Union for the Mediterranean
Union pour la Méditerranée
ـاتحاد من أجل المتوسط

Corporate and Service Support Unit

# Zoom: Guide for Attendees

## Joining a Webinar

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

Please click the link below to join the webinar:

https://us02web.zoom.us/j/81493024822?pwd=WTBFMy9qWE83K0NGcWxVRGpKbWlkZz09

Webinar ID: 814 9302 4822

Passcode: 938969

International numbers available: https://us02web.zoom.us/u/kldHjJ0f2

## 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**

## 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.

**It is crucial to be renamed following the "COUNTRY_ INSTITUTION_ NAME" format. If you are not correctly renamed, the host will send you a private message asking to do so, if you fail to follow the instruction the host will first place you back in the waiting list and remove you from the meeting if no renaming happens.**

# 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. **Raise Hand**: This button allows you to virtually raise your hand to notify the moderator(s) you would like to be handed the floor. After pressing it, wait for the moderator to mention you and then you'll be prompted to have the floor.
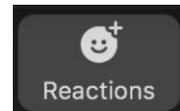


4. **Simultaneous interpretation:** If you wish to hear the meeting /webinar using the simultaneous interpretation feature, you just need to click on the Interpretation icon .
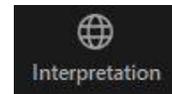


After doing so, the languages available will appear on a menu. In this menu you can select the language you want to hear the meeting interpreted into. Please note if you don't see your language on the interpretation menu you may have to update the Zoom App to the latest version.

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

**Interpretation menu>>**

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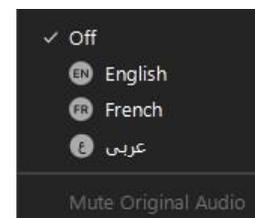
**If you are a panelist:**

**In order to allow the interpreters to have the clearest sound possible and to be able to work better, we kindly ask you not to use the microphone of your device, but to equip yourself with a headset with microphone.**

**Remember to centre your face in front of the camera and to keep the right position so that your face is always in the right frame.**

You will find some changes, like being able to activate / deactivate the microphone and the camera or that you can share the screen.



## 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.