Before Your Session

To access your Zoom webinar session as a panelist, use the unique link you received via email. Within the message, click on the “Join Zoom Meeting” link. Make sure to use the same credentials used when registering.

Panelists should join at least 30 minutes prior to the start of the webinar to prepare, finalize video setup, etc. before the broadcast to attendees.

Please be sure to only run Zoom on your devices (close out anything else running in the background), and ask family members and/or anyone at your home/workspace to stay off the network for the duration of the webinar, if possible. An ethernet connection is preferred (as opposed to Wi-Fi).

Once you have launched the desktop application, you will be prompted to join audio by clicking “Join with Computer Audio.”

Zoom Functionality

You will be able to Mute and Unmute yourself by clicking on the lower left-hand mute symbol, or by hovering over your panel or name in the panelist list. It is important that you stay muted while you are not speaking. IMPORTANT: any inadvertent sound will bring your video to the main view for attendees.

As a panelist, you can start your own video and, if needed, the option to share your screen will be enabled by the host/co-host.

The chat function can be disabled for attendees, but it is enabled for panelists. You can click on the chat icon to chat to the host(s)/other panelists, or you can click to chat with just a specific person in the session (privately). If you have a technical issue during the session, use the chat function for support from the host(s).