How to sign into your Zoom Webinar

1. Open up your email invitation from talk@kpu.ca or notifications@amilia.com

2. Please ==diarize your Webinar event== for the date and time noted within the invitation.

3. Please make yourself familiar with the General Guidelines for Zoom Webinars

   General guidelines for Zoom Webinars:
   • Please log in to the webinar with your full name, as attendance will be taken.
   • Do not pass on the info for how to join the meeting to anyone.
   • Please protect others' privacy by participating from an area where no one other than yourself can be listening in or looking at the screen.
   • No recording or photography of any kind.

4. About **5 minutes before** the start of your session, select the ==link to join the webinar==, taking note of the Webinar ID code and Passcode.
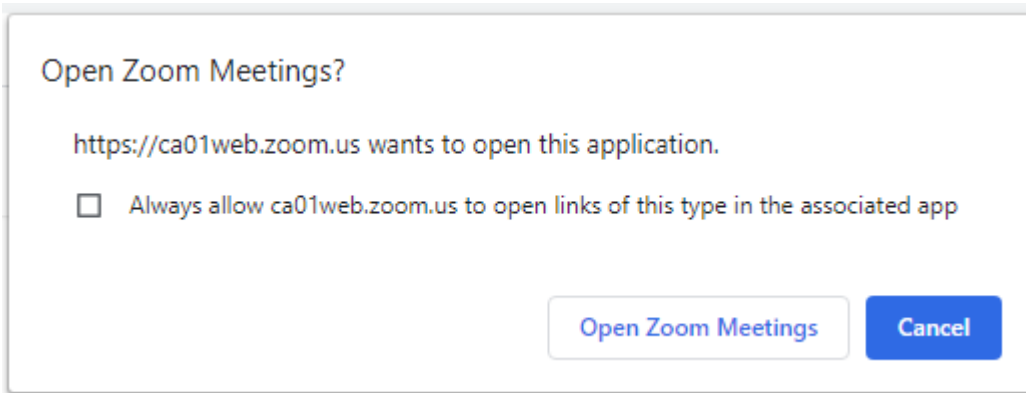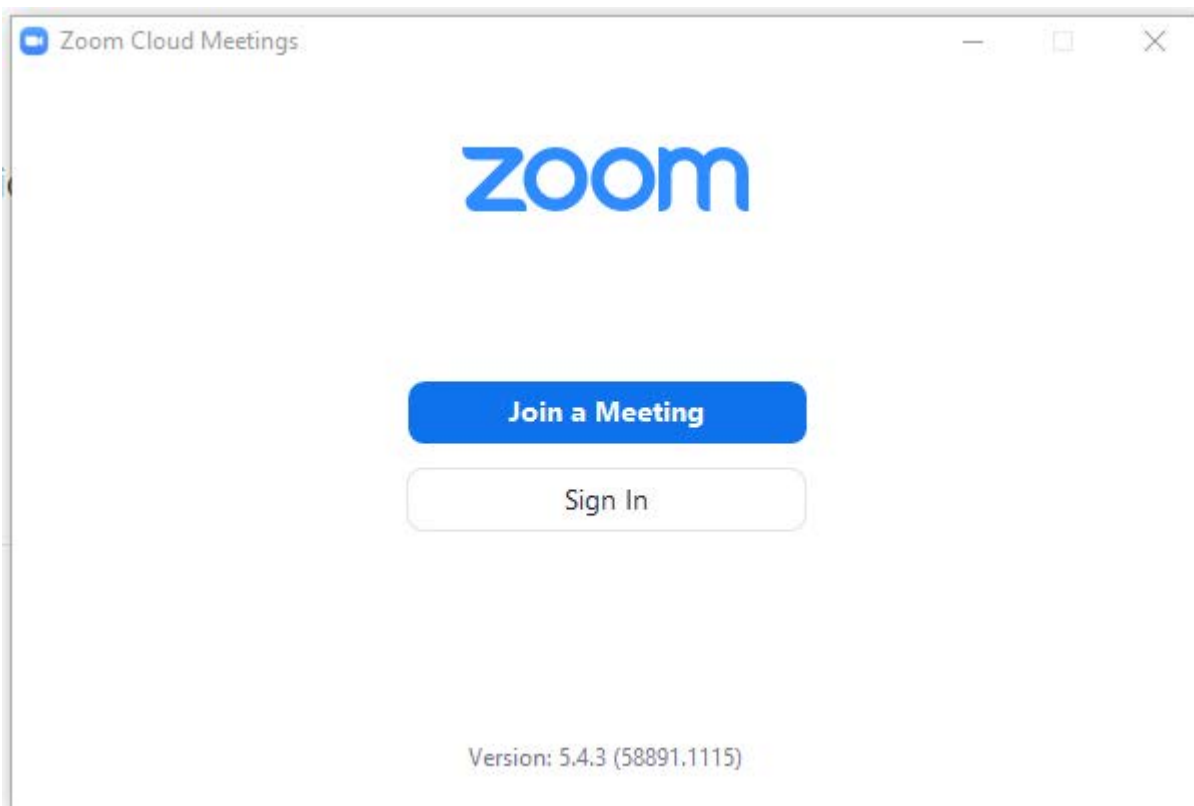
Please click the link below to join the webinar:
https://ca01web.zoom.us/j/63981706102

Webinar ID: 639 8170 6102
Passcode: 115510

5. The Zoom link will show up on your computer (this may or may not pop up)

Open Zoom Meetings?

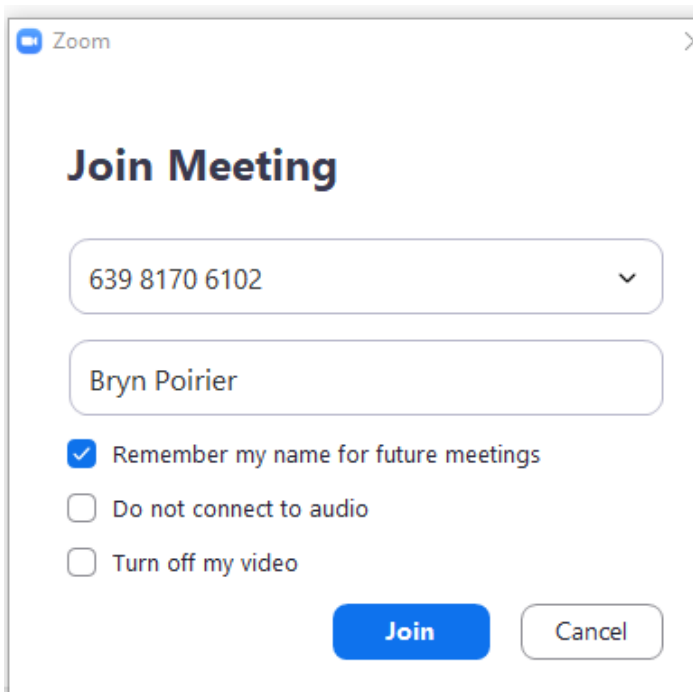https://ca01web.zoom.us wants to open this application.

☐ Always allow ca01web.zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

6. Select "Open Zoom Meetings"
7. Select "Join a Meeting"

Zoom Cloud Meetings   — ☐ ✕

zoom

Join a Meeting

Sign In

Version: 5.4.3 (58891.1115)

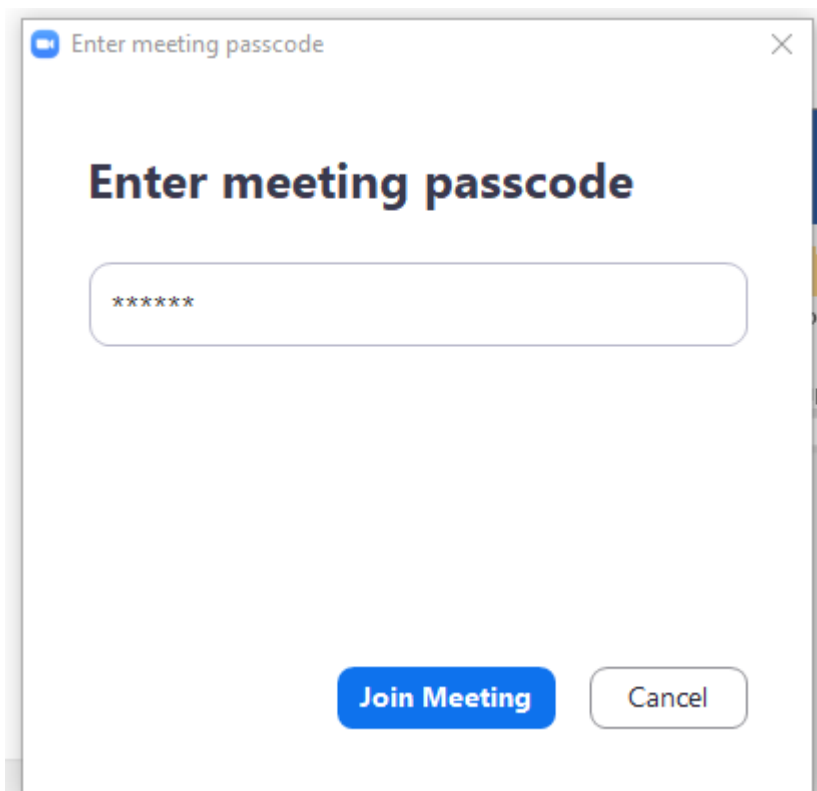8. Enter " Webinar ID" found within your invitation
9. Note: If this is your first time in a Zoom meeting you will need to enter your **full name** and select "Remember my name for future meetings"
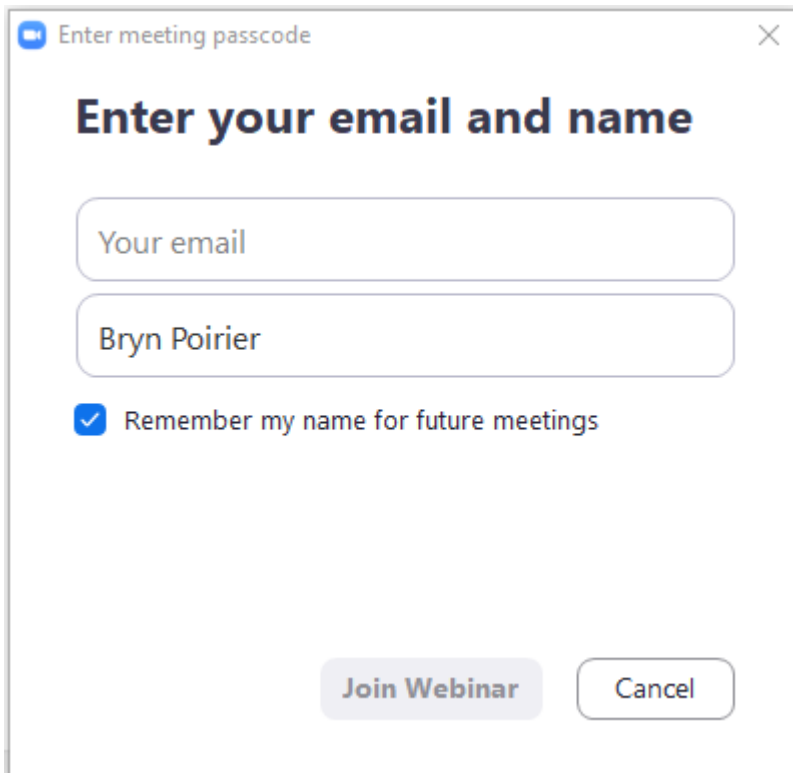
10. Then select "Join"

Zoom

Join Meeting

639 8170 6102

Bryn Poirier

☑ Remember my name for future meetings
☐ Do not connect to audio
☐ Turn off my video

Join   Cancel

11. Enter meeting "Passcode" also found within your invitation

Enter meeting passcode   ×

Enter meeting passcode

******

Join Meeting   Cancel

12. Enter your email and name and then select "==Join Webinar=="

13. You will then be placed into a queue until the Webinar starts. A message will pop up asking you to "**Please wait for the webinar to start**".
14. When the webinar is in progress, you will not be seen or heard by the rest of the audience as this is a Webinar rather than a Zoom meeting. Please use the ==Q&A== link on your screen to ask a question of the presenter". at the bottom of your screen.
15. For technical difficulties you may use the "==Chat==" option and our moderator will try to assist you.

TROUBLE SHOOTING

- If you cannot sign in through the link within your invitation, sign in via zoom.us and type in the Webinar ID.
- If you cannot hear the presenter check your volume level on your computer
- If your screen has frozen close the page and sign back in
- If you still cannot see the presentation please contact talk@kpu.ca and we will see if we can assist you