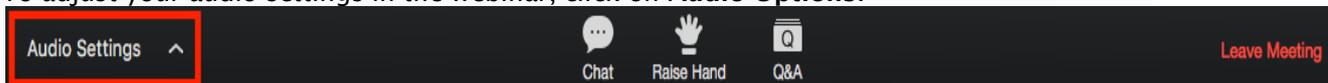


Controls for you whilst in the Webinar

Audio Settings

1. To adjust your audio settings in the webinar, click on **Audio Options**.



2. This will open up the audio settings section of your Zoom application settings.
3. You can click on the drop downs to change the audio devices or adjust the sliders to change the volume.



4. You can also click on the ^ next to **Audio Settings** to change your speaker.

Question & Answer

The Q&A window allows you to ask questions to the host/s. They can either reply back to you via text in the Q&A window or answer your question live.

1. Click **Q&A** to open the Q&A window. You can move this window around your screen.
2. Type your question into the Q&A box.
3. Click **Send**
4. If the host replies via the Q&A, you will see a reply in the Q&A window.
5. The host can also answer your question live (out loud).
6. Note: check **Send Anonymously** if you do not want your name attached to your question in the Q&A.

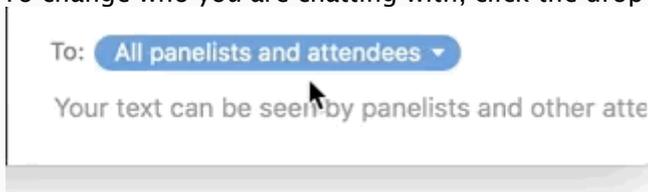
Chat (not available for all webinars)

The in-meeting chat allows you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

7. Click **Chat** to open the in-meeting chat.



8. The chat will appear on the right side of your Zoom window if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen as needed.
9. To change who you are chatting with, click the drop down beside **To:**.



10. Type your message and press **Enter**.

Raise Hand (not available for all webinars)

You can raise your hand in the webinar to indicate that you need something from the host. This feature is typically used to know if an attendee has a question and would like to speak out loud.

1. Click **Raise Hand** in the attendee controls.



2. Your hand will stay raised until you or the host lower it. You can lower your hand if needed by clicking **Lower Hand**.



Leave meeting

Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.