

# Joining and participating in a webinar (attendee)

## Overview

If you are registering or joining a webinar and haven't received an email confirmation that's for a panelist or alternative host, you are an attendee in the webinar. As an attendee, you can virtually raise your hand, chat and ask panelists questions through Q&A as shown in the screenshot below;



## Prerequisites

- Zoom Desktop Client or Mobile App

## Register for the webinar

Follow the link provided by the organizer of the webinar and register; The sample registration interface looks like the screenshot below; fill in the required information and click register

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\* Required information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>

[Register](#)

After registering you will receive an email notification containing the details of how to join the webinar

## Joining a webinar by invitation link

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

Hi Eren Yaeger,

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](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwmiY5ss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/j/319833382?tk=QvnVju44sn4BvDesYH\\_a1KqAOLurYUwmiY5ss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwmiY5ss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

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/319833382>

## Webinar Registration Approved

Topic	My Webinar
Time	Sep 11, 2018 10:00 AM in Pacific Time (US and Canada) <a href="#">Add to calendar</a>
Webinar ID	319-833-382



### To Join the Webinar

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

Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwmiY5ss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/j/319833382?tk=QvnVju44sn4BvDesYH\\_a1KqAOLurYUwmiY5ss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwmiY5ss8gtpOk.DQEAAAAAExBFJhZyTk0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

## Manually joining a webinar

1. 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://zoom.us/j/>

Hi Eren Yaeger,

Thank you for registering for "My Webinar".

Please submit any questions to: [kevin.hoang@zoom.us](mailto: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](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwniYSss8gtpOk.DQEAAAAAExBFJhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/w/319833382?tk=QvnVju44sn4BvDesYH\\_a1KqAOLurYUwniYSss8gtpOk.DQEAAAAAExBFJhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwniYSss8gtpOk.DQEAAAAAExBFJhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

Note: This link should not be shared with others; it is unique to you.

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US: +16468769923,,319833382# or +16699006833,,319833382#

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## Webinar Registration Approved

Topic	My Webinar
Time	Sep 11, 2018 10:00 AM in Pacific Time (US and Canada)
	 Add to calendar -
Webinar ID	319-833-382



### To Join the Webinar

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

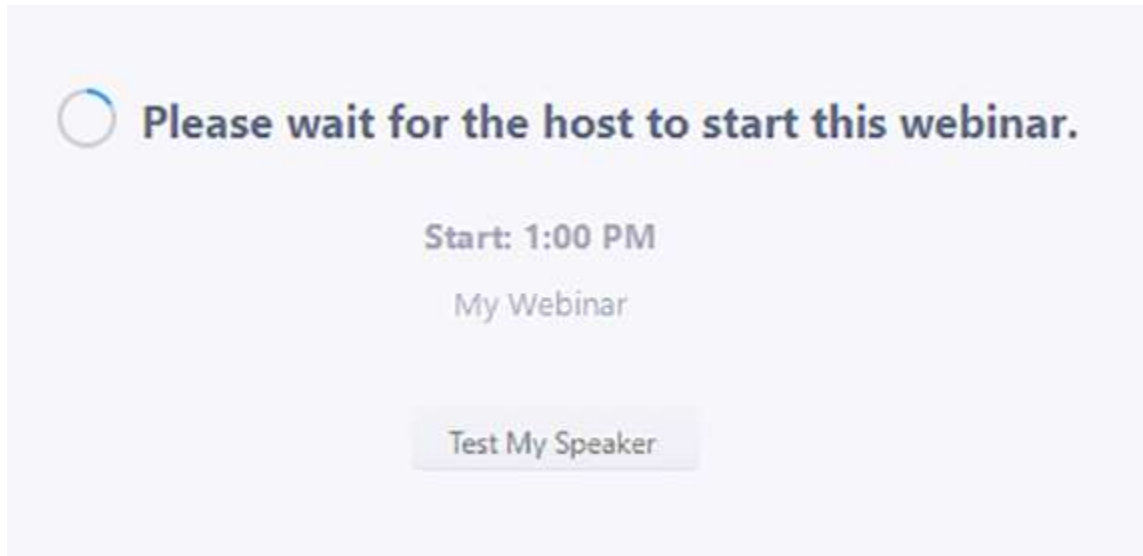
Please click this URL to join: [https://success.zoom.us](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwniYSss8gtpOk.DQEAAAAAExBFJhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

[/w/319833382?tk=QvnVju44sn4BvDesYH\\_a1KqAOLurYUwniYSss8gtpOk.DQEAAAAAExBFJhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA](https://success.zoom.us/j/319833382?tk=QvnVju44sn4BvDesYH_a1KqAOLurYUwniYSss8gtpOk.DQEAAAAAExBFJhZyTkd0ZUxYcFRfS2Q3UVIMZ1VOMEdnAA)

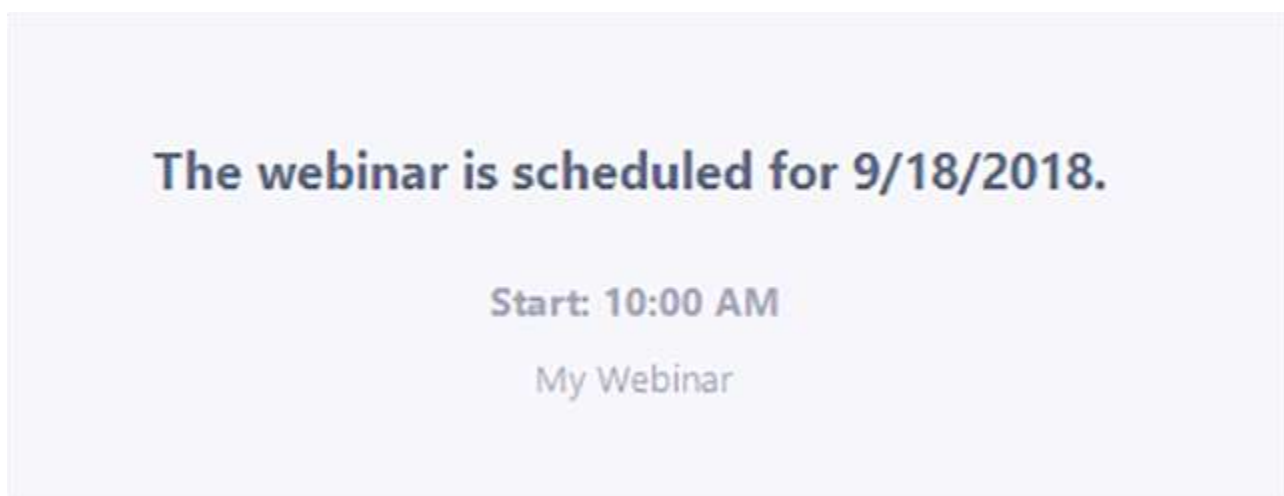
2. Sign in to the Zoom Desktop Client or Mobile App.
3. Click or tap **Join a Meeting**.
4. Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**.
5. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.

## Waiting for the host to start the webinar

If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:



If you receive a message showing the date and time of the webinar, check the date and start time of the webinar including the timezone. Make sure to join when the webinar starts.

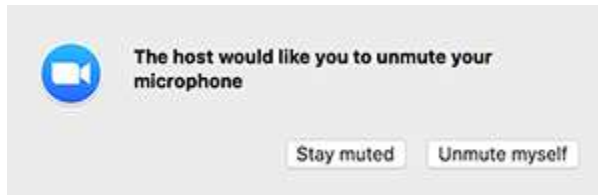


## Webinar controls



**Audio Settings** (only visible if the host hasn't granted you permission to talk): Change your [audio settings](#). You can also click the upward arrow (^) next to change your speaker.

**Unmute/Mute:** If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



**Note:** You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

**Chat:** Open [in-meeting chat](#), allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

**Raise Hand:** [Raise your hand](#) in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

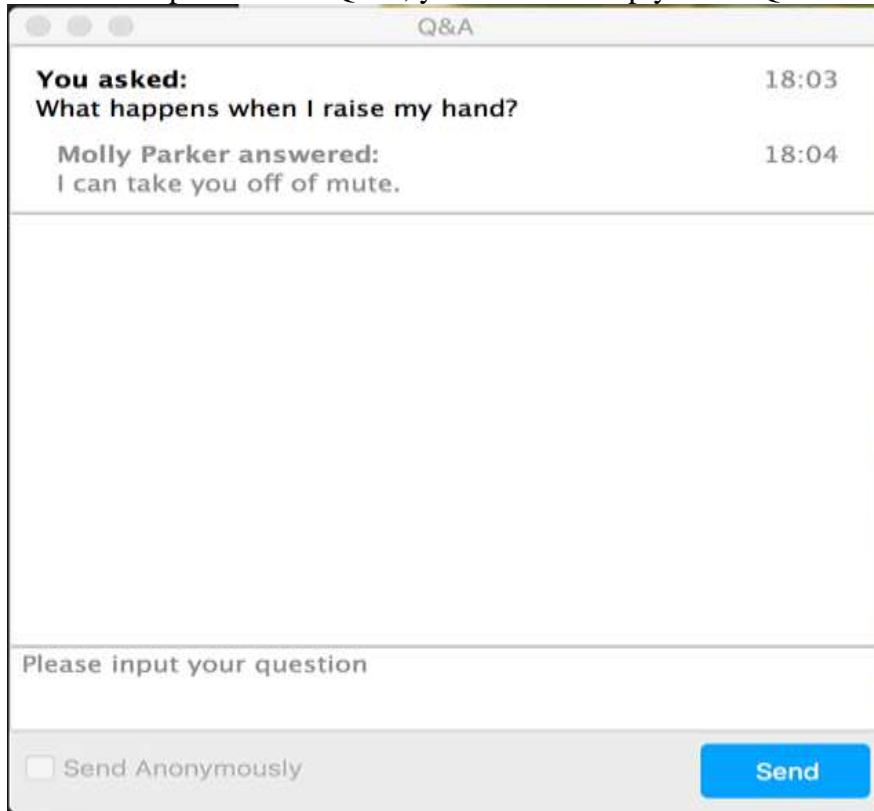
**Question & Answer:** Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question:

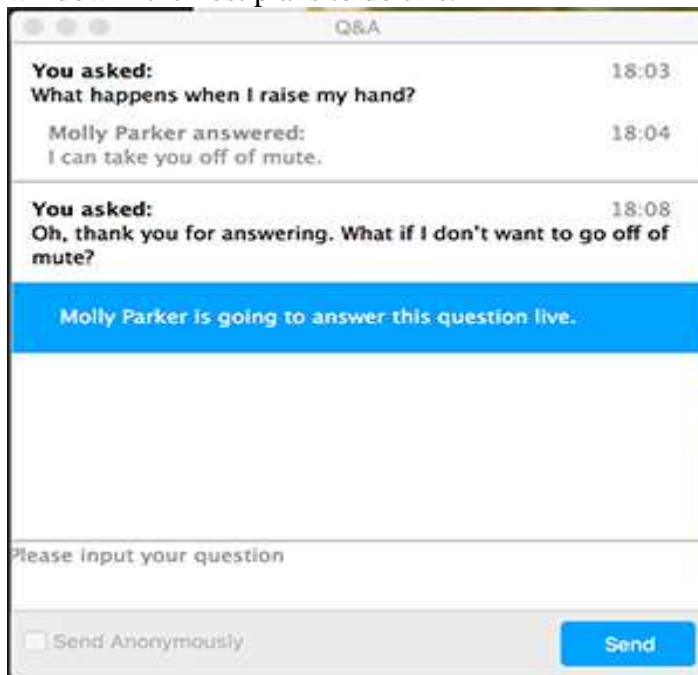
1. Type your question into the Q&A box. Click **Send**.

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

2. If the host replies via the Q&A, you will see a reply in the Q&A window.



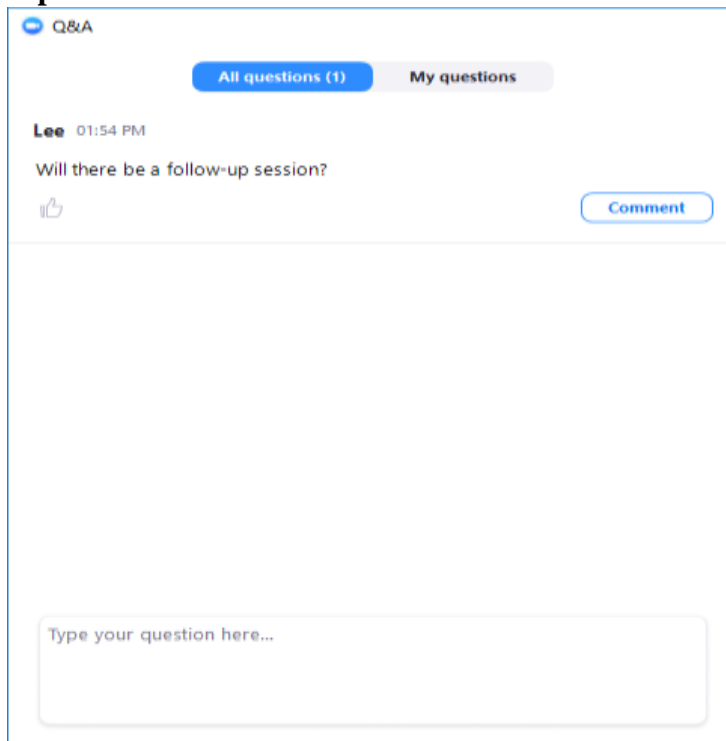
The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.



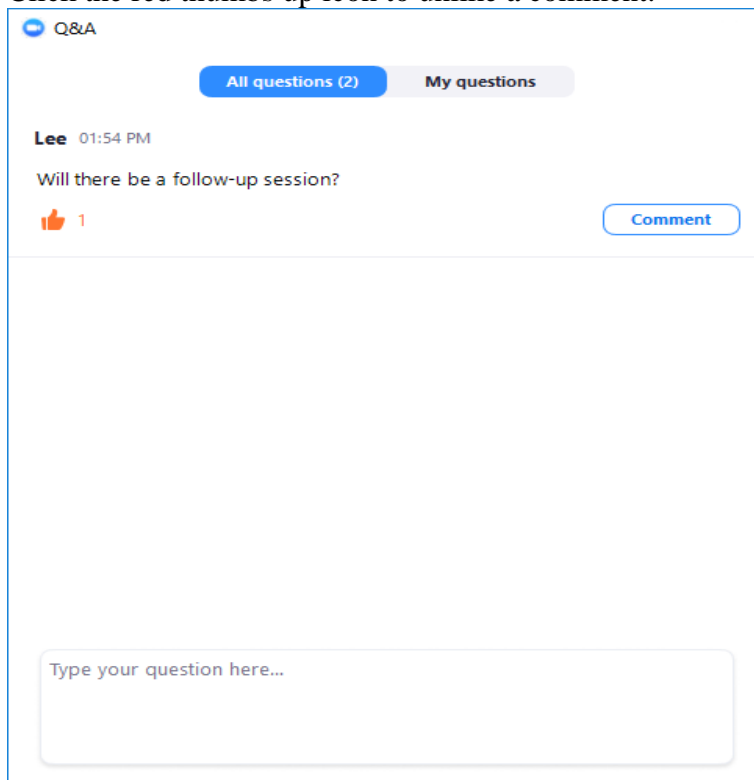
As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

1. Click the thumbs up icon to like a comment.

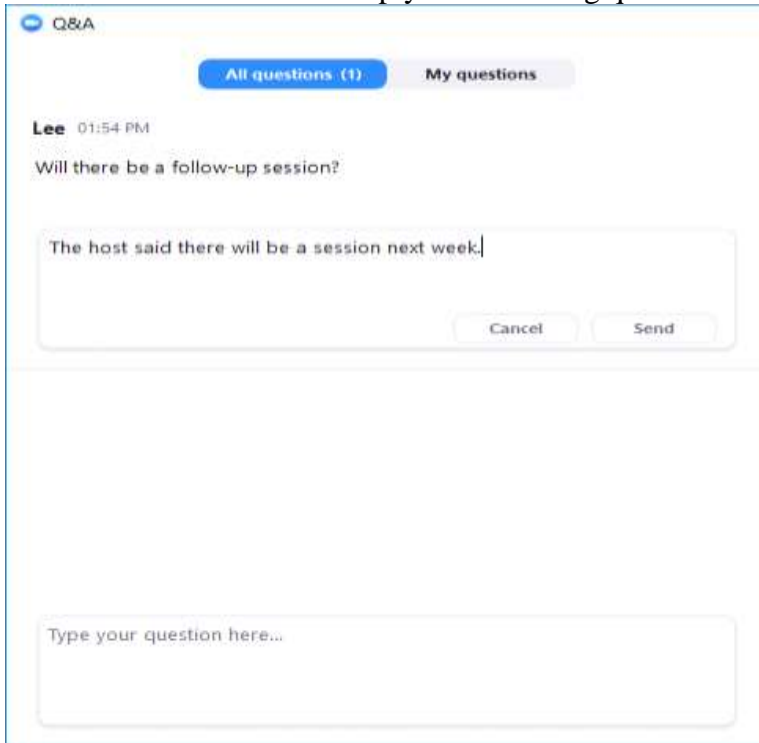
**Tip:** The number beside the icon is the total number of likes the question has received so far.



2. Click the red thumbs up icon to unlike a comment.



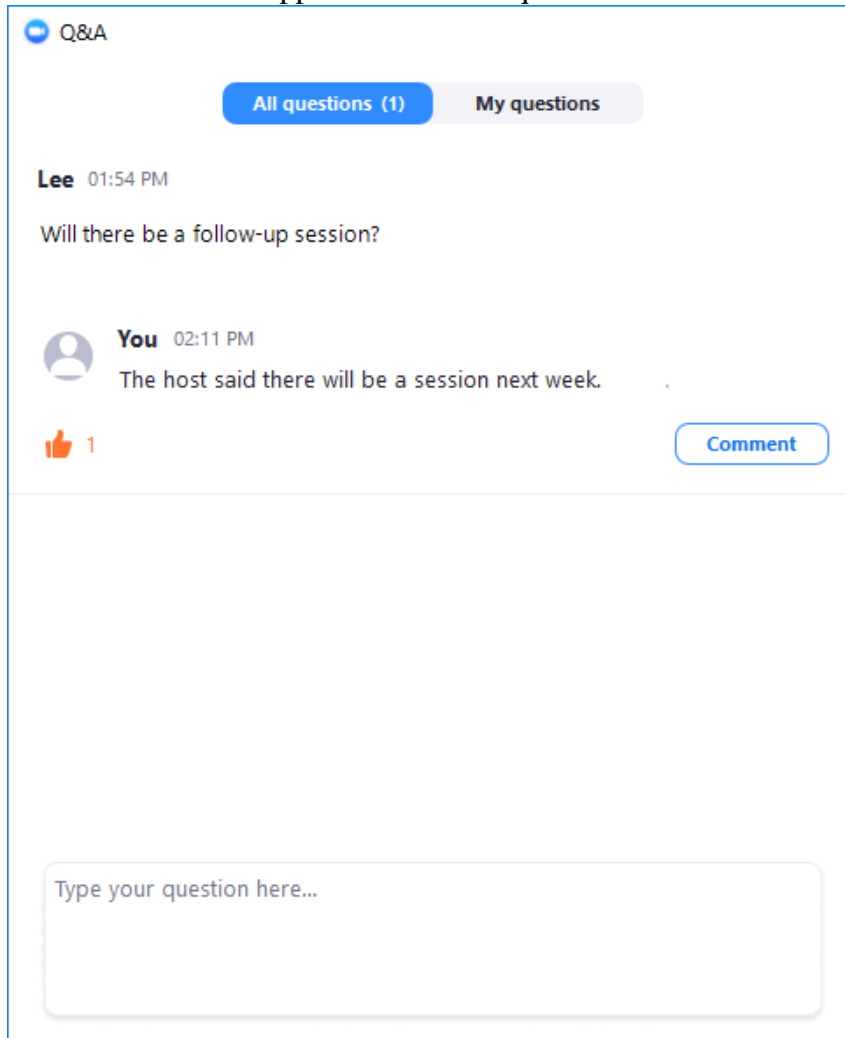
3. Click **Comment** to write a reply to an existing question.



The screenshot shows a Q&A forum interface. At the top, there are two tabs: "All questions (1)" and "My questions". Below the tabs, a user named "Lee" has posted a question at 01:54 PM: "Will there be a follow-up session?". Below the question, there is a text input field containing the reply: "The host said there will be a session next week.". To the right of the input field are two buttons: "Cancel" and "Send". At the bottom of the interface, there is a large text input field with the placeholder text "Type your question here...".



4. Type your comment and click **Send**.  
Your comment will appear beneath the question.



Q&A

All questions (1) My questions

**Lee** 01:54 PM

Will there be a follow-up session?

**You** 02:11 PM

The host said there will be a session next week.

1

Comment

Type your question here...

**Leave meeting:** Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

## Language translation

There will be simultaneous English/French translation. Participants should be reminded regularly during the webinar. They also need to be advised on how to do it as follows:

1. Sign in to the Zoom
2. On the horizontal bar, click on 'interpretation'
3. Select language of your choice (English or French)
4. Choose 'mute original audio' if a participant wants to hear only the interpreted version. One can choose not to 'mute original audio' if he or she wants to hear both languages



For further information and guidance, please contact RUFORUM Secretariat through the following emails: [d.amitu@ruforum.org](mailto:d.amitu@ruforum.org) or [f.otto@ruforum.org](mailto:f.otto@ruforum.org)