

## Joining the Virtual Annual Conference 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 Annual Conference 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

Hi there,

**SAMPLE**

You are invited to a Zoom webinar.  
When: May 26, 2020 11:00 AM Eastern Time (US and Canada)  
Topic: CS Test H/M/S

Register in advance for this webinar:  
[https://us02web.zoom.us/webinar/register/WN\\_QhiPaRRITzOiYmOHvIRElw](https://us02web.zoom.us/webinar/register/WN_QhiPaRRITzOiYmOHvIRElw)

After registering, you will receive a confirmation email containing information about joining the webinar.

### Using the Webinar Link to Join the Event on Saturday, September 19

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

Hi M Becker,

**SAMPLE Invitation**

Thank you for registering for "CS Test H/M/S".

Please submit any questions to: [hfinley@flumc.org](mailto:hfinley@flumc.org)

Date Time: May 26, 2020 11:00 AM Eastern 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.  
Password: 111014  
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :  
US: +19294362866,,85943368543# or +13017158592,,85943368543#

Or Telephone:  
Dial(for higher quality, dial a number based on your current location):  
US: +1 929 436 2866 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799  
Webinar ID: 859 4336 8543  
Password: 111014  
International numbers available: <https://us02web.zoom.us/j/kN4AwkC44>

2. Click "Open ZOOM Meetings" if asked

Open Zoom Meetings?

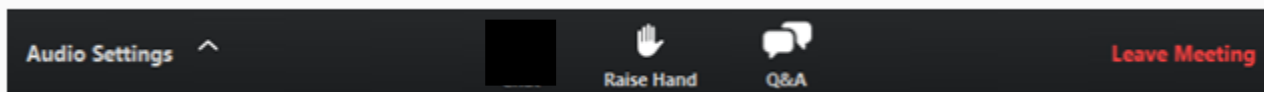
<https://zoom.us> wants to open this application.

[Open Zoom Meetings](#) [Cancel](#)

## 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.

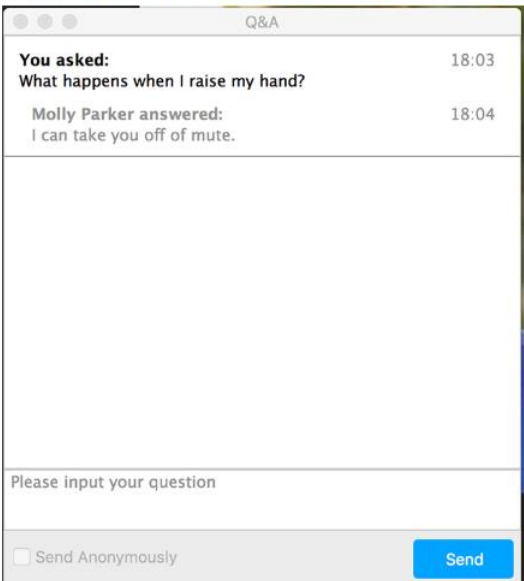


We will not be using the Chat or Raise Hand feature for the Annual Conference session.

You can enter questions **related to the proceedings** using the Q&A feature  
Use the Q&A if you request to speak – please state your 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 window. The window title is 'Q&A'. It shows a question: 'You asked: What happens when I raise my hand?' with a timestamp of 18:03. Below it is an answer: 'Molly Parker answered: I can take you off of mute.' with a timestamp of 18:04. At the bottom, there is a text input field with the placeholder 'Please input your question', a checkbox for 'Send Anonymously', and a blue 'Send' button.

Question	Timestamp
You asked: What happens when I raise my hand?	18:03
Molly Parker answered: 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.

**Clergy couples or households with two voting members will need to login on 2 devices so both may vote.**

Once a poll appears:

- Click your answer choice
- Click submit

## Additional Help

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

Beth Potter is available on Saturday, September 19 if you have technical trouble – please contact her via voice or text at 813-220-5379.