

CONTINUING EDUCATION ZOOM INFO SHEET

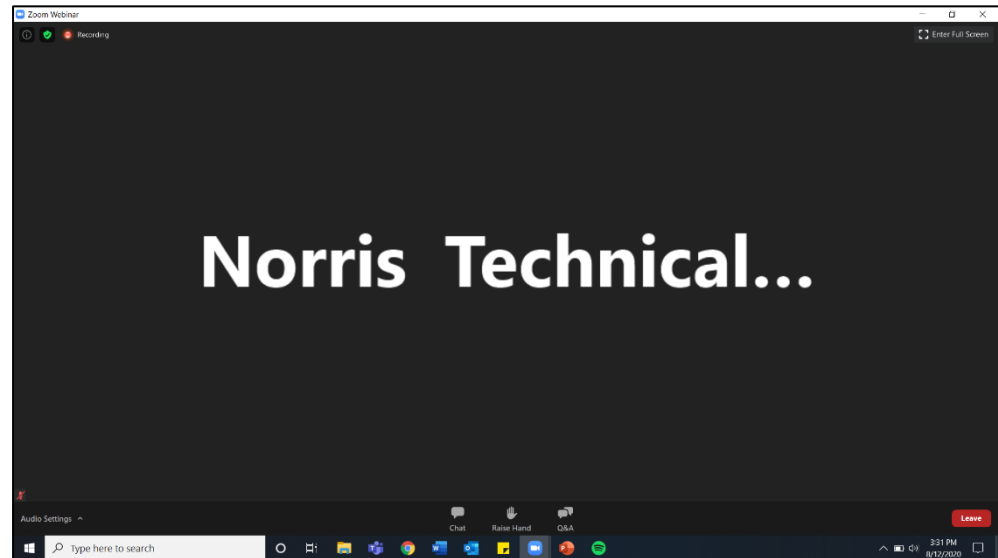
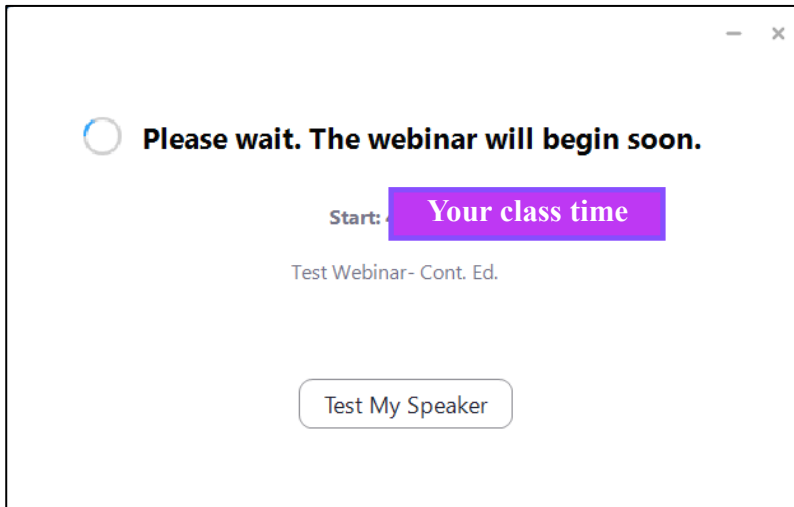


LINKING TO SESSIONS

- At least 24 hours (but not more than 48 hours) before the start of each of the nine sessions, you will be emailed a Zoom link for the session from event-tech@northwestern.edu. You will also receive an email reminder with the link one hour prior to the start of each session. Please check your spam or junk folder if you don't see the email in your inbox.
- Plan on clicking on the Zoom link and joining the online session at least 10 minutes before the session begins
- **Your Zoom link is specific to your email and may not be shared.**
- If you cannot attend the live-streaming of the session, you will be sent a separate link with a passcode to give you access to the recording of the session for six days, ending when the next session begins. **Your Zoom link and passcode are specific to your email and may not be shared.**
- Recordings CANNOT be downloaded

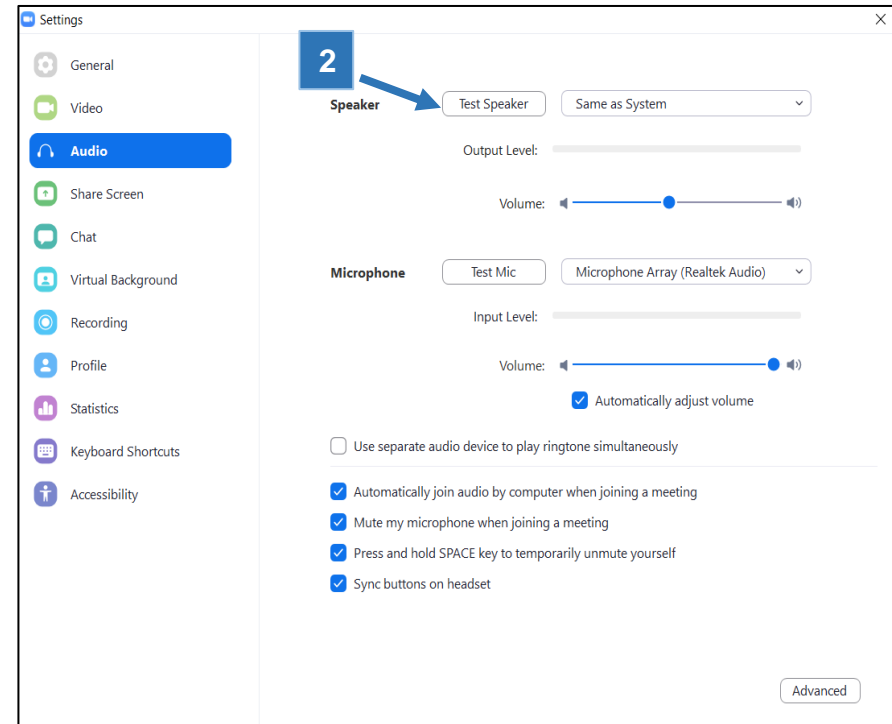
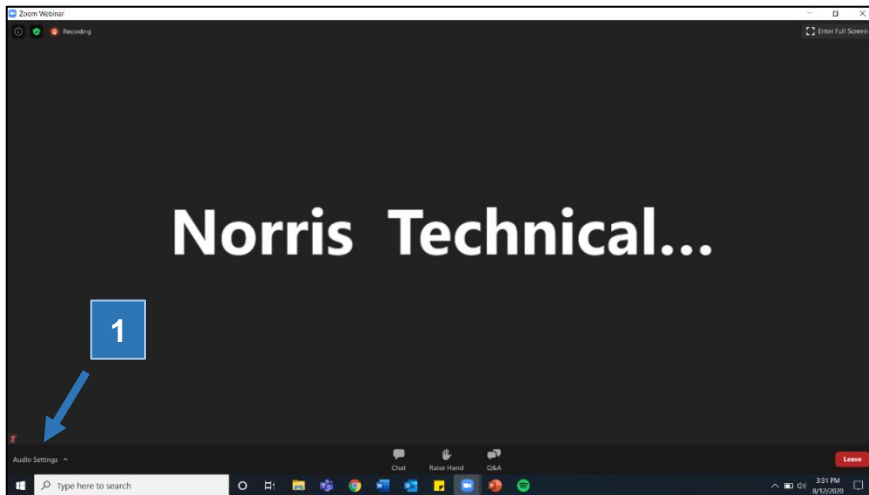
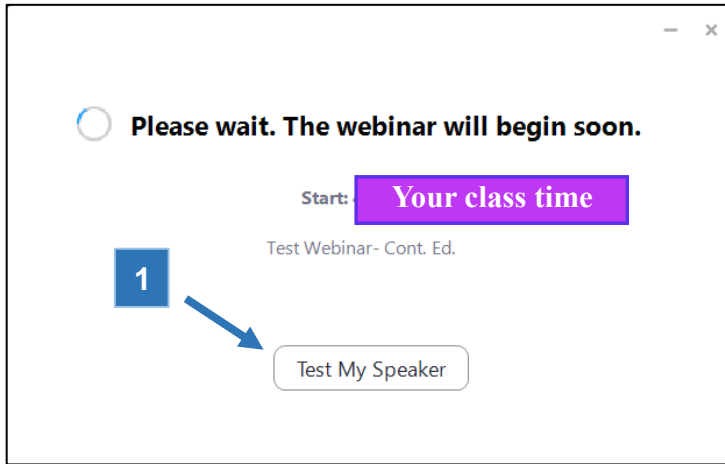
ARRIVING AT THE SESSION

- Plan on “arriving” at the session at least 10 minutes before the session begins.
- Upon arriving, you will either be shown a pop-up window (image on the left) or taken into the session (image on the right)
- During this time, test your speaker.



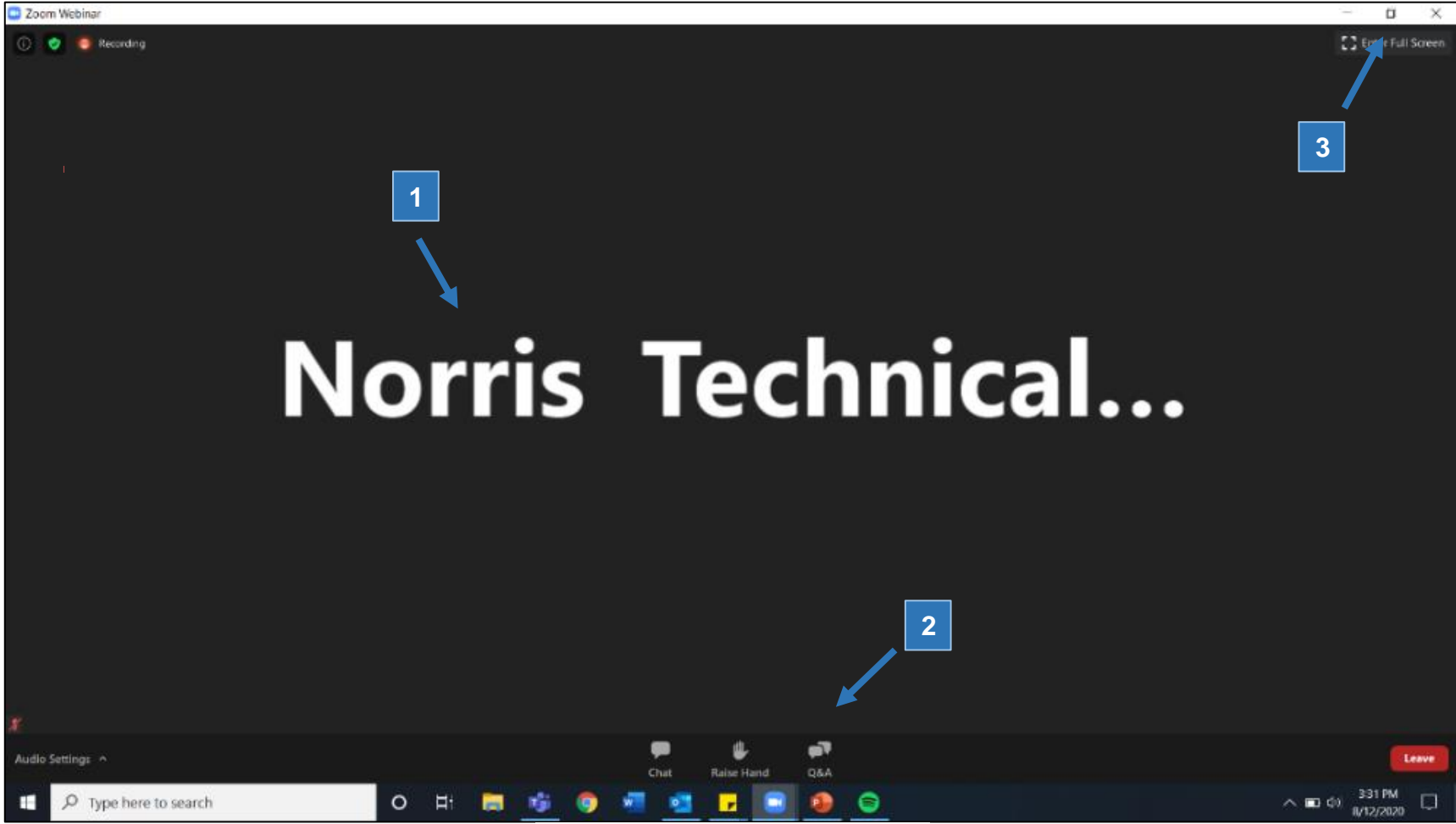
TESTING YOUR SPEAKER

1. If you are seeing the pop-up window, click the “Test My Speaker” Button. If you are seeing the session window, click the “Audio Settings” Button in the bottom left corner.
 2. You will be brought to the Audio Settings menu. Click the “Test Speaker” button at the top of the screen. If you hear the ringtone, your speaker is working. If you cannot hear the ringtone, make sure the volume is turned up and the correct speakers are selected from the dropdown menu.
- **NOTE:** Your microphone will be disabled during the webinar.



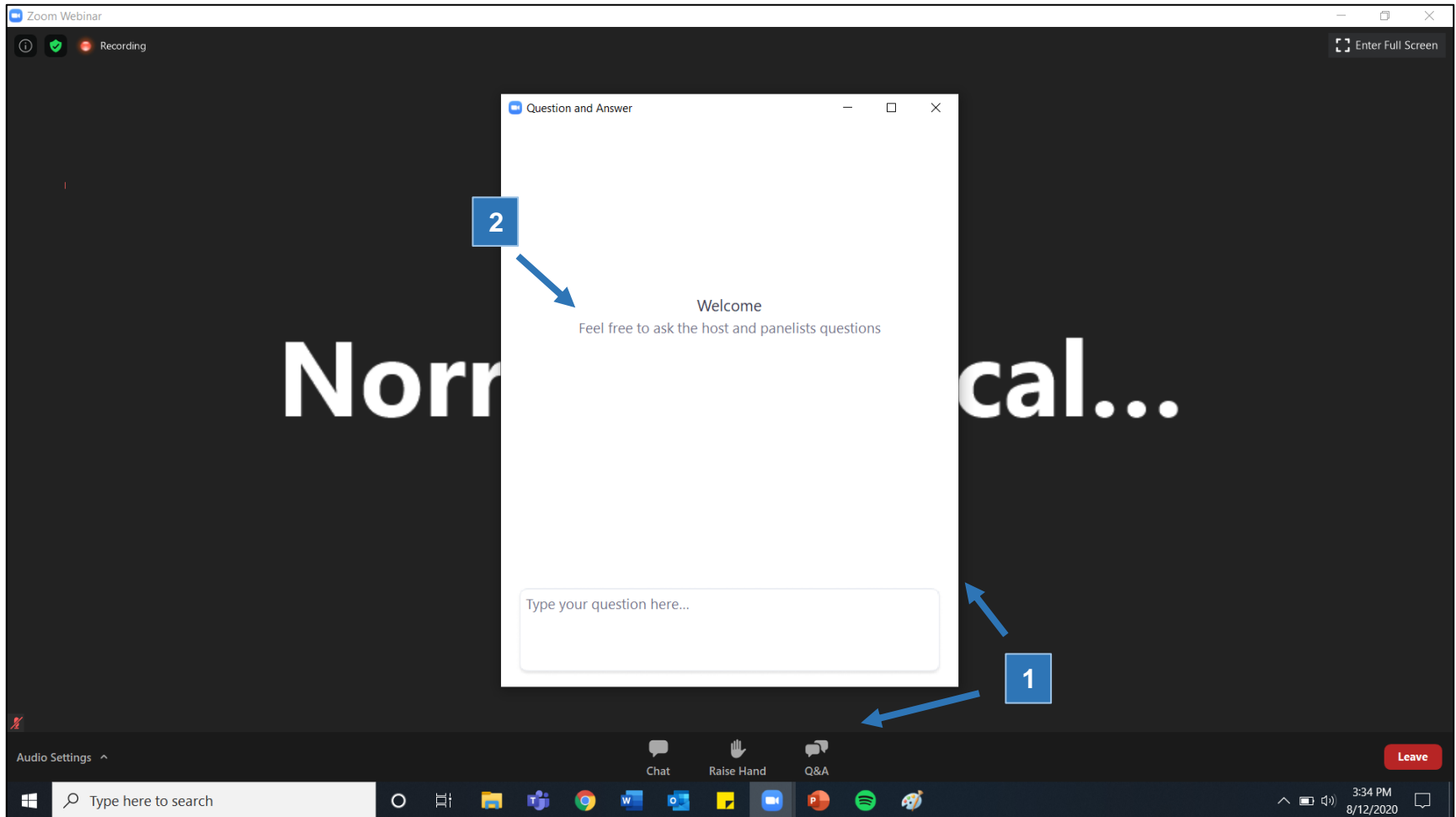
FEATURE OVERVIEW

- With Zoom Webinar, there are some limited features compared to the more widely used Zoom Meeting. **NOTE:** The Chat and Raise Hand features will be disabled.
- 1. **Video-** During the webinar, the video of the presenter will be displayed in the center of the screen in place of “Norris Technical...” text, as shown below.
- 2. **Q&A-** The Q&A feature is a dedicated section for asking questions to the presenter. Your questions will be visible only to the presenter and the Continuing Ed. coordinator.
- 3. **Full Screen-** Full Screen allows you to enjoy the webinar with the screen at its largest size.
- **Side-by-Side Mode-** Side-by-side mode enables you to see the shared screen alongside the presenter’s video



Q&A

1. **Q&A Button-** When you click on the Q&A button, the Q&A window pops up.
2. **Q&A Window-** To send in a question, type it into the box and then press “Enter.” The presenter and Continuing Ed. Coordinator will be shown your question. The presenter may choose to answer questions verbally or type a response.



SIDE-BY-SIDE MODE

1. When viewing a shared screen click on View Options and choose Side-by-Side Mode.
2. Hover your cursor over the boundary between the shared screen and presenter's video until your cursor changes to a double arrow and you see a gray line separating both views. Click and drag the separator to adjust the size of each view.
3. To exit Side-by-Side Mode, click View Options, then uncheck the Side-by-Side Mode option. The video of the speaker will now display at the top of the screen, with the shared screen in the center of the window.

