

# Zoom Webinar Instructions

## Destiny Leadership Institute

### Create an Account

1. If you don't have one already, please create a free zoom account from [zoom.us](https://zoom.us).
2. You will need to download the Zoom Client for Meetings plugin to your desktop or laptop computer. You can do so at [zoom.us/downloads](https://zoom.us/downloads). There is also a smart phone app available.

### Join by Link

1. To join the webinar, click the link that the we provided you.
2. Enter your name and email address if requested. Click **Join Webinar**.

### Manually Join the Webinar

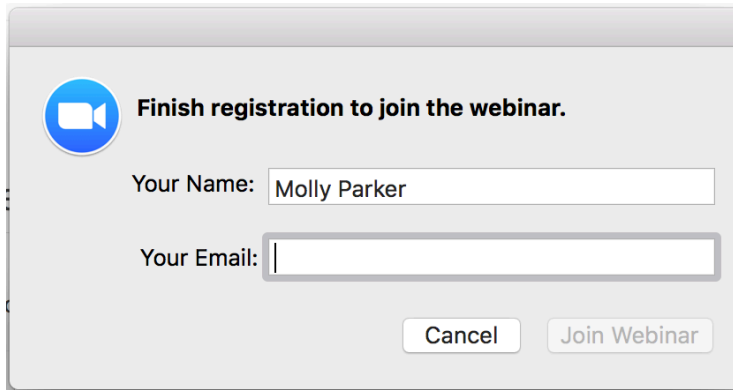
If clicking the link does not open the webinar, you can join by using the Zoom Client for Meetings.

1. Open the Zoom application.
2. Click Join a Meeting.



3. Locate the 9-digit meeting ID/webinar ID from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after [https://](https://zoom.us/j)
4. Enter the 9-digit meeting ID/webinar ID into the **Meeting ID/Personal Link Name** field.
5. Click **Join**.

6. Enter your name and email address if requested. Click **Join Webinar**.

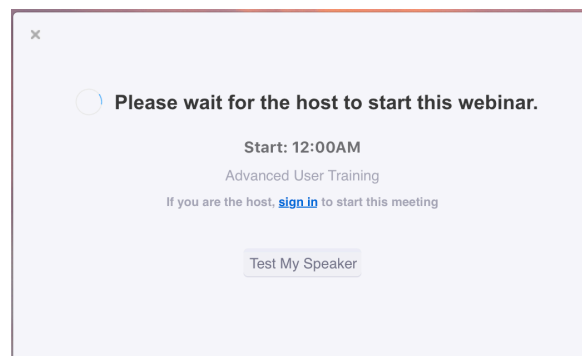


A screenshot of a Zoom registration dialog box. At the top left is a blue circular icon with a white video camera. To its right is the text "Finish registration to join the webinar." Below this, there are two input fields. The first is labeled "Your Name:" and contains the text "Molly Parker". The second is labeled "Your Email:" and is empty. At the bottom right of the dialog are two buttons: "Cancel" and "Join Webinar".

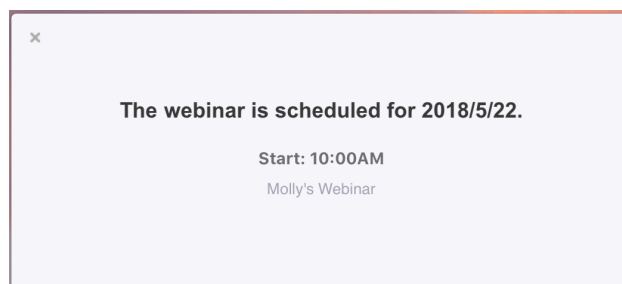
7. This should take you into the webinar if the webinar is in session.

## Waiting for the Host to Start this Webinar

If you receive a message that you are waiting for the host to start this webinar, it means that the host has not started broadcasting the webinar yet. They either have not started it or are in the practice session, preparing to take the webinar live. You have connected to Zoom and the webinar will start as soon as the host starts broadcasting.



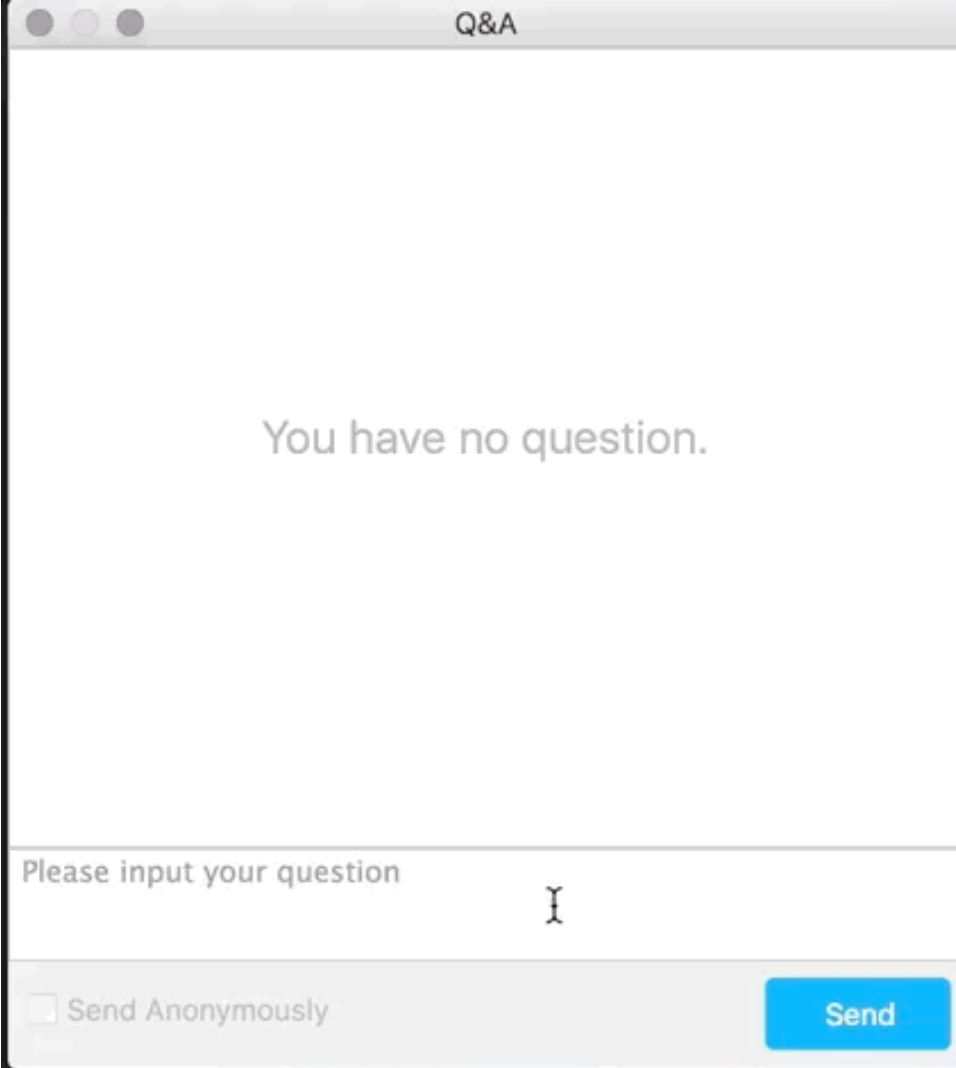
You may also receive a message noting the date and time of the webinar. If you receive this message, please check the date and start time of the webinar, including the timezone. You will see this message if the webinar is scheduled for another day.



## Question & Answer

The Q&A window allows you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

1. Click **Q&A** to open the Q&A window. You can move this window around your screen.
2. Type your question into the Q&A box.
3. Click **Send**.

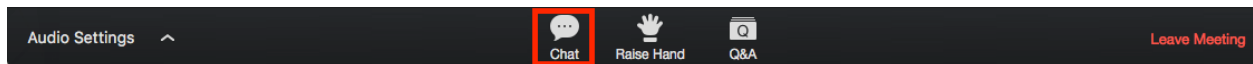
A screenshot of a web browser window titled "Q&A". The window has a light gray header bar with the title "Q&A" and three small circular window control buttons (red, yellow, green) on the left. The main content area is white and contains the text "You have no question." in a light gray font. Below this is a text input field with the placeholder text "Please input your question" and a cursor. At the bottom of the window, there is a light gray bar containing a checkbox labeled "Send Anonymously" and a blue button labeled "Send".

Note: check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

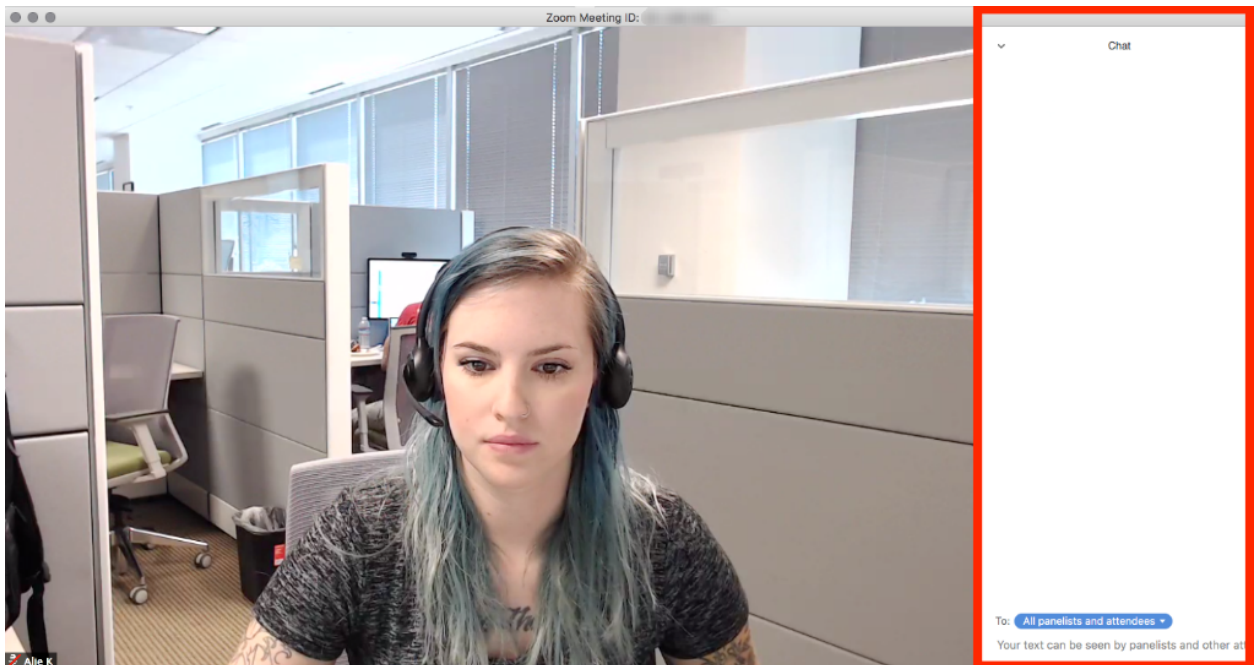
# Chat

The in-meeting chat allows you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

1. Click **Chat** to open the in-meeting chat.



2. The chat will appear on the right side of your Zoom window 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 as needed.



3. To change who you are chatting with, click the drop down beside **To:**.
4. Type your message and press **Enter**.