

## Joining the Virtual Session via ZOOM Webinar

If this is your first time using any ZOOM product, download the ZOOM desktop client or mobile app from this link: <https://zoom.us/download>

- Alternatively, once you click on the webinar link you should be asked to download the app to your device

### Register with ZOOM to receive link to Session

You will receive an email inviting you to register for the Webinar. This is a security feature which will generate a unique link for you to join.

1. Click on the link (See Sample below)
2. Type your first and last name and your email address into the boxes

### SAMPLE

**Registration** will be through Zoom. Please click on the relevant links below to obtain a unique login link. Only those participating in an official capacity (clergy, board of ordained ministry, voting lay members) need to register. Clergy session:

1/2 day session for clergy and lay members: [https://zoom.us/webinar/register/WN\\_QJDaWu1rQFuunPvoonqvhw](https://zoom.us/webinar/register/WN_QJDaWu1rQFuunPvoonqvhw)

### Using a Webinar Link to Join

1. Click on the link provided in the email for the event - SEE SAMPLE INVITATION BELOW

Thank you for registering for "2020 Alabama-West Florida Annual Conference".

This link is unique to your registration. It may not be shared and will not work on more than one device.

The webinar will go "live" at 12:00 pm on September 26 to give everyone enough time to be sure they are on the webinar. We are allowing the session to start streaming an hour early to compensate for any technical questions and or issues. The session will begin promptly at 1:00 pm. Please contact Katie Winton on her cell (850-238-9345) if you have technical problems joining the webinar on September 26.

Please submit any questions to: [sarah@awfumc.org](mailto:sarah@awfumc.org)

Date Time: Sep 26, 2020 12:00 PM Central Time (US and Canada)

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

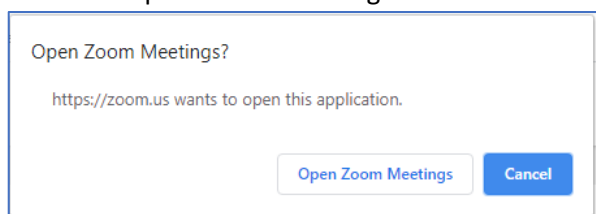
[Click Here to Join](#)

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

Passcode: 349104

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

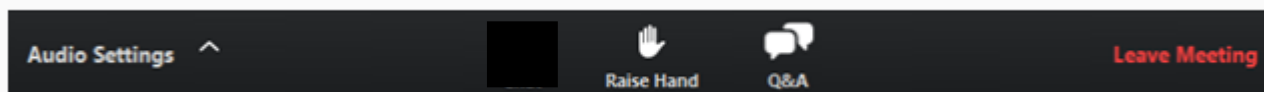
2. Click "Open ZOOM Meetings" if asked



## Once in the Webinar

The tool bar will be at the bottom of your screen on a computer. You may need to move your mouse to see it. On a phone some controls are at the bottom of the screen, others may be on the top. Touch your screen to see the toolbar.

In the tool bar, you can change and test your audio settings. By default, the organizer will have muted all attendees.



We will not be using the Chat or Raise Hand feature for the Clergy Session

You can enter questions using the Q&A feature

Use the Q&A if you request to speak – please state question and desire to speak

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.

A screenshot of the Zoom Q&A interface. The window title is 'Q&A'. It shows a list of questions and answers. The first entry is: 'You asked: What happens when I raise my hand? 18:03'. Below it is the answer: 'Molly Parker answered: I can take you off of mute. 18:04'. At the bottom, there is a text input field with the placeholder 'Please input your question', a checkbox labeled 'Send Anonymously', and a blue 'Send' button.

Question	Time
<b>You asked:</b> What happens when I raise my hand?	18:03
<b>Molly Parker answered:</b> I can take you off of mute.	18:04

## Polling

If you are using a phone, you will need to download the ZOOM app in order to submit polls.

Audio callers are not able to vote.

Click your answer choice

Click submit

## Additional Help

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->