How to Join and Participate in Online Webinars for Virtual Meetings

RI DEM Marine Fisheries

About this Guide

- This guide provides step by step instructions on how to join online webinars hosted by the RI DEM Division of Marine Fisheries.

- Each step has written instructions followed by click by click instructions to help you navigate the Zoom platform for online workshops.

Section One:
Joining the online meeting.

Locate link to join online webinar in meeting announcement listserve email.

Click the link for the meeting to join. Each meeting will begin promptly at the designated time.

Rhode Island Department of Environmental Management
CARES Act Fisheries Disaster Relief Workshop
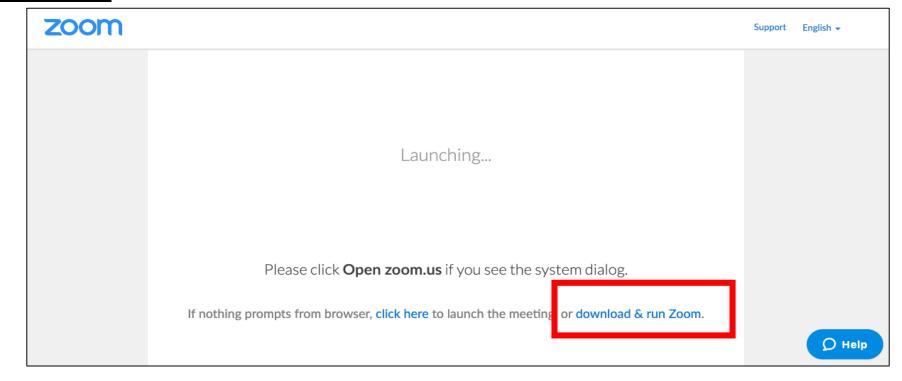
June 15, 2020
5:00 pm-7:00 pm

Zoom: https://zoom.us/j/93491939401?pwd=OU5kS1hsVjNOSHErdW82NW14QXBZQT09

Agenda

The times listed are approximate; the order in which these items will be taken is subject to change; other items may be added as necessary.

1. Welcome and Introductions   5:00 pm
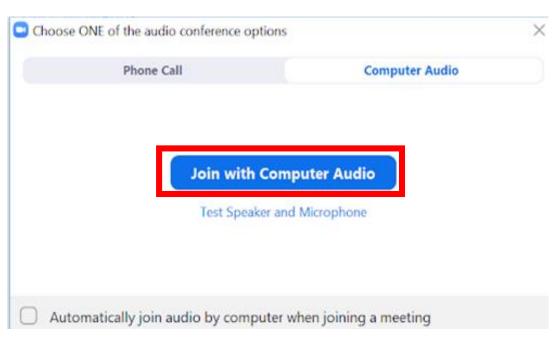2. Introduction and Background on CARES Act Funding   5:05 pm

Zoom should launch automatically. If the dialog does not pop up, <u>click download & run Zoom.</u>

Once the installation is complete, you will be automatically connected to the webinar. You will then be asked to Join audio.

To join with computer audio _you must have speakers connected to your computer and you must have a microphone_. If you are unsure and want to test this capability, click Test speaker and microphone.

In lieu of using computer audio, you can use the dedicated call-in line.

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To hear the webinar and ask questions using your phone, **select Phone Call**.

1. Call one of the numbers provided.
2. Enter the meeting ID followed by #.
3. Enter the participant ID followed by #.

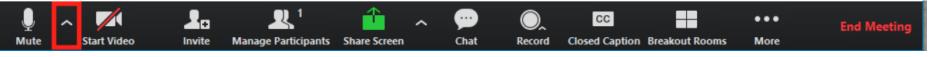**Note: This is an example and not the phone numbers/meeting ID/participant ID that will be in use for the meetings.**

If you do not see the Join Audio pop-up or you accidentally close it, you can join audio after connecting to the meeting.

1. First, click **Join Audio** in the meeting controls at the bottom of the screen.

2. Click **Computer Audio** if you want to listen through your computer's speakers,

   OR

   Click **Phone Call** if you want to join via your phone.

If connected through computer audio you can switch to the phone line at any time.

1. Click the **arrow next to Mute/Unmute** in the meeting controls at the bottom of the window.

2. Click **Switch to Phone Audio**.

3. Call in using the provided number and follow the prompts.

Section Two:
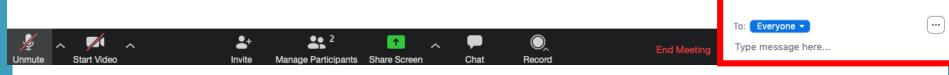Asking a question and exiting the online meeting.

How to ask a question using the chat feature.

1. Click the **Chat** icon on the meeting controls at the bottom of the window.

2. Type your question into the chat box and hit enter on your keyboard. Questions will be addressed by the speaker.

How to ask a question using your computer's microphone.

1. To ask a question by speaking through your computer's microphone, click the **Raise Hand** icon on the meeting controls at the bottom of the window.
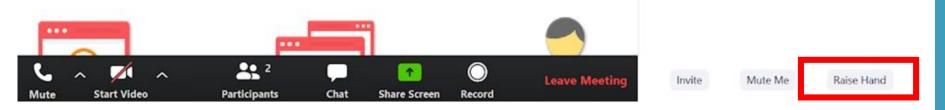

2. The host will unmute you when it is your turn to ask a question.

How to ask a question over the phone.

1. To ask a question using your phone, click the **Raise Hand** icon on the meeting controls at the bottom of the window.

2. The host will unmute you when it is your turn to ask a question.

How to exit the online meeting.

1. Click the **End Meeting** button on the meeting controls at the bottom of the screen when the meeting is finished.