

How to sign into your Zoom Webinar

1. Open up your email invitation from talk@kpu.ca or notifications@amilia.com
2. Please **dialize your Webinar event** for the date and time noted within the invitation.

TALK

From: Bryn.Poirier@kpu.ca

To: APD; Third Age Learning at Kwantlen; Ajaypal Cheema

Subject: TALK Webinar Practice Session - Jan 27, 2021 at 10am

Location: <https://ca01web.zoom.us/j/63427978904> Room

Start time: Wed 1/27/2021 10:00 AM All day event

End time: Wed 1/27/2021 11:30 AM

You are invited to a Zoom Webinar

When: **January 27, 2021 at 10:00am Pacific Time (US and Canada)**
Topic: TALK Webinar Practice Sessions - Jan 27, 2021 at 10am

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.

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join: <https://ca01web.zoom.us/j/63427978904>
Passcode: 159859
Webinar ID: 634 2797 8904

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
Canada: +1 204 272 7920 or +1 438 809 7799 or +1 587 328 1099 or +1 613 209 3054 or +1 647 374 4685 or +1 647 375 2970 or +1 647 375 2971 or +1 778 907 2071
International numbers available: <https://ca01web.zoom.us/j/63427978904>

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

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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.

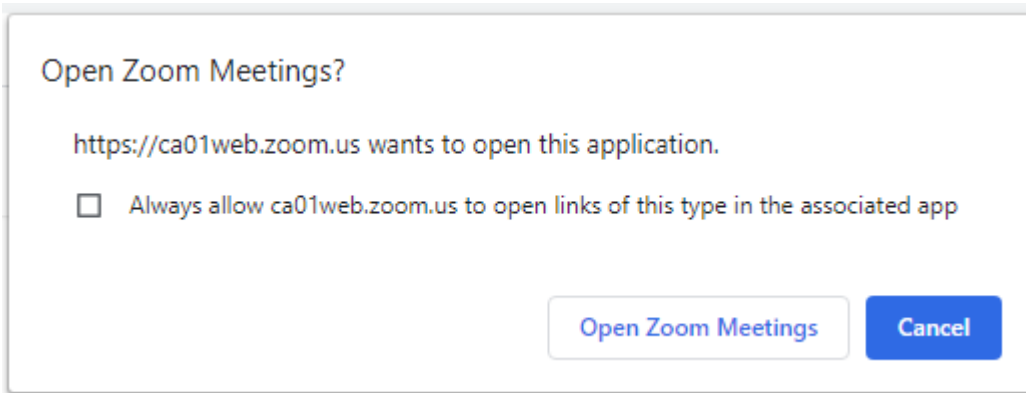
Please click the link below to join the webinar:

<https://ca01web.zoom.us/j/63981706102>

Webinar ID: 639 8170 6102

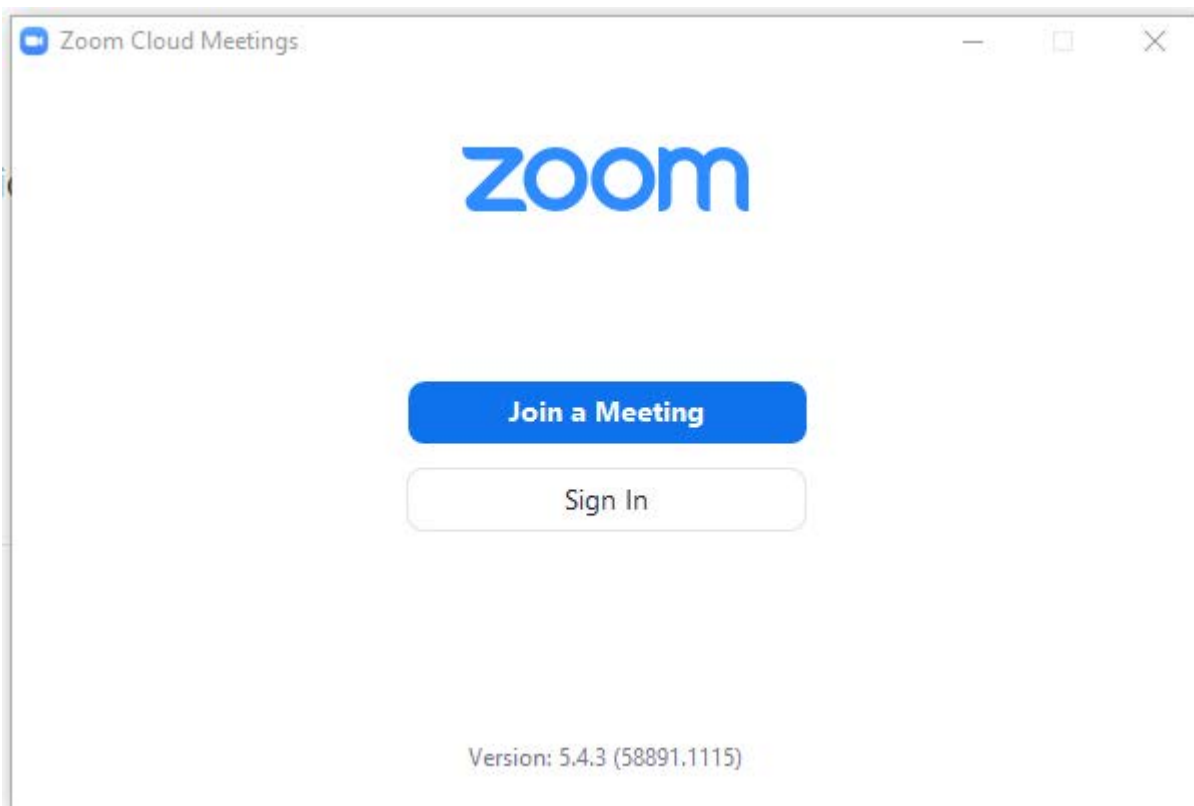
Passcode: 115510

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



6. Select "Open Zoom Meetings"

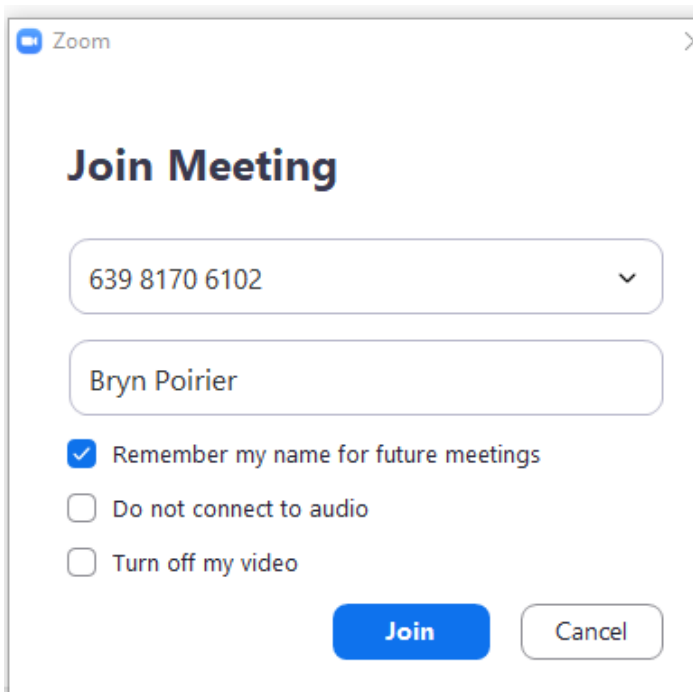
7. Select "Join a Meeting"



8. Enter "Webinar ID" found within your invitation

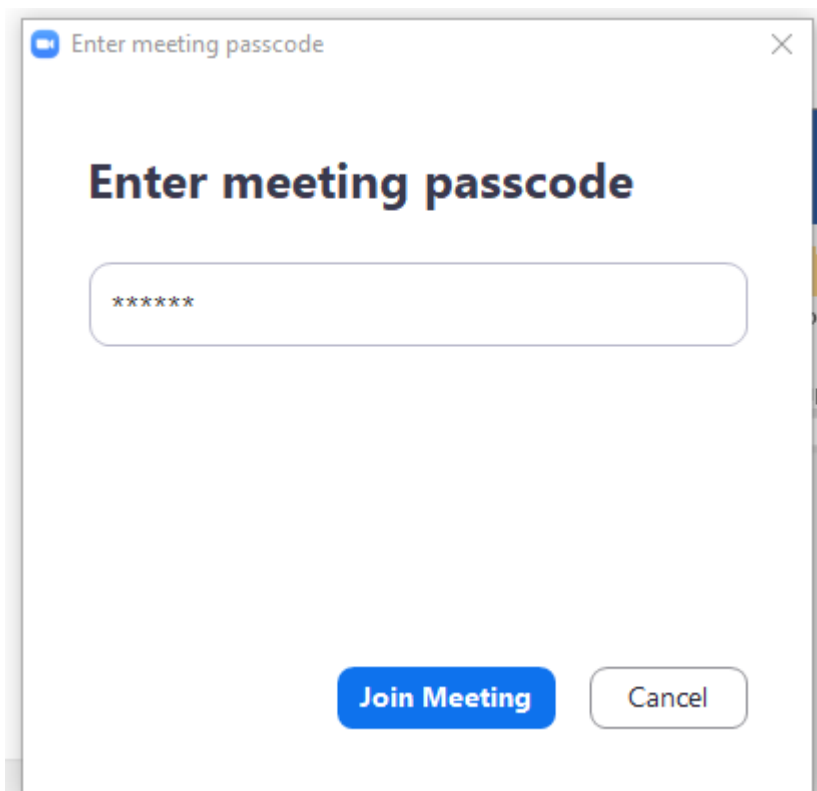
9. Note: If this is your first time in a Zoom meeting you will need to enter your **full name** and select "Remember my name for future meetings"

10. Then select “Join”



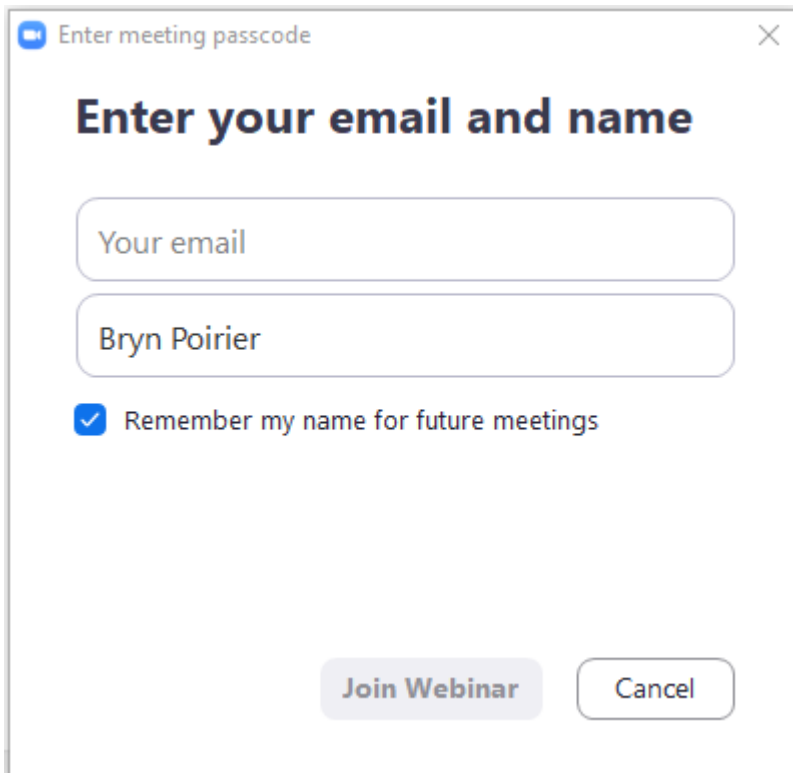
The image shows a Zoom application window titled "Zoom" with a close button. The main heading is "Join Meeting". Below the heading is a dropdown menu containing the meeting ID "639 8170 6102". Underneath is a text input field with the name "Bryn Poirier". There are three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio" (unchecked), and "Turn off my video" (unchecked). At the bottom, there are two buttons: a blue "Join" button and a white "Cancel" button.

11. Enter meeting “Passcode” also found within your invitation



The image shows a Zoom application window titled "Enter meeting passcode" with a close button. The main heading is "Enter meeting passcode". Below the heading is a text input field containing seven asterisks "*****". At the bottom, there are two buttons: a blue "Join Meeting" button and a white "Cancel" button.

12. Enter your email and name and then select “Join Webinar”



Enter meeting passcode

Enter your email and name

Your email

Bryn Poirier

Remember my name for future meetings

Join Webinar Cancel

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