Union for the Mediterranean
Union pour la Méditerranée
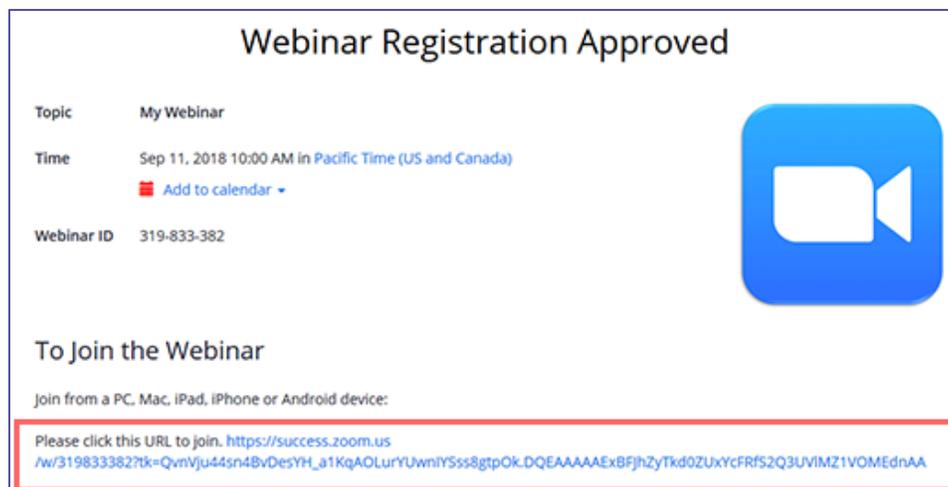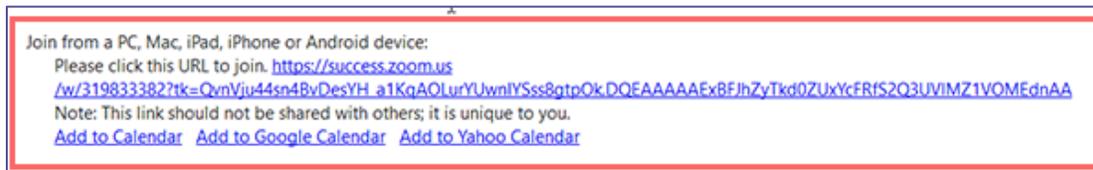ـ'تحاد من أجل المتوسط

Zoom: Guide for Attendees

Joining a Webinar

In order to join a Zoom webinar, you can do it via invitation link or manually.

Prerequisites

- **Zoom Desktop Client** or **Mobile Application.**
- **Please, make sure you have the latest version of Zoom installed on your computer. You can download it here : www.zoom.us/support/download**

Via Invitation Link

1. Click the link that the host provided you with or that you have received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

Manually

1. Locate the 9-digit meeting ID/**webinar ID** from your registration email. It may appear at the end of the phone dial-in information, or it will be in the join link, just after https://zoom.us/w/.
2. Sign in to the Zoom Desktop Client or Mobile App, and click or tap **Join a Meeting**.
3. Enter the 9-digit **webinar ID**, and click **Join** or tap **Join Meeting**.
4. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.

Once this process is complete, you will enter the webinar waiting room. You will need to wait for the host to start the webinar.

Controls in a Webinar

When you join a Zoom Webinar hosted by another user, you are considered an attendee. The following controls are available depending on the method of connection:
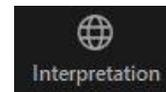
Via Windows, macOS or Linux

Once you join in as an attendee, you will find this panel:

1. **Audio Settings**: Allows you to mute or activate your microphone and your camera (if the host allows it) and select the input sources.

2. **Chat**: You can chat with the different participants and the host. The host can allow only messages to be sent to it if he wants that.
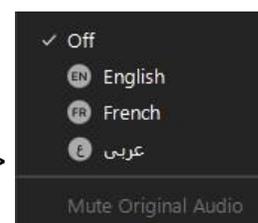
3. **Simultaneous interpretation:** If you wish to hear the meeting /webinar using the simultaneous interpretation feature, you just need to click on the Interpretation icon .

After doing so, the languages available will appear on a menu. In this menu you can select the language you want to hear the meeting interpreted into. Please note if you don't see your language on the interpretation menu you may have to update the Zoom App to the latest version.

You can download it here: www.zoom.us/support/download

Interpretation menu>>

If you are a panelist:

You will find some changes, like being able to activate / deactivate the microphone and the camera or that you can share the screen. You can also record the session if the host allows it.

 Only as host, you can change the name to anyone, clicking on "more" and then "rename" when hovering the pointer over any user in the participant list. As a panelist, you can modify your own name by following the same steps.

From Android/IOS

1. Download ZOOM app from Play Store or Apple Store.

2. Select "Join a Meeting" and introduce the ID and the password or get the direct link as we explained and open it from your device

3. You will find the same functions as PC in a different display.