

Zoom Webinar: Panelist Tip Sheet

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).

