## Dartmouth Class of 1968 Webinars – Instructions for Using Zoom

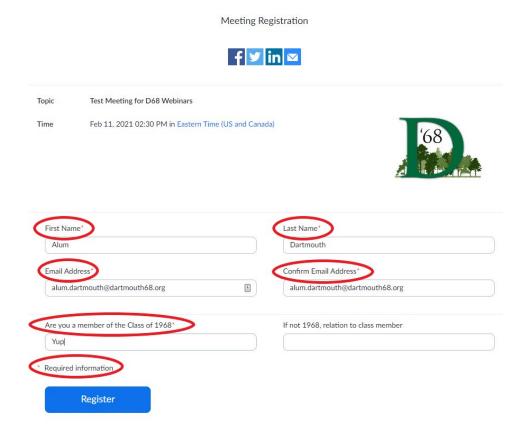
To sign up for a webinar, use the link on the Class Website Home page (this instruction is for those who didn't get far enough to open these instructions for themselves):



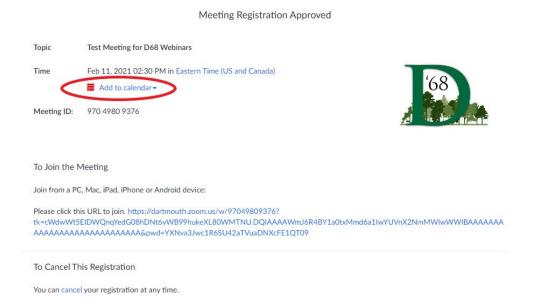
Select the "Sign Up for ..." button for the webinar you want to attend (you can sign up for any in which you're interested).



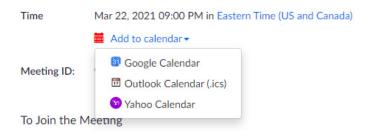
Complete the registration form (the items marked with an asterisk are required. After completing the form, click Register.



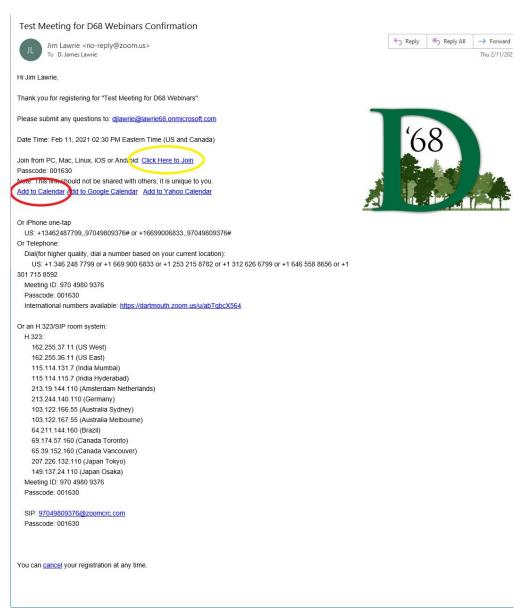
You will then receive a registration confirmation message and an email message confirming registration at the address entered in the form (see below for information about adding the event to your calendar app).



It is also suggested that you add the event to your calendar. Click Add to calendar and select one of the options. If you use a different calendar app, you can add the event from the confirmation email (see below). Also note that you can join the meeting from the link in the confirmation email (circled yellow).



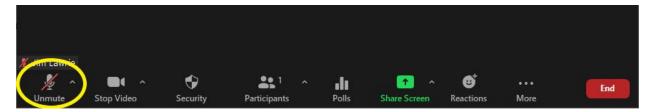
## Confirmation email:



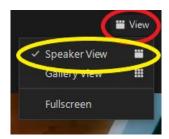
To login to a webinar, click on the link in the invitation, circled in yellow above. If you see a URL below the words Join Zoom Meeting in your calendar reminder, click on the URL. It will look something like https://dartmouth.zoom.us/j/98297057296?pwd=T25qSk8yMVJjTlErR1ZsallYdTEzQT09.

## After joining the webinar:

Note that when you join the webinar, your microphone will be muted, and video will be turned on. If you want to speak, you should unmute audio by clicking on the crossed-out microphone symbol:

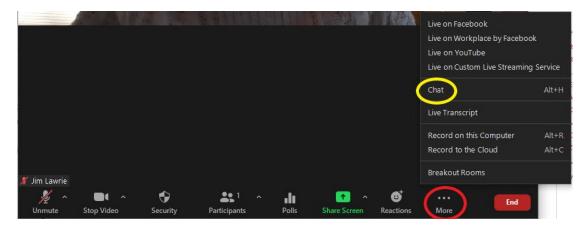


Make sure your View (upper right corner of meeting window) is set to speaker view.

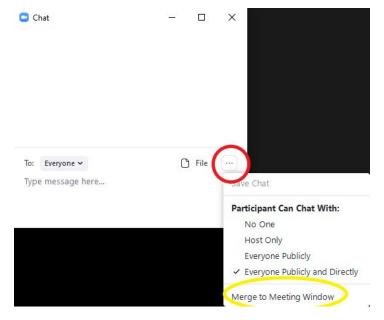


It is recommended that you turn on chat so you can submit questions that can be addressed during the question-and-answer session at the end of the presentation. The method for asking a question during the presentation will be addressed below.

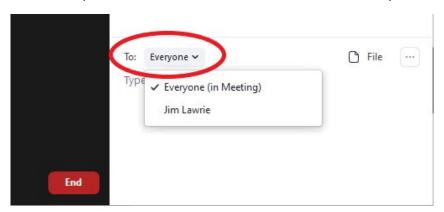
Turn on chat and merge the chat window with the meeting window. Begin by clicking on the 3 dots above More and select Chat.



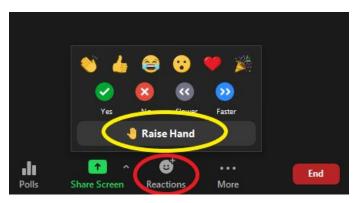
The chat window will open. It is recommended that you merge the chat window with the meeting window by clicking on the ellipsis and selecting Merge to Meeting window.



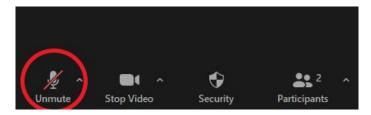
To initiate a chat session, click on the down pointing arrowhead next to Everyone in the chat window and choose the person with whom you want to communicate. If you want to pose a question to be asked at the end of the meeting, you should direct your question to Jim Lawrie or David Peck. Type your message in the chat box and press enter. Please do not direct comments to everyone.



If you want to ask a question during the presentation, use the Reactions/Raise Hand feature.



A raised hand will remain over your video window until cleared by the meeting host/moderator (or by you). When you are recognized by the moderator, unmute your microphone (click on the microphone in the lower left corner of your meeting window), state your name and ask your question.



If you want to react to the presentation, use the reactions feature (see above) and choose the desired emoji. The emoji will persist over your video window for about 10 seconds.

The Zoom website (<u>Getting Started – Zoom Help Center</u>) has a complete user guide.