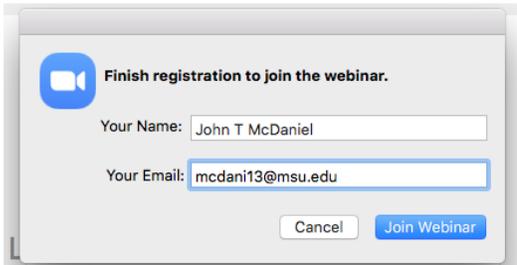


Zoom Webinar – Look and Feel

Zoom webinars will be used to deliver information to large groups. Lectures previously delivered in a live face-to-face setting may be delivered in the Zoom webinar environment. This document is intended to familiarize you with the look and feel of a Zoom webinar.

Joining a Webinar

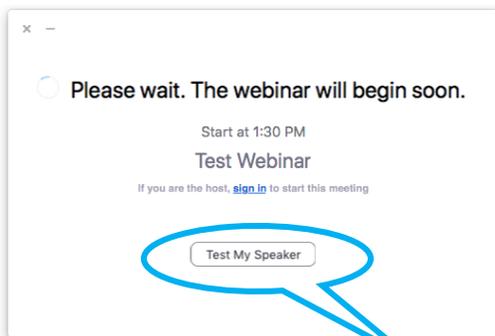
When you join a Zoom webinar, you'll be asked to sign in. Be sure to enter your full name and use your MSU email address. This will ensure you receiving credit for events that take attendance. Then select "Join Webinar".



A screenshot of a Zoom registration dialog box. At the top left is a blue Zoom logo. The title is "Finish registration to join the webinar." Below this are two input fields: "Your Name:" with the text "John T McDaniel" and "Your Email:" with the text "mcdani13@msu.edu". At the bottom are two buttons: "Cancel" and "Join Webinar".

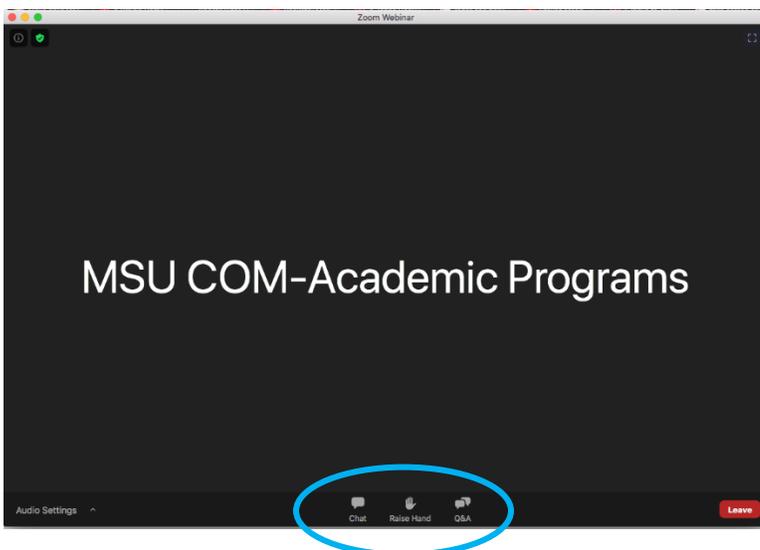
The Attendee Screens

If the webinar is started in Practice mode, you may see this screen:

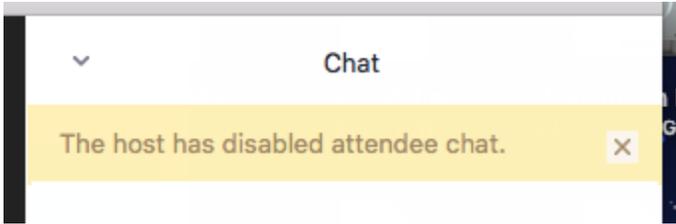


You can use this opportunity to Test My Speaker to verify audio levels.

Here's what you'll see upon joining, or when the webinar broadcast starts. Note the icons at the bottom of your window: Chat, Raise Hand, and Q&A.

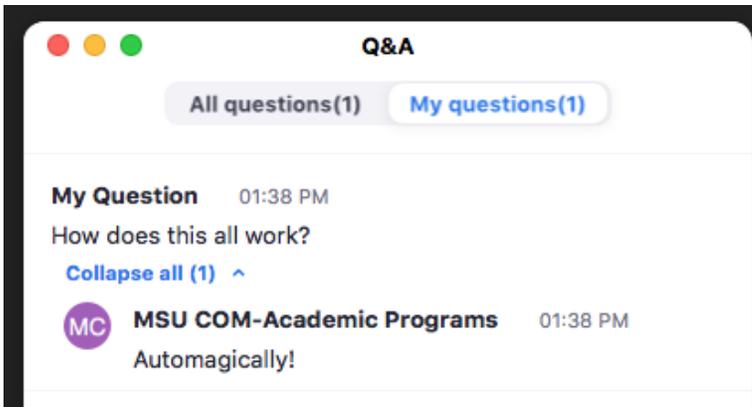


The webinar host may disable the Chat feature for attendees.



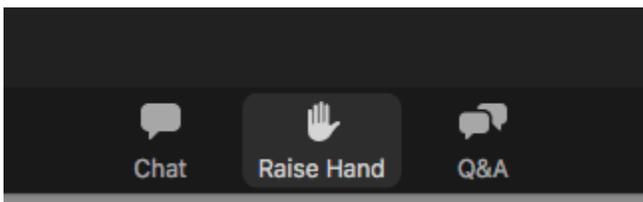
You may be directed to enter all questions into the Q&A instead.

[You may have the option to submit questions anonymously. Professional conduct is always expected.](#)

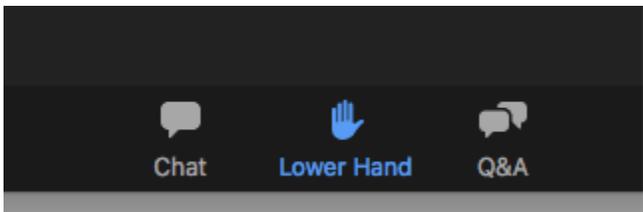


Note you can select to view **All questions** or just **My questions** (those you have entered). The host or other participant can elect to answer your question via text, or verbally. You can also upvote (like) a submitted question instead of entering it a second time yourself.

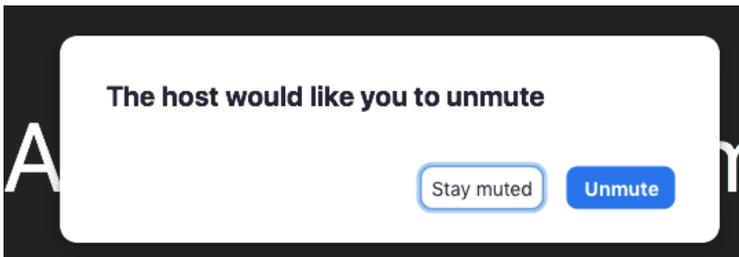
You have the option to Raise (your) Hand.



Once selected, the icon changes to this:



The host or moderator may elect to allow you to speak. If so, you'll see this message:



Select **Unmute** to activate your microphone.

Other Conditions

Depending on the nature of the event, a Zoom webinar may be recorded, with the recording posted for your review after closed captioning. The Q&A file may also be posted when appropriate.

If you have technical issues using your MSU Zoom account, contact the IT Help Desk at 517-432-6200 (24/7) or send an email to: ithelp@msu.edu