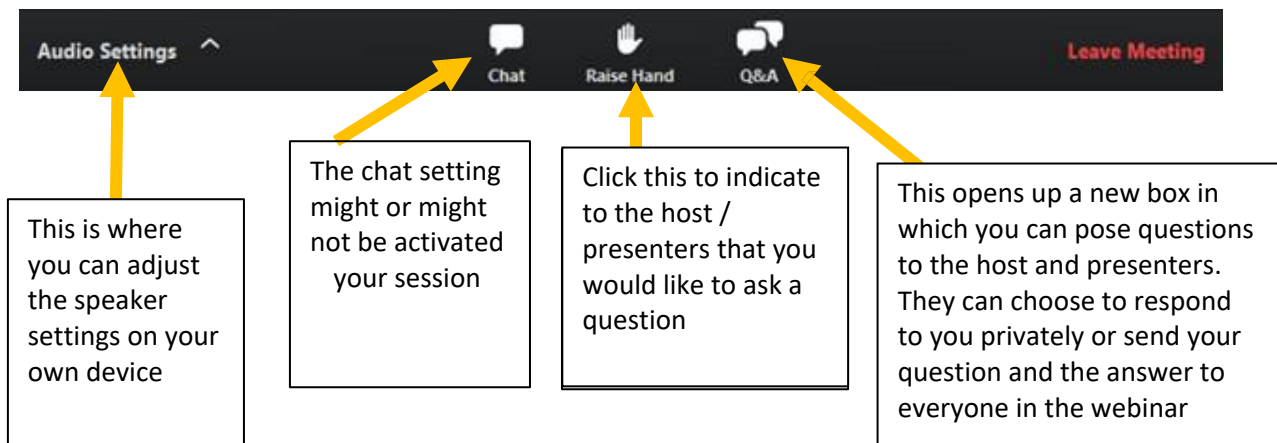


GPSA Webinars - Zoom Tips

Options within a GPSA Zoom Webinar

When you are admitted into a GPSA webinar session, on the bottom of your screen you'll see the options below. If you are joining by mobile phone, this may look different, but all options should still be available depending on your phone and whether you are joining from the app or internet browser. For help with using Zoom on iOS and Android devices, visit the [Mobile section of the Zoom Help Centre](#).

You will automatically be entered into the session with no video and your sound will be muted. But other options will still be available to change your speaker settings and interact with the host / presenters and other participants per below:



Adjusting Audio Settings

Only the host and presenters can talk in a webinar. However, as a participant you can adjust your speaker settings by clicking the **Audio Settings** button in the lower left to check your speaker settings.

NOTE: A host can choose to promote you to a panellist during a webinar, which will allow you access to a variety of tools via the menu bar such as enabling your audio and video and sharing your screen.

Interacting in a Webinar

In a Zoom webinar, you can interact with the host and presenters by raising your hand, typing in Chat, or typing in Q&A if the host has enabled those features in the webinar.

Send Messages with Chat

Chat is a feature that is controlled by the webinar host. The host can choose to allow participants to chat with everyone, only presenters / panellists and hosts, or with no one.

- a) Click the **Chat** button to open the chat panel.
- b) Type your message in the **Text** box at the bottom of the panel.
- c) Press **Enter** to send your message.

Raise Your Hand

- a) Click the **Raise Hand** button at any time to indicate to the host and presenters / panellists that you have a question.
- b) To lower your hand, click the **Lower Hand** button.

Ask Questions with Q&A

If enabled by the host, you can pose questions to the host and panellists using the Q&A feature. The host or panellist can choose to respond to you privately or send your question and the answer to everyone in the webinar.

- a) Click the **Q&A** button to open the window.

- b) Type your **response** to the question in the text field.
- c) If you want your question to be anonymous, check the **Send Anonymously** checkbox.
- d) Click **Send**.
- e) If the host replies via the Q&A, you will see a reply in the Q&A window.



The screenshot shows a Q&A window with the following content:

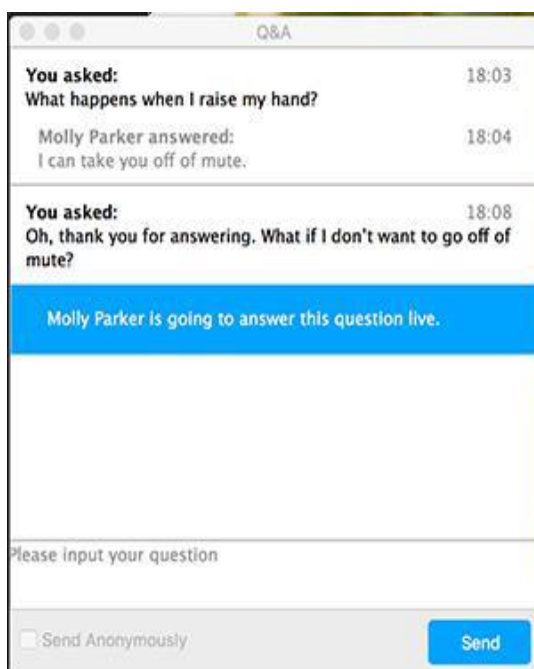
You asked: 18:03
What happens when I raise my hand?

Molly Parker answered: 18:04
I can take you off of mute.

Please input your question

Send Anonymously **Send**

The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this (as below).



The screenshot shows a Q&A window with the following content:

You asked: 18:03
What happens when I raise my hand?

Molly Parker answered: 18:04
I can take you off of mute.

You asked: 18:08
Oh, thank you for answering. What if I don't want to go off of mute?

Molly Parker is going to answer this question live.

Please input your question

Send Anonymously **Send**