

## Using Zoom - Frequently asked questions

### **What is a Zoom Video Webinar?**

A: Zoom Video Webinars enable businesses of all sizes to easily conduct large online events with video, audio, and screen sharing for better engagement. The simple interface allows you to plan and present professional webinars at an affordable price. Zoom's high-quality experience scales with great dependability up to 50 video participants and 10,000 viewers for a better, more interactive experience

### **Is it easy for attendees to join?**

A: Attending a Webinar is as straightforward as clicking on a link. Webinar attendees do not need their own Zoom account to join a Webinar and can easily join from any desktop, laptop, mobile device, or Zoom Room.

### **Can I test my connection?**

Yes, test your connection using the following link - <https://zoom.us/test>

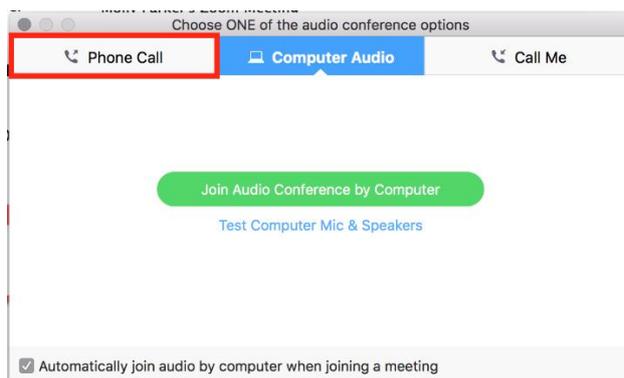
### **Will the webinar be recorded?**

A: Yes it will be recorded and sent to you within 24 hours of the event taking place.

### **How do I join or test my computer audio on a Windows?**

After joining or starting a meeting, click "Join Audio by Computer" to connect your computer's speaker and microphone to the Zoom Meeting. If using your computer's speaker and microphone is your preferred audio method, check the option "Automatically join audio by computer when joining a meeting".

2. You can test your audio connection before joining by clicking the "Test Computer Mic & Speakers" link. The audio preferences will open.



You can test the volume and output of your speaker device by select "Test Speaker". If you cannot hear, change the output source by selecting a different speaker device.

Speak at a normal level and check the Input Level meter to see if your computer is registering your voice. A green bar will raise and lower as you speak if it is working correctly. If the audio is not registering, change the input source by selecting a different microphone from the drop-down list. You can also select "Test Mic" to playback your microphone input.

You can select “Automatically adjust microphone settings” to adjust the microphone level based on your speech level.

## **I don't have a headset with a microphone.**

A: Don't worry, you can use a telephone and use the free toll number for your country or use your computer audio. For most events, you will not require a microphone just earphones.

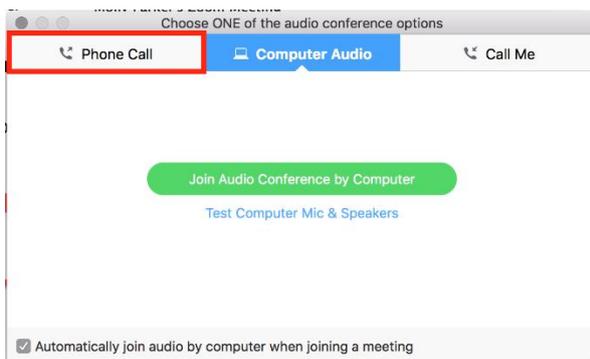
## **How do I join by telephone?**

A: You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional telephone). This is useful in occasions where:

- You do not have a microphone or speaker on your PC/Mac
- You do not have a smartphone (iOS or Android) while on the road
- You could not connect to a network for video and VoIP/computer audio.

Join by computer (for video) and telephone (for audio):

1. Join a Zoom meeting
2. Once you are in the meeting, select the Join Audio in the menu bar



3. Follow instructions on the dialog box to Dial In