

## Zoom Webinar Instructions

**1. What are the differences in how a Webinar works compared to a regular Zoom call?**

A: There is not much of a difference in how a host/co-host controls a webinar compared to your standard Zoom call. The notable differences are participant can only chat with the host, co-host, or panelists. They also do not have the ability to turn on their cameras or unmute themselves unless given permission. There is an additional tool in a webinar called the Q&A Feature. This alters how the host/co-host interacts with the participants. For further information on the differences please check out this comparison from the Zoom website: <https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison>.

**2. How many people can attend a Webinar?**

A: Our webinar license allows 500 participants.

**3. What are the differences between a host, co-host, and panelist?**

A: Please click the following link to see a detailed breakdown of the differences between these three roles. <https://support.zoom.us/hc/en-us/articles/360000252726>

**4. How do I utilize the Q&A feature?**

A: Here is a link to Zoom's information on the Q&A feature <https://support.zoom.us/hc/en-us/articles/203686015-Using-Q-A-as-the-webinar-host>.

**5. Can I practice prior to the start of the session?**

A: Zoom Webinar's have a Practice Session feature. This option allows host, co-host, and panelist to click on the Webinar link days prior to the start date. This feature is useful for those who need time to get used to the controls and features that are present in a Zoom Webinar.

**6. How do I create Polls in advance?**

A: Polls can be submitted on the Webinar request form. Please include the questions and answers for each poll at the time of submission.

**7. Can Participants talk during a webinar?**

A: Yes, participants can talk during a webinar if that privilege is given by the host/co-host. Select the "Participants" button at the bottom of the screen. Select the "Attendees" tab in the window that appears on the right. Place your mouse over the participant's name and select the "Ask to Unmute" button. That attendee will then be prompted to unmute their microphone.

**8. How do participants join?**

A: Once a user clicks the Zoom link, they will be asked to enter their Email address and their name. After that information is completed, they can then click the "Join Webinar" button.

**9. How do I retrieve the recording of the session?**

A: The IT Help Desk will contact the individual who made the webinar requests after the session has concluded to discuss the delivery options for the video file.