



# **Zoom Basics**

**A short guide to Zoom Meetings and  
Webinars**

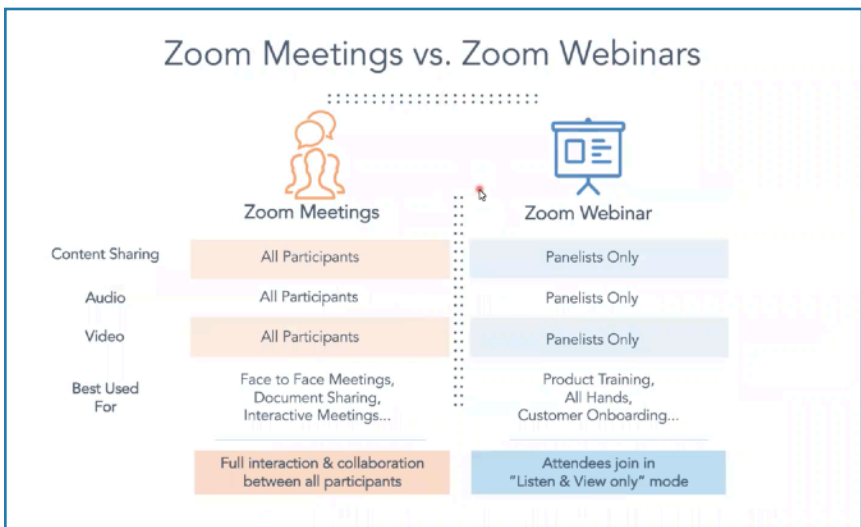
**NCBG Virtual Lunchbox Talks**

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# Introduction

Zoom is a cloud video-conferencing software used for simple online meetings, webinars, and group messaging.

Before we get started into the specifics about joining meetings and the interface there are some important distinctions between Zoom Meetings and Zoom Webinars.



## Side by side feature comparison

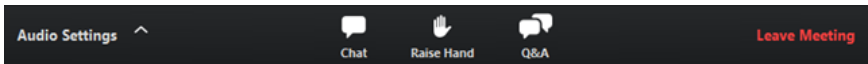
Feature	Meeting	Webinar
Participant Roles	<ul style="list-style-type: none"> <li>Host and Co-host</li> <li>Participant</li> </ul>	<ul style="list-style-type: none"> <li>Host and Co-host</li> <li>Panelist</li> <li>Attendee</li> </ul>
Audio Sharing	<ul style="list-style-type: none"> <li>All participants can mute/unmute their own audio</li> <li>Host can mute/request to unmute participants</li> <li>The Host can set all participants to mute upon entry</li> </ul>	<ul style="list-style-type: none"> <li>Only the Host and panelists can mute/unmute their own audio</li> <li>Attendees join in listen-only mode*</li> <li>The Host can unmute one or more attendees</li> </ul>
Video Sharing	All Participants	Hosts and Panelists
Screen Sharing	✓	✓

# Webinar Overview:

NCBG Virtual Lunchbox Talks are offered via the Zoom Webinar platform.

Zoom works on nearly every platform including iOS, Android, Windows, and MacOS. You can use Zoom in your browser or you can download the app on your devices.

If you are registering or joining a webinar and haven't received an email confirmation that's for a panelist, you are an attendee in the webinar. As an attendee, you can mute/unmute your audio, virtually raise your hand, and send messages to others.



**Note:** Some attendee controls won't be available if disabled by the host. If you have additional controls not shown here, you may be a co-host or panelist in a webinar or an [attendee in a meeting](#).

## Joining a Webinar by Invitation Link

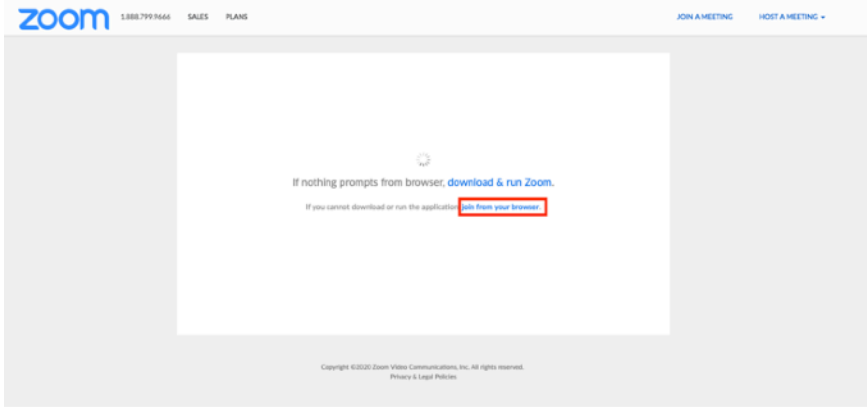
You are invited to a Zoom webinar. *Example:*

- **When:** Apr 16, 2020 12:00 PM Eastern Time
- **Topic:** Virtual Lunchbox Talk: Seeds for Humanity with Michael Kunz

**Please click the link below to join the webinar:**

<https://unc.zoom.us/j/MEETING-ID-#>

After clicking the link you may be prompted to download the Zoom Desktop Client. You may also choose to join from your browser by clicking “Join from Browser”

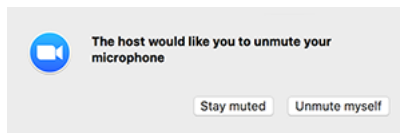


You may still be prompted to submit your name and email for verification to join the webinar. If the host has not started the webinar yet you will be in a waiting room with a screen that says “Please Wait for the Webinar to Start”.

## 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 clicking 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.

**You asked:**

18:03

What happens when I raise my hand?

**Molly Parker answered:**

18:04

I can take you off of mute.

Please input your question

Send Anonymously

Send