

# Joining Suzanne Giesemann's Webinar is Easy

The webinar is hosted with software called



## Your First Webinar:

The first time you try to log into a webinar using the link that is sent to you when you register, you may be asked to **sign in to Zoom**. This is free. You will use your email and create a password. Do this before the webinar so that you don't miss the beginning of the session.

It is best to watch the webinar on a pc, mac, or laptop. We've found that phones and tablets are a bit more difficult to use. For those who do not have access to the internet, you will be given a phone number to use to call in to the webinar.

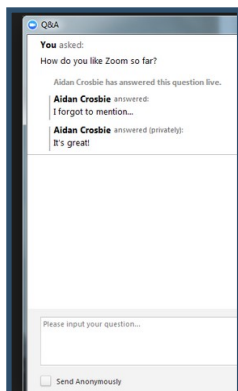


## For Each Webinar:

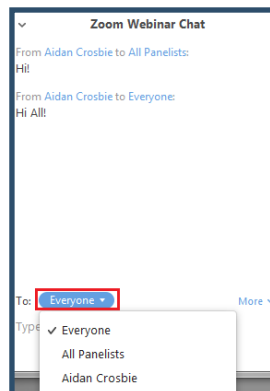
Click on the personal link that was emailed to you for the webinar. The webinar screen will be open 15 minutes prior to the webinar start time. This gives you time to log in and ensure that your audio and video are working properly.

Become familiar with the following areas of the screen:

**Q&A Box:** You can ask questions at any time by typing them here.



**Chat Box:** You can send comments to everyone, just the panelists, or to individuals.



**Raising Your Hand:** At times Suzanne will ask for a show of hands. You click on the "Raise Hand" button.

This may be the words "Raise Hand" or an icon that looks like a hand.



The location of these features will differ depending on whether you are using a pc, mac, phone, or tablet and what browser you are using. Take time to experiment and learn where they are on your device.

All of the mics will be muted during the webinar except when a participant is asking a live question. This is necessary to avoid disturbing background noise and echoes. Participants will be shown on screen only with their permission when asking questions or making comments.

Please share any comments or questions regarding the "technical" part of the webinar such as logging in, using the features, sound, etc. with Bev at: [sgiesemann.events@gmail.com](mailto:sgiesemann.events@gmail.com). We appreciate your suggestions to make the webinars user friendly and convenient.