

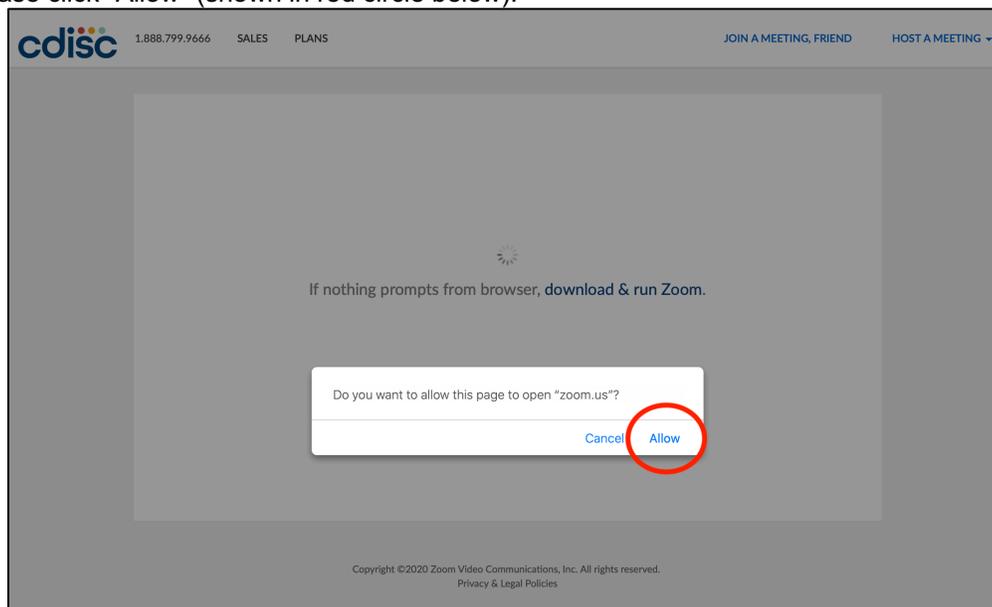
# Guide for Attendees to Use Zoom Webinar

## 1 Step 1: Join the Webinar through the Link Sent by Email

1. You will have received an invitation for Zoom Webinar. Please add this invitation to your Calendar (shown in red circle below). Please note that this email will come from "no-reply@zoom.us." If you do not see this message, please make sure to check your spam, junk, and clutter folders.



2. Join the webinar through the link sent by email. You should see the message pop up below. Please click "Allow" (shown in red circle below).



3. Once you select "Allow," a window for the webinar will appear.



## 2 Step 2: Using Zoom Features

1. **Muting your line:** As an attendee, when you join the webinar, you will automatically be muted throughout the duration of the event.
2. **Translation:** For translation, once the hosts starts translation, an icon will appear at the bottom of your Zoom window, called "Interpretation," and you will see a bubble appear that states that interpretation is available. Please click on the interpretation icon to select your language.



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Audio Settings: Off, English, Chinese, Mute Original Audio

Chat, Raise Hand, English, Leave

- 1. Chat and Raising Hand Features:** For this conference, all questions, either of a technical nature, or questions for our presenters, will be addressed in our dedicated, Slack Networking Space, in the appropriate channel topics. Due to this, chat and raise hand have been disabled in Zoom Webinar.

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Zoom Webinar Chat: The host has disabled attendee chat.