ZOOM - HOW TO GUIDE (PANELIST)

Before the webinar

Once you have been added as a panelist, you will receive an invite via email

Use the link in the email to join the practice session, as well as the actual webinar.

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.
Passcode: ViC94N
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar


During the Webinar

1. **Ensure that your name is labelled correctly.**

   o Click onto the 'Participant' panel as shown below and a side panel will pop up.
   o Click onto 'More', then select 'Rename', where a pop up will allow you to enter your name.
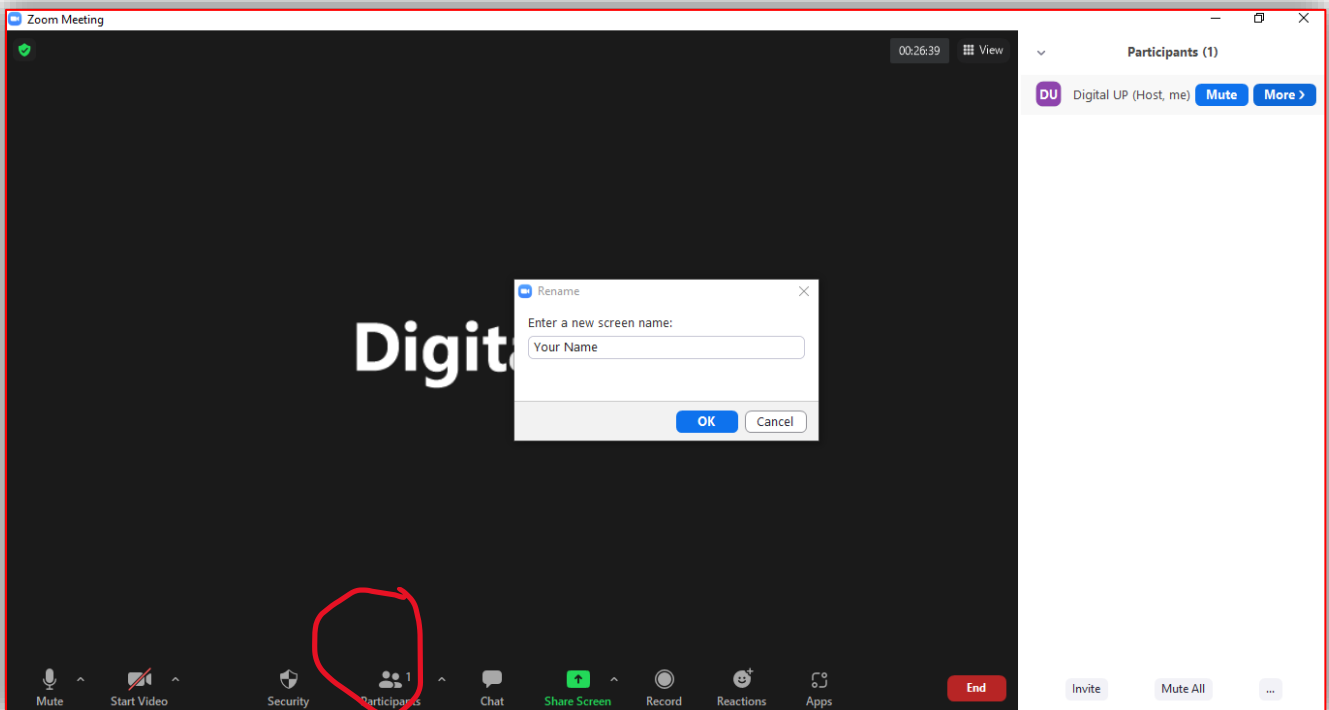
2. **Set your virtual background - All host and panelist will need to upload the background image provided by Marketing.**

   ○ Click on the "…" and 'Choose virtual background.'
   ○ You may need to select 'Mirror my video" if the background is uploaded in reverse.
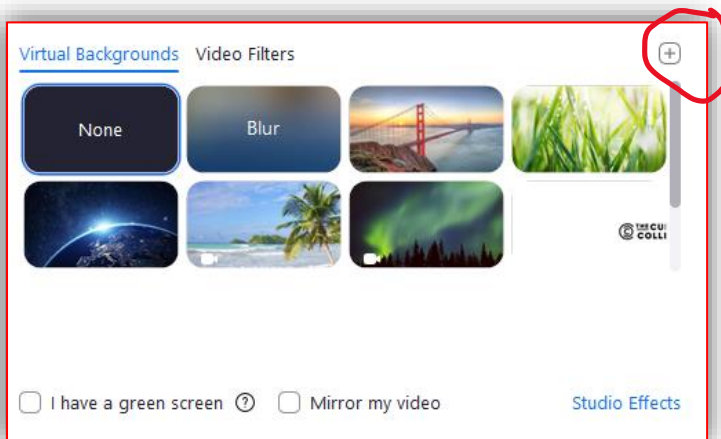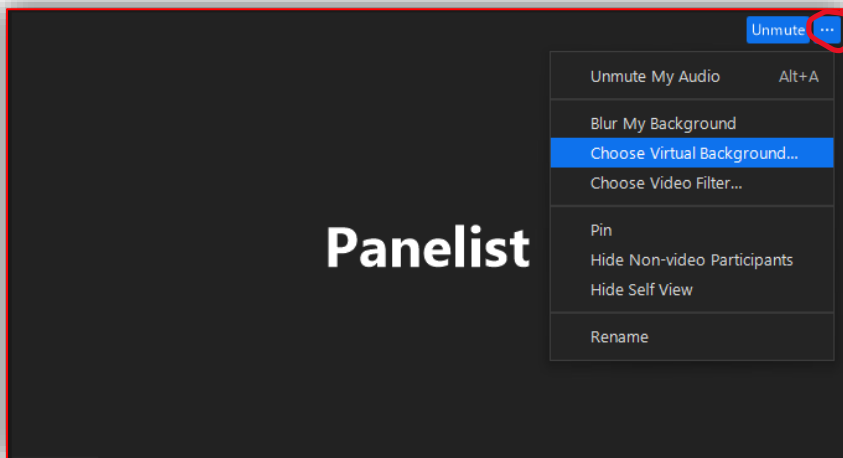
3. **Q&A Panel – If you are planning to have a Q&A session, you have 2 options available.**

- **Option 1** - You may have a dedicated person to answer any questions during the event itself through selecting 'Type Answer' to respond. The tab that shows 'Open', is where new questions will be stored.

- **Option 2** – If responding to Q&A at the end of the session, you will select 'Answer live'. This will move the 'Open' questions to 'Answered' or you can dismiss any comments or questions that may not be relevant. This allows you to keep track of who you have responded to.
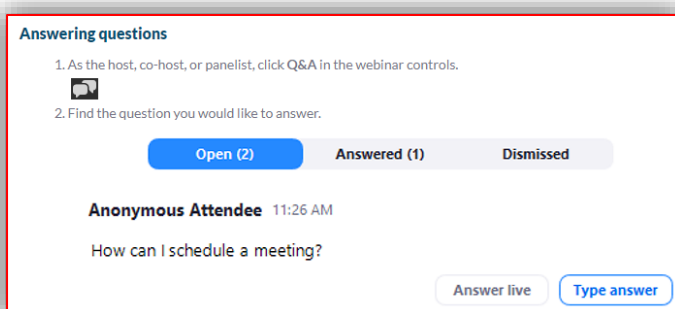
4. Sharing PowerPoint presentation

If you are sharing a PowerPoint presentation with video links, ensure that the following boxes are ticked as shown below.
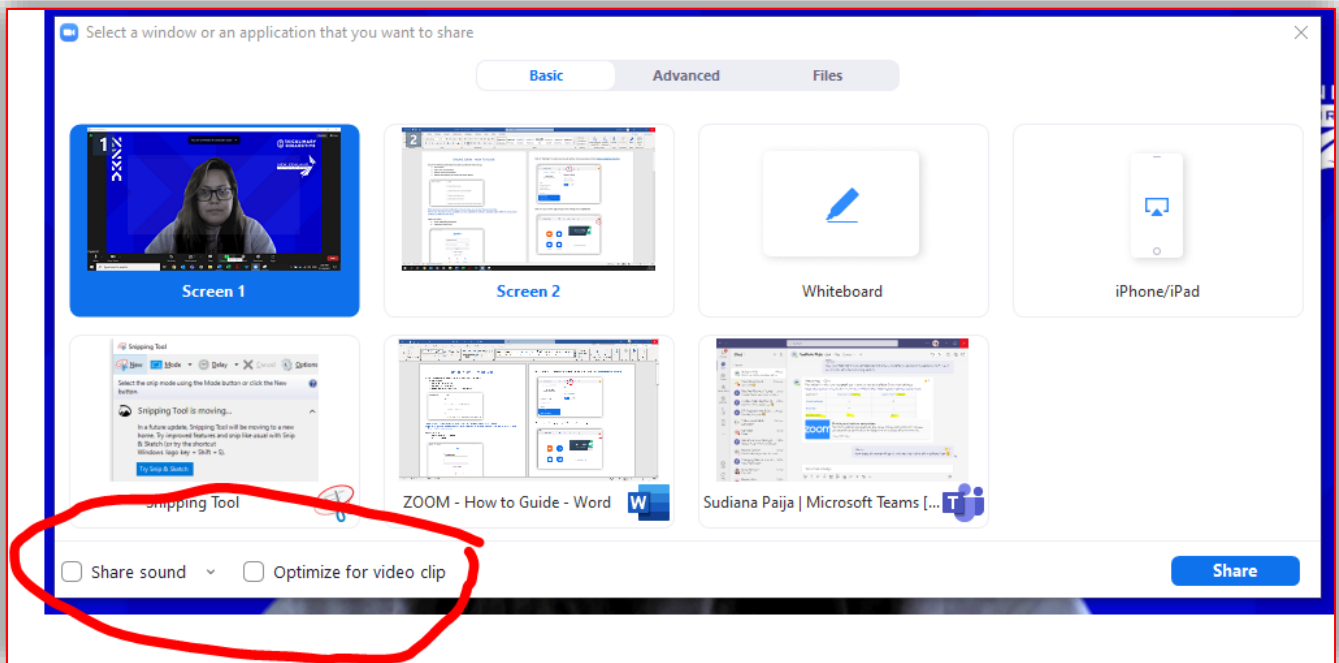
Helpful Tips

The host and panelist should set up 15-20 min before starting the webinar.

- o Change your display name.
- o Check that your background image has been added for both host and panelist.
- o Check that all panelists have access to both video and audio through 'Participants' button.
- o Provide access to all panelists that require to share their screen through the 'Share Screen - ^' button.
- o Speakers will need to manage their video and mute button throughout the event.
- o Have your presentation ready to be shared.
- o Videos are ready to go.
- o Check that your lighting is good.
- o Arrange for someone to manage the Q&A during the event.

Any issues please connect with either your host lily.van@up.education, joy.balbuena@up.education or niral.patel@up.education.

Further Resource Links for Zoom

Find out what role everyone will play on the webinar
 - **https://support.zoom.us/hc/en-us/articles/360000252726**

Changing your Virtual Background image
 - **https://support.zoom.us/hc/en-us/articles/210707503-Changing-your-Virtual-Background-image**

Sharing multiple screens simultaneously
- **https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-multiple-screens-simultaneously**

Sharing and playing a video
- **https://support.zoom.us/hc/en-us/articles/360051673592-Sharing-and-playing-a-video**

Screen sharing a PowerPoint presentation
- **https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation**

PowerPoint Presentation with linked YouTube video
- https://www.thinkoutsidetheslide.com/playing-a-youtube-video-in-a-zoom-meeting/