# Webinar Best Practices for Attendees – ZOOM

Before the webinar starts:

- Access the ZOOM space **at least 5 minutes prior** to the start of the meeting. This will allow you time to ensure you have the software downloaded, and allow you to adjust:
    - Your computer speakers (make sure the volume is turned on and up)
    - Your microphone
    - Your camera
- We highly recommend using the "test your audio" tutorial that is typically prompted when you first sign-on to a ZOOM webinar.
- For more information on testing your audio, please visit the ZOOM Help Center: https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

During the meeting / contacting the Host or Speaker:

- If you have questions of the host or speaker, please use the "Question and Answer" - **Q&A** function in ZOOM.
    - The **Q&A** function allows the host to address any direct concerns you might have during the meeting, as well as collate and organize questions for the speaker.
    - The **Q&A** function is typically located at the bottom of your screen. Depending on your computer configuration, you might have to "hover" your mouse to see the bar containing the chat option.
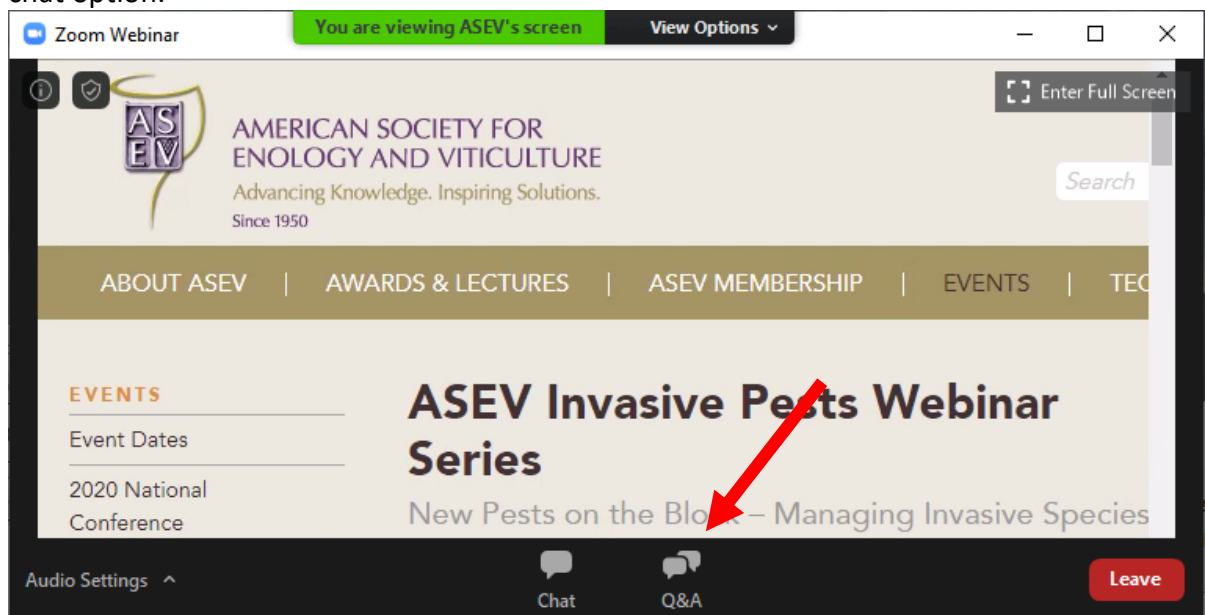
General Tips

- If you have a slower internet connection:
    - The quality of the ZOOM meeting may be improved by not sharing your video feed.
    - You may choose to call in from a phone to access the ZOOM audio, while simultaneously watching the presentation from your computer.