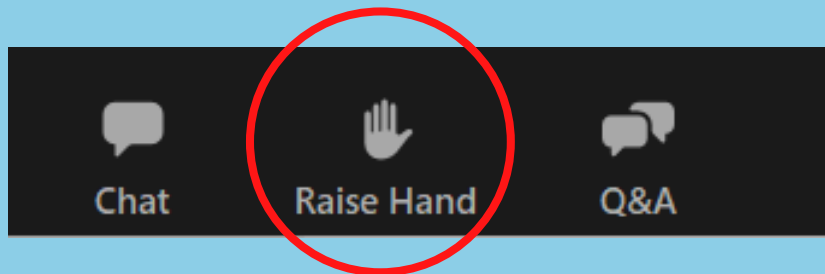Thanks for joining us!

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# Raising Hand during webinar

The raise hand feature in webinar allows attendees to raise their hand to indicate that they need something from the host or panelists.

**NOTE: This feature will be used for voting members to vote in favour or against a motion**

Click Raise Hand in the Webinar Controls.



The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
Click Lower Hand to lower it if needed. This will not mute yourself if you are unmuted.
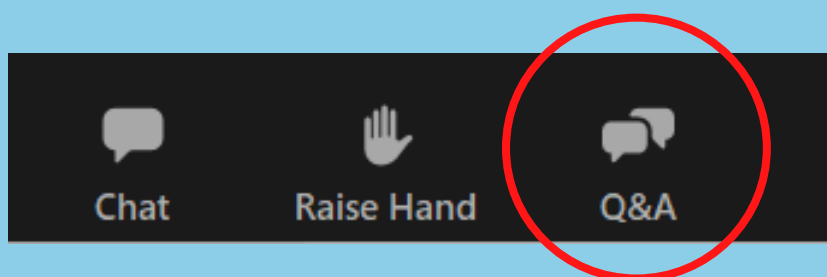
Note:

Windows: You can also use the Alt+Y keyboard shortcut to raise or lower your hand.
Mac: You can also use the Option+Y keyboard shortcut to raise or lower your hand.

# Asking a question Attendee

The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists, co-hosts and host to answer their questions.



Type your Question into the Q&A feature as shown above and it will be answered during the webinar.